

*High School Student Orientation Checklist*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

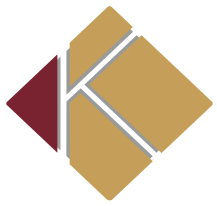
- \_\_\_\_\_ Advising
- \_\_\_\_\_ Review College Credit Programs
- \_\_\_\_\_ Review Placement Testing for High School Students
- Include review of Math and Writing Pathways***
- \_\_\_\_\_ Review MyKCC Guide
- \_\_\_\_\_ Review Canvas login procedures
- \_\_\_\_\_ Complete FERPA for both student and parent
- \_\_\_\_\_ Review term Academic calendar
- \_\_\_\_\_ Review the How College is Different than H.S. handout
- \_\_\_\_\_ Review the Satisfactory Academic Progress Information sheet
- \_\_\_\_\_ Review High School Website - ***Accelerated Learning through KCC***  
<https://www.klamathcc.edu/en-US/admissions/high-school/index.html>
- \_\_\_\_\_ How to look up information on the KCC Tutoring webpage.  
Note: The tutoring website is updated every term.  
<https://www.klamathcc.edu/Academics/LRC/Tutoring-Center>
- \_\_\_\_\_ Review Career Services and learn how to schedule an appointment  
<https://www.klamathcc.edu/en-US/Students/Career-Services-Center>
- \_\_\_\_\_ Review KCC Campus Map



***Information included in Accelerated Learning folder:***

- Importance of advising and appointment form
  - College Credit Options
  - Placement testing for high school students
  - Writing Pathways
  - Math Pathways
  - MyKCC guide with step by step directions
  - Tutoring Center information
  - FERPA Consent to release student information
  - How to order textbooks
  - Academic Calendar
  - How College is different from high school
  - Satisfactory Academic Progress Standards
  - Campus Map
  - Academic Planning tool
  - CGS 112: Career Exploration & Planning
  - CGS 100: College Survival & Success
- Senior Section:**
- Bridge from High School to College
  - Oregon Promise - Handout
  - Badger to Owl - Handout
  - Do you Money for College or Career School? Handout

accessing Canvas, log-in help,  
assistance with student computers,  
installing Office, and more.  
Canvas Support: **884-348-0032**



*Accelerated Learning*  
through  
**KLAMATH**  
Community College

## **High School Advising**

*now available at KCC*



Did you know you might be taking a class that is not required for your college pathway? Save time, money, and A LOT of hassle by talking to your college advisor today!

Want to know what your options are as a high school student?

Not sure how to start taking college classes?

Need help deciding on a career field that interest you?

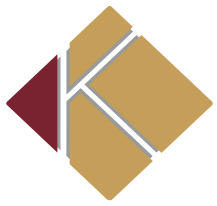
Your high school advisor at KCC, Anna Malone can help explore all your educational goals.

Please contact **Anna Malone**  
at **971-380-5132** or **malone@klamathcc.edu**

Location: Building 4, Room 414E

7390 South 6<sup>th</sup> Street

Klamath Falls, OR 97603



*Accelerated Learning*  
through  
**KLAMATH**  
Community College

*please  
write neatly!*

## New Student Advising Appointment

FULL NAME: \_\_\_\_\_ PREFERRED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PERSONAL EMAIL: (not school email) \_\_\_\_\_

HIGH SCHOOL: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_

Have you taken any Dual Credit classes? YES \_\_\_\_\_ NO \_\_\_\_\_

Any college classes outside of KCC? YES \_\_\_\_\_ NO \_\_\_\_\_

*(If you checked "Yes", please provide a copy of transcript/s)*

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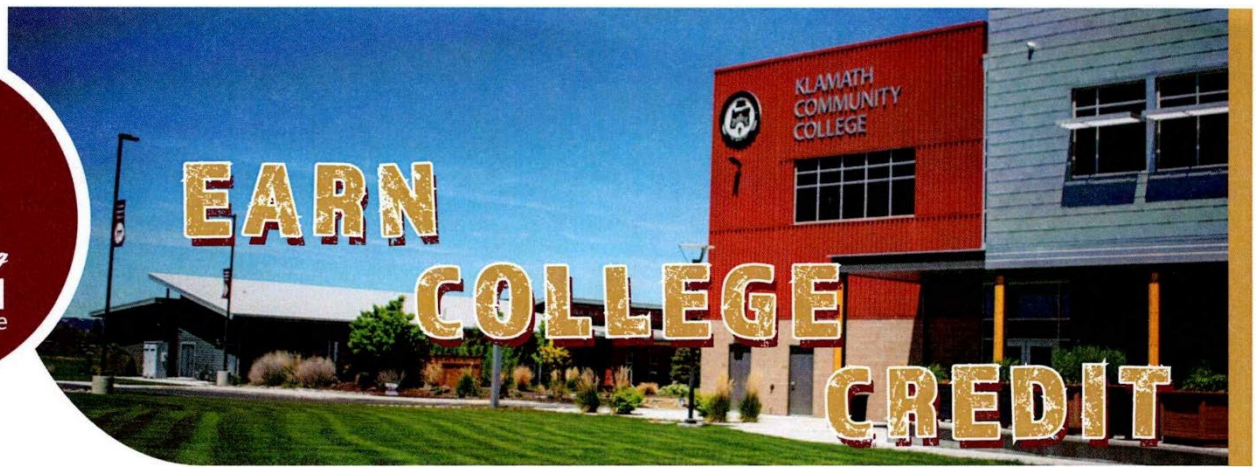
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**Return form 24 hours prior to your appointment.**

If you have any questions, contact **Anna Malone**,  
Accelerated Learning Student Success Advisor  
at 971-380-5132 or [malone@klamathcc.edu](mailto:malone@klamathcc.edu)





### College Credit at KCC

Taking Dual Credit, College Now, or College Online High School courses through KCC allows high school students to earn college credit at a fraction of the cost of traditional college courses.

### Why Take College Credits at KCC?

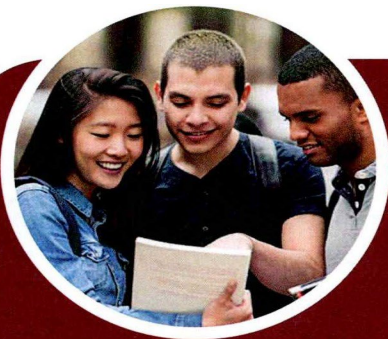
4. Get college experience before graduating high school.
5. Earn college credits and graduate from college early.
6. Save thousands on your college education.



## COLLEGE

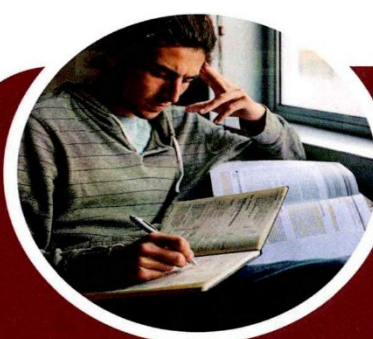
## CREDIT

## OPTIONS



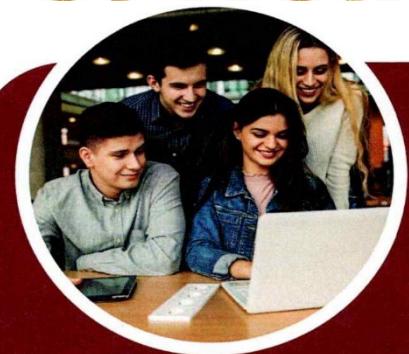
### **Dual Credit**

Earn college credit at your high school campus for free! Work toward a college certificate or degree while you earn a high school diploma. Credits transfer to a number of reputable colleges and universities.



### **College Now**

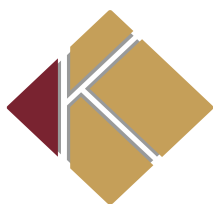
Earn college credit through your high school on the KCC campus! This program assists in bringing high school students to KCC, allowing you to experience the college atmosphere early and take advantage of the technology and services KCC has to offer.



### **College Online High School**

Earn college credit through your high school ONLINE! Courses are taught by KCC faculty and can be taken anywhere you can access Wi-Fi.

**Kelly Kandra Director of Accelerated Learning**  
541-882-2337 [kandra@klamathcc.edu](mailto:kandra@klamathcc.edu)



Here are just a few quick tips to help you with your enrollment to KCC:

## Placement Testing for High School Students

*Do you need to take a placement exam?*

### New Student

- Call Anna Malone at 971-380-5132 or email [malone@klamathcc.edu](mailto:malone@klamathcc.edu) Provide name, address, telephone number, personal email, and date of birth.
- Anna will provide the student ID to you.
- Once you have your student ID, call the KCC Testing Center at 541-880-2334 to schedule a time and date to complete your **placement exam for writing**.
- If you would like to take your **math placement exam**, you may pick one up from Anna and take the test from home or school.
- **IMPORTANT! Send exam results to Anna Malone at [malone@klamathcc.edu](mailto:malone@klamathcc.edu)**
  - You are now ready to look at the academic courses with your advisor.

### Current Student

- You will need your student ID. Note: if you don't know your student ID contact Anna Malone at 971-380-5132 or email [malone@klamathcc.edu](mailto:malone@klamathcc.edu).
- Once you have your student ID, call the KCC Testing Center at 541-880-2334 to schedule a time and date to complete your placement exams.
- If you would like to take your **math placement exam**, you may pick one up from Anna and take the test from home or school.
- **IMPORTANT! Send exam results to Anna Malone at [malone@klamathcc.edu](mailto:malone@klamathcc.edu)**
  - You are now ready to look at the academic courses with your advisor.

# Live Proctoring Student Quick Guide Taking the ACCUPLACER with Examity ACCUPLACER Registration

- ❖ Contact your institution and tell them you're interested in taking ACCUPLACER tests online with Examity
- ❖ Once your school approves your request, you will receive an email from ACCUPLACER with your voucher code. This voucher code will allow you to schedule and take your exam.
- ❖ Click the Examity link to register. Enter your first name, last name, email, and select your institution.
- ❖ You will receive a confirmation email from Examity with login credentials.
- ❖ Log in to Examity with the user ID and password provided to you, and schedule your exam.

My Profile



pled 10 Enter & security questions. Confirm time zone.

## Step 1: Create Profile

- ❖ Select time zone
- ❖ Upload government-issued photo ID
- ❖ Answer security questions

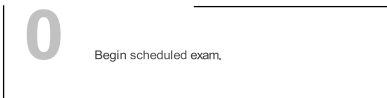
Schedule Exam



## Step 2: Schedule Exam

- ❖ Enter voucher code and press "Submit"
  - ❖ Select your institution and select "ACCUPLACER" as the exam name
- ❖ Choose your preferred date and time in the calendar
  - ❖ Want to test now? Click the "on-demand" scheduling button

Start Exam



## Step 3: Connect to Proctor

- ❖ Return to the Examity dashboard
  - ❖ Select the "Start Exam" button
  - ❖ Click "Connect to Proctoring"

## Step 4: Authentication

- ❖ Verify identity with photo ID
- ❖ Review exam rules
- ❖ Show desk and workspace
- ❖ Answer security question
- ❖ Agree to the User Agreement

## Step 5: Begin Exam

**Good Luck!**



## Before Your Exam

**Confirm you meet system requirements:** Access to a desktop, Chromebook or laptop computer (tablets and mobile devices not supported); a built-in or external webcam, microphone, and speakers; an upload and download speed of at least 2Mbps; Google Chrome or Mozilla Firefox as your browser

### 1.1 Navigate to your Examity dashboard

- Receive an ACCUPLACER voucher code via email
- Click the Examity [link](#) and enter your information
- Receive an email from Examity with log in credentials
  - Log into Examity, build your profile, and schedule your exam

### 2.1 Create your Examity profile

- ❖ Select your time zone. Enter your phone number and birth date
- ❖ Upload a picture of your ID
- ❖ Choose security questions

### 3.1 Schedule your exam

- ❖ Click "Schedule Exam"
- ❖ Enter your voucher code
  - ❖ Select institution, and exam in the drop-down menus
- ❖ Select a date and time

## Taking Your Exam

- ❖ **Testing now?** Select "Click here to continue" and navigate to #4 below
- ❖ **Testing later?** Return to the Examity dashboard, click "Start Exam" and navigate to #4 below

### 4.1 Download the browser extension

- Select the orange "Examity" button
- **Chrome:** You will be sent to the Chrome store to download the Examity extension. After install, you will return to Examity
- **Firefox:** The Examity extension will automatically install

### 5.1 Click "Connect To Proctoring." When your computer is ready, hit "Next"

### 6.1 Install and launch the Examity application

- ❖ Click "Agree and Launch Application." The application will open a pop-up window
- ❖ Confirm you see yourself on the webcam
- ❖ Click "Share" to share your entire screen

### 7.1 Verify your identity

- Take your picture
- Snap a photo of your ID
- Answer security questions
- Review and agree to exam rules

### 8.1 Access your exam

- Click, "Begin Exam." You will be redirected to the exam page
- Start your exam

## Exam Submission

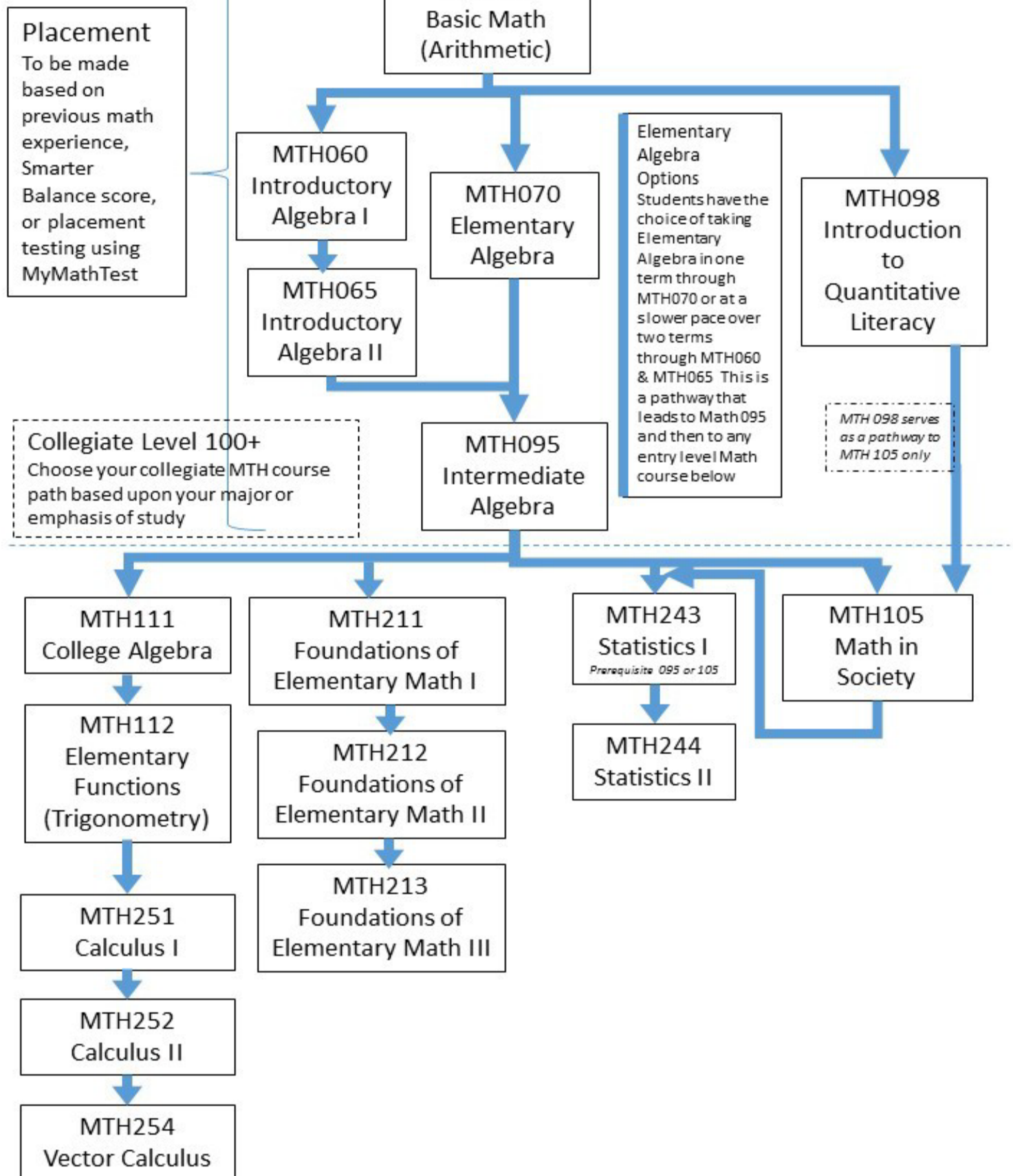
### 9.1 Submit your exam

- ❖ Once your test is complete, click "Continue" to see your score
  - ❖ Navigate back to the Examity proctoring window
  - ❖ Select "Close" to end your proctoring session
- ❖ Close the Examity webpage to uninstall the Examity browser extension

## TECHNICAL SUPPORT

For assistance, call 855-EXAMITY, email [support@examity.com](mailto:support@examity.com) or chat directly with us through the Live Chat feature on the Examity dashboard.

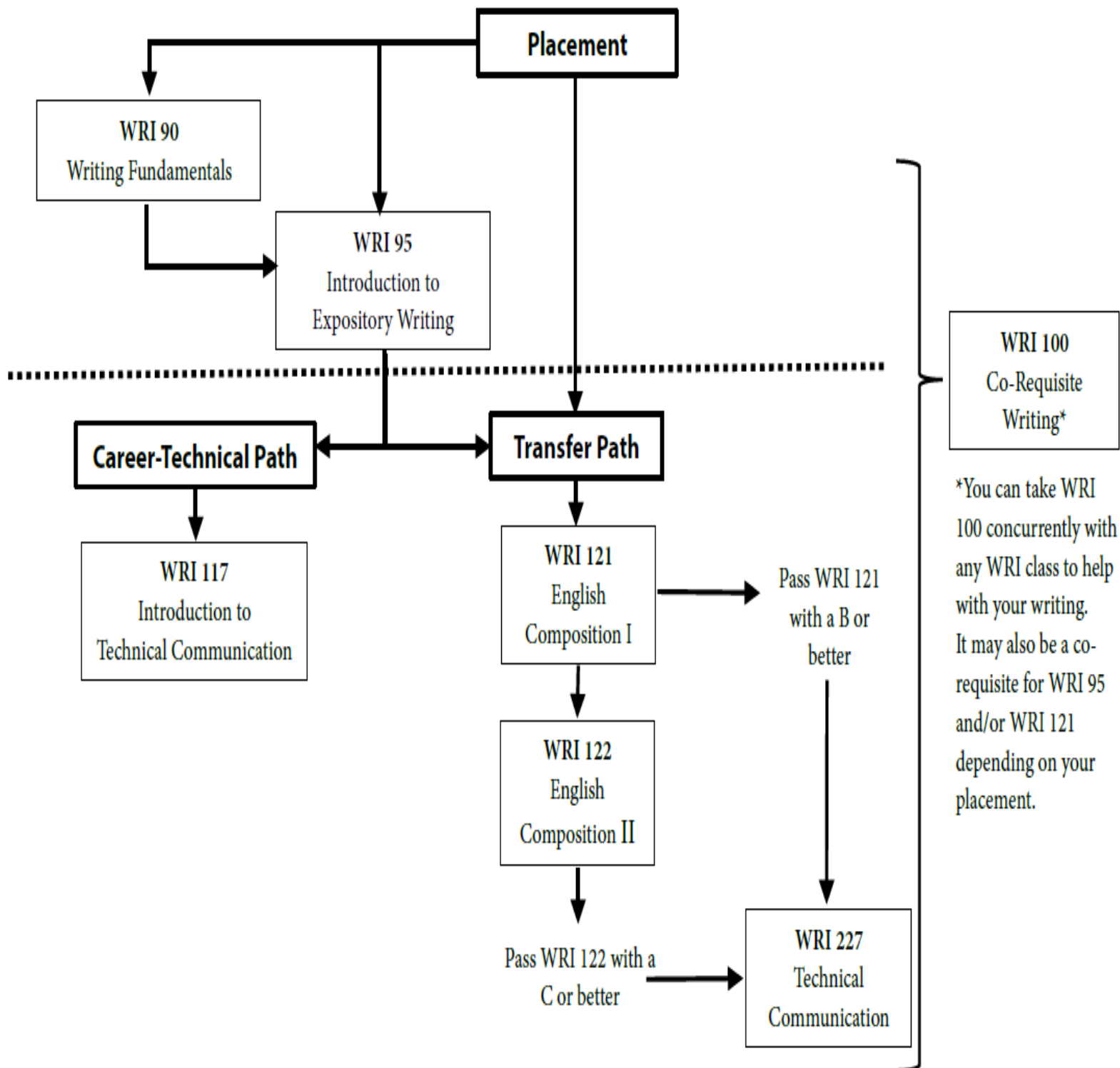
## Mathematics course offerings





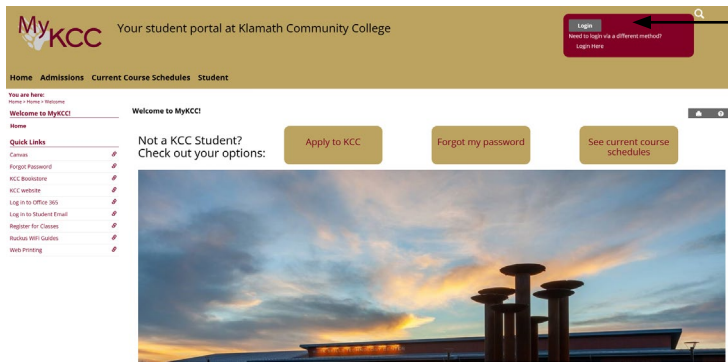
# Writing Pathways

Not all classes are necessary for every degree and not all classes transfer. Review your degree requirements with your advisor to find out which writing classes you need to take.



# 2022 MyKCC guide for students

## Step one:

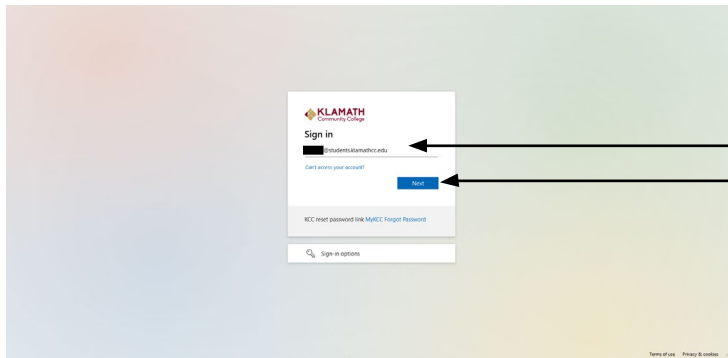


MyKCC is located at

<https://mykcc.klamathcc.edu/ICS/>.

To log into MyKCC, click the login button located in the burgundy box in the top right of the screen.

## Step two:

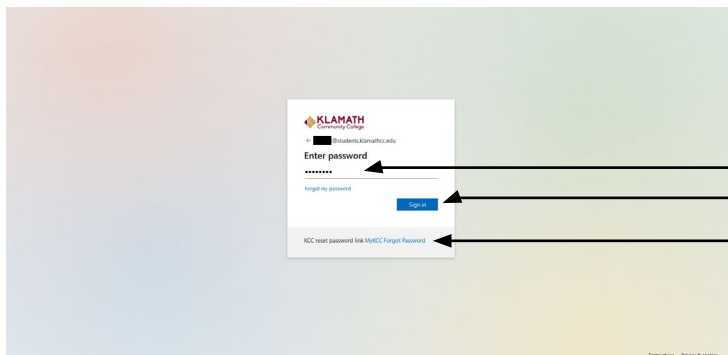


On the next screen, enter your KCC student email.

Your student email is your 6-digit ID number@students.klamathcc.edu

Then click the next button.

## Step three:



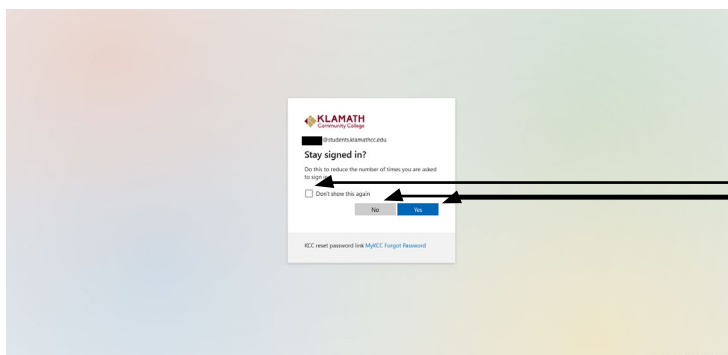
Enter your MyKCC password and click the sign in button.

If you have forgotten your password, click the link at the very bottom of the sign in window that states, "MyKCC Forgot Password."

You may also visit

[https://mykcc.klamathcc.edu/ICS/Student/Forgot\\_password.jnz](https://mykcc.klamathcc.edu/ICS/Student/Forgot_password.jnz)

## Step four:

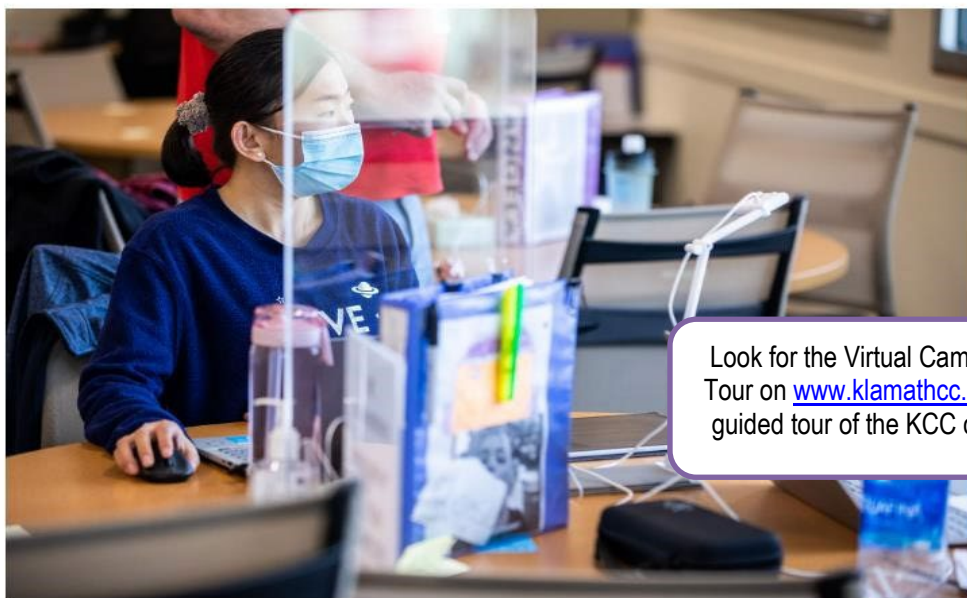


If you are on a shared computer, click "No." This will sign you out when you log out.

If you are on a private computer, and would like your login saved, click the "Yes" button.

If you are on a private computer and would like the pop-up to only show once, check the box marked "Don't show this again."

## Tutoring Center



Look for the Virtual Campus 360 Tour on [www.klamathcc.edu](http://www.klamathcc.edu) for a guided tour of the KCC campus.

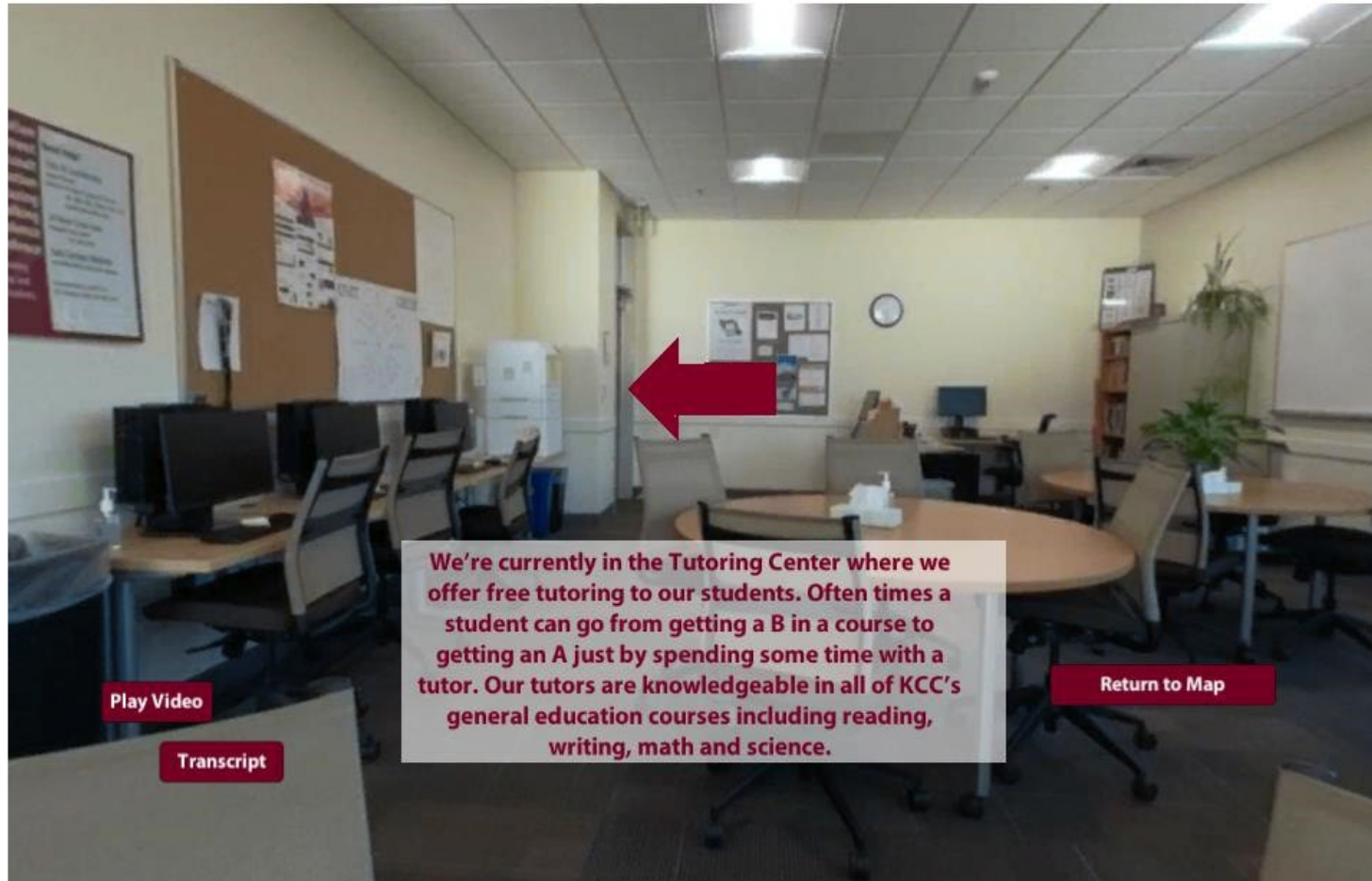
**Tutors are located in the tutoring center in Founders Hall. All tutors are available for face to face tutoring and tutoring via Zoom.**

### Tutoring Center Hours Fall Term 2022

Monday Tuesday Wednesday Thursday Friday	9:00 a.m. to 5:00 p.m.
Saturday	CLOSED CLOSED CLOSED

**Questions? Need Help?**

**541-880-2282**



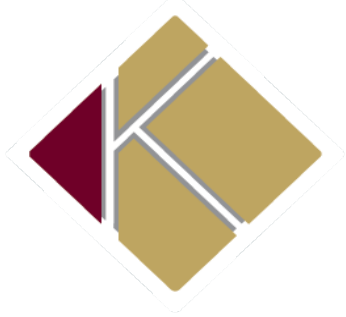
We're currently in the Tutoring Center where we offer free tutoring to our students. Often times a student can go from getting a B in a course to getting an A just by spending some time with a tutor. Our tutors are knowledgeable in all of KCC's general education courses including reading, writing, math and science.

[Play Video](#)

[Transcript](#)

[Return to Map](#)





# FERPA Consent to Release Student Information

Office of Registrar · Building 3 · 7390 South Sixth Street · Klamath Falls, OR 97603

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
**KCC Student ID Number**

It is the policy of Klamath Community College, in accordance with the Family Education Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' education records unless the student has consented to disclosure. Private information, such as grades, class schedules, the student's account, and financial aid awards may not be released without express consent from the student. Signing this form provides such consent, according to the information designated for release and to whom it is to be released.

I, \_\_\_\_\_, authorize Klamath Community College to release the following educational records, upon request, to the persons listed below, for the purpose of keeping them informed regarding my education at Klamath Community College.

**Please initial all that apply:**

\_\_\_\_\_ All financial records in the Business Office

\_\_\_\_\_ All medical/ disability documents in Student Support Services

\_\_\_\_\_ All Financial Aid Information

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ All academic records in the Registrar Office

\_\_\_\_\_ Other: \_\_\_\_\_

Persons to whom information can be released:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

All listed persons will have access to the initialed information/ departments above. If a person shall have access to different information than listed, student

Please provide the contact information for the previously stated persons to whom information can be released.

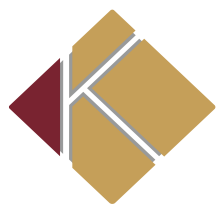
Name: _____ Mailing Address: _____ _____ Phone Number: (_____) _____ Email: _____	Name: _____ Mailing Address: _____ _____ Phone Number: (_____) _____ Email: _____
Name: _____ Mailing Address: _____ _____ Phone Number: (_____) _____ Email: _____	Name: _____ Mailing Address: _____ _____ Phone Number: (_____) _____ Email: _____

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the above-named person(s). I understand that this release will remain in effect unless I revoke such consent in writing and the revocation is received and processed by Klamath Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return to Enrollment Services  
 Received By: \_\_\_\_\_ Date: \_\_\_\_\_



Name: \_\_\_\_\_

KCC Student ID: \_\_\_\_\_

### HOW TO ORDER TEXTBOOKS

Course name (Include section number and DE)

Example: CGS100.01 DE. **Course:** CGS100, **Section:** 01 **DE:** Distance Education:

Course 1: \_\_\_\_\_

Course 2: \_\_\_\_\_

Course 3: \_\_\_\_\_

Course 4: \_\_\_\_\_

1. Go to <https://www.klamathcc.edu/Admissions/High-School/High-School-Students>

6. Click "View Your Materials"

2. Click the burgundy box "Student Resources and Support"

7. It will direct you to view all course material added

3. Under "Bookstore" click "Contact Information"

8. Click "Continue Checkout" twice

4. Click "Textbook Materials"

9. It will prompt you to login.  
i. if you're logging in for the first time to the Bookstore click "Register Here" and complete the "Customer Registration" and submit profile.

5. Click "Add Course"

a. Add current term

b. Search for department (for example History is HST)

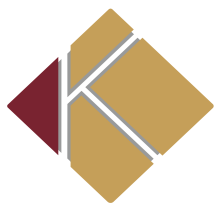
c. Search for Course-Section

10. Finish "Checkout" with payment information and submit order.

#### Questions:

Contact: **Carly Gilder** Bookstore Manager

**541-880-2291** or [gilder@klamathcc.edu](mailto:gilder@klamathcc.edu)



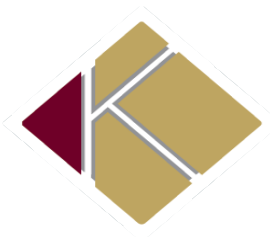
Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

## Academic Calendar 2022-2023

Term	Summer 2022	Fall 2022	Winter 2023	Spring 2023	Summer 2023 (Tentative)
<b>Begin Registration for Current Students</b>	May 2 Monday	May 2 Monday	October 31 Monday	February 13 Monday	Summer - May 8 Monday  Fall 2023 - May 8
<b>Classes Begin</b>	June 27 Monday	September 26 Monday	January 9 Monday	April 3 Monday	June 26 Monday
<b>Last day to Drop a Class for a Full Refund and Last Day to Add a Class</b>	July 1 Friday	September 30 Friday	January 13 Friday	April 7 Friday	June 30 Friday
<b>Holidays and Session Breaks</b>	Juneteenth (tentative) June 20 (observed) Monday  Independence Day July 4 Monday	Veterans Day November 11 Friday  Thanksgiving November 24-25 Thursday-Friday  Christmas December 23, 26 (Observed) Friday, Monday  New Year's Day January 2 (Observed) Monday	Martin Luther King, Jr. Day January 16 Monday  President's Day February 20 Monday  Spring Break March 27-31 Monday-Friday	Memorial Day May 29 Monday	Juneteenth (tentative) June 19 Monday  Independence Day July 4 Tuesday
<b>Last Day to Withdraw with a "W"</b>	August 5 Friday	November 18 Friday	March 3 Friday	May 26 Friday	August 4 Friday
<b>Final Exams</b>	August 22-26 Monday-Friday	December 5-9 Monday-Friday	March 20-24 Monday-Friday	June 12-16 Monday-Friday	August 21-25 Monday-Friday
<b>Last Day of Term</b>	August 26 Friday	December 9 Friday	March 24 Friday	June 16 Friday	August 25 Friday
<b>Commencement</b>				June 16 Friday	





# How College is Different from High School

## Klamath Community College

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

<i>High School</i>	<i>College</i>
<u><i>Classes:</i></u>	<u><i>Classes:</i></u>
<ul style="list-style-type: none"> <li>❖ Classes are arranged for you</li> <li>❖ Classes meet daily</li> <li>❖ Teachers monitor attendance</li> <li>❖ Classes average less than 30 students</li> <li>❖ You are given text books at little or no cost</li> <li>❖ Courses to meet graduation requirements are relatively consistent</li> </ul>	<ul style="list-style-type: none"> <li>❖ You arrange your classes</li> <li>❖ Classes may meet just once a week</li> <li>❖ Professors may not monitor attendance</li> <li>❖ Classes may number 100 students or more</li> <li>❖ You need to budget money for text books</li> <li>❖ Courses to meet graduation requirements differ</li> <li>❖ According to the program you study</li> </ul>
<u><i>Instructors:</i></u>	<u><i>Instructors:</i></u>
<ul style="list-style-type: none"> <li>❖ Have training in teaching methods courses</li> <li>❖ Write information on the board for your notes</li> <li>❖ Remind you of assignments and due dates</li> <li>❖ Provide you with the information you missed when you were absent</li> <li>❖ Present material to help you understand the concepts in the text book</li> <li>❖ Guide you through the thinking process</li> <li>❖ Approach you if they believe you need help</li> <li>❖ Are available for conversation and assistance before, during, and/or after school</li> </ul>	<ul style="list-style-type: none"> <li>❖ Have training in their area of expertise</li> <li>❖ Expect you to identify key points for your notes</li> <li>❖ Provide you with a syllabus so you can track assignments and due dates</li> <li>❖ Count on you to get notes for missed classes</li> <li>❖ Encourage you to relate the material presented in class with the concepts in the text book</li> <li>❖ Push you to think critically for yourself</li> <li>❖ Suggest you initiate contact if you need help</li> <li>❖ Are available for conversation and assistance during their specified office hours</li> </ul>
<u><i>Studying:</i></u>	<u><i>Studying:</i></u>
<ul style="list-style-type: none"> <li>❖ The amount of time studying is comparable to the time spent in class</li> <li>❖ Teachers may allot class time for homework</li> <li>❖ Your studying involves just the material in your text book</li> </ul>	<ul style="list-style-type: none"> <li>❖ You should study at least 2 hours outside of class for each hour in class</li> <li>❖ Little (or no) class time is allotted for homework</li> <li>❖ Your studying involves reading and writing assignments that are not in your text book</li> </ul>
<u><i>Tests:</i></u>	<u><i>Tests:</i></u>
<ul style="list-style-type: none"> <li>❖ Testing is frequent and covers small amounts of material</li> <li>❖ Quizzes occur between tests</li> </ul>	<ul style="list-style-type: none"> <li>❖ Testing is infrequent and covers large amounts of material</li> </ul>

Updated 07/01/2021

<ul style="list-style-type: none"> <li>❖ Makeup tests are an option</li> <li>❖ Teachers (re)schedule test dates to avoid conflicts with other school activities</li> <li>❖ Teachers conduct review sessions prior to the day of the test</li> <li>❖ Mastery is often seen as the ability to recognize the same information presented in class</li> </ul>	<ul style="list-style-type: none"> <li>❖ Courses may just have two or three tests total</li> <li>❖ Makeup tests may not be an option</li> <li>❖ Professors schedule test dates at the beginning of the semester, regardless of school activities</li> <li>❖ Professors encourage students to form study sessions prior to the day of the test</li> <li>❖ Mastery is often seen as the ability to apply and problem solve what you have learned to new situations.</li> </ul>
<p><u><i>Grades:</i></u></p> <ul style="list-style-type: none"> <li>❖ Grades are given for homework</li> <li>❖ Consistently good homework grades help raise your overall grade when test grades are low</li> <li>❖ Extra credit projects are offered to help you raise your grade</li> <li>❖ Final class grades are determined by a “good faith effort”- If you try hard, you will pass</li> <li>❖ Final class grades of a D or higher are required to graduate with a diploma</li> </ul>	<p><u><i>Grades:</i></u></p> <ol style="list-style-type: none"> <li>1. Grades may not be given for homework</li> <li>2. Grades on tests and papers provide most of the overall course grade</li> <li>3. Extra credit projects may not be offered to help you raise your grade</li> <li>4. A good effort is important, but most likely won't change your status from failing to passing</li> <li>5. Final class grades of a C or higher are required to graduate with a certificate or a degree</li> </ol>
<p><u><i>Personal Freedoms:</i></u></p> <ol style="list-style-type: none"> <li>a. You are told your responsibilities and are “called out” if your behavior is out of line</li> <li>b. Your time is guided by others</li> <li>c. Your parents are involved in your high school experience</li> <li>d. Information about your high school success (or failure) is readily shared between the school and your parents.</li> <li>e. The high school is obligated to teach you – mandatory enrollment/attendance until a certain age is reached.</li> </ol>	<p><u><i>Personal Freedoms:</i></u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You are responsible for your actions and their consequences</li> <li><input type="checkbox"/> You manage your own time</li> <li><input type="checkbox"/> Your parents are as involved in your college experience as you choose them to be</li> <li><input type="checkbox"/> Information about your college success (or failure) cannot be shared between the college and your parents (FERPA)</li> <li><input type="checkbox"/> The college is not obligated to teach you – voluntary enrollment/attendance on your part.</li> </ul>
<p><u><i>How to Make a Successful Transition to College:</i></u></p>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Take control of your own education: think of yourself as a scholar</li> <li><input type="checkbox"/> Get to know your professors: they are our single greatest resource</li> <li><input type="checkbox"/> Create your own support systems and seek help when you realize you may need it.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan ahead to satisfy academic obligations and make room for everything else</li> <li><input type="checkbox"/> Don't take a course just to satisfy a requirement, and don't drop any course too quickly</li> <li><input type="checkbox"/> Think beyond the moment: set goals for the term, the year, your college career</li> </ul>

***Important – Please Read***  
*(If you have any questions, please let us know)*

**Satisfactory Academic Progress (SAP)**

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 deadline. A grade of W, I or F does not count as successful completion of a class. KCC will apply the SAP standards at the completion of the term after final grades are posted.

**Warning**

The status assigned to a student the first term the student fails to maintain SAP. The student is eligible to enroll in classes. Student must complete a student success plan with a Student Success Advisor.

**Probation**

The status assigned to a student who fails to meet SAP. KCC can enforce enrollment restrictions if it appears these restrictions will aid in the student's success. Student must file an appeal prior to registering for the next term of classes at KCC. For an appeal packet to be complete, a signed cover letter (the appeal form), a letter written by the student stating what kept them from being successful, and supporting documentation.

**Suspension**

The status assigned to a student who fails to meet SAP. The student is not eligible to enroll in classes unless an appeal is filed according to the school's guidelines and the appeal's granted. For an appeal packet to be complete, a signed cover letter (the appeal form), a letter written by the student stating what kept them from being successful, and supporting documentation.

**Student Name (Please Print)**

**Date**

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## Satisfactory Academic Progress Standards 2022-2023

To receive Federal Financial Aid at Klamath Community College (KCC), a student must meet the Standards of Satisfactory Academic Progress. Failure to meet any of the standard requirements will result in warning or disqualification from receiving Federal Financial Aid or warning, probation or academic suspensions from attending KCC.

- 2 Klamath Community College in compliance with Federal Regulation 668.34 requires that students maintain satisfactory academic progress to continue eligibility to enroll in classes and receive Federal Financial Aid (grants and loans). Satisfactory Academic Progress means maintaining a 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 deadline. 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. Listed below are the completion requirements:

If a student is enrolled in:		A student must complete with a 2.00 or higher GPA:	
<b>20</b>	<b>credits</b>	<b>14</b>	<b>credits</b>
19	credits	13	credits
18	credits	12	credits
17	credits	12	credits
16	credits	11	credits
15	credits	10	credits
14	credits	10	credits
13	credits	9	credits
12	credits	8	credits
11	credits	8	credits
10	credits	7	credits
9	credits	6	credits
8	credits	6	credits
7	credits	5	credits
6	credits	4	credits
5	credits	4	credits
4	credits	3	credits
3	credits	2	credits
2	credits	2	credits
1	credit	1	credit

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- 3 The US Department of Education and KCC have defined the following terms associated with Satisfactory Academic Progress:
  - 3.50 **Academic and Financial Aid Warning:** This status is assigned in the first term a student fails to make SAP. The student remains eligible to enroll in classes and receive Financial Aid, but must meet with their academic advisor and create a Success Plan prior to Financial Aid being re-instated. Student must meet SAP standards the next term to continue Financial Aid eligibility. No appeal is necessary,
  - 3.51 **Financial Aid Disqualification:** This status is assigned to a student who failed to make SAP more than one term. The student is not eligible to receive Financial Aid unless an appeal is approved. If the appeal is granted, the status changes to Financial Aid Probation.
  - 3.52 **Academic and Financial Aid Appeal:** Students who have not met SAP standards may appeal for reconsideration of eligibility for Federal Financial Aid/and or eligibility to continue to enroll in classes. The appeal must explain why the student failed to meet SAP, the resolution of the issue, and the student's plan for success.
  - 3.53 **Academic and Financial Aid Probation:** This status is assigned when a student failed to meet SAP for a second term but had eligibility for Financial Aid reinstated through an appeal. KCC may restrict enrollment to help a student succeed (i.e. half-time enrollment, submission of an academic plan, etc.). Students on probation may receive aid and must meet SAP standards for the next term to continue to be eligible to enroll in classes and receive federal aid.
  - 3.54 **Academic Suspension:** This status is assigned to a student who fails to meet SAP for a third term. The student is not eligible to enroll in classes unless an appeal is granted. The student is not eligible to receive Federal Financial Aid. **Degree- and certificate-seeking students will be placed on suspension after completing 36 credits if their cumulative GPA is below 1.75.**
- 4 Federal Financial Aid eligibility is limited to 150% of a program's credit length (135 credits for a 90-credit degree and 68 credits for a 45-credit certificate.) Credits from other colleges that are accepted at KCC and credits attempted using non-Financial Aid resources count toward the maximum credits. When it is seen that a student cannot graduate within the credit limit, the student becomes ineligible for Federal Financial Aid.
- 5 Enrollment status for Financial Aid is based on enrollment at 5:00 pm on the last day to add or drop classes. For a course to count for Financial Aid funding, it must count toward the two-year degree or one-year certificate the student is pursuing. Elective credits above what is required to receive the degree or certificate will not be included for Financial Aid funding, but do count toward maximum credits allowed.
- 6 Developmental courses (courses under 100 level) are eligible for Federal Financial Aid up to 45 attempted credits. No additional developmental courses will be funded after 45 credits have been attempted.
- 7 Only developmental courses and courses that apply to a degree or certificate are eligible for Federal Financial Aid. Courses that are not eligible for Federal Financial Aid include Adult Basic Education, courses taken during the Advanced Diploma Program, GED, High School Completion, Extended Studies, high school programs such as dual credit and tech prep, challenge-by-examination, one-credit workshops and special topic courses that exceed degree or certificate requirements per the KCC catalog. Students cannot receive federal financial aid while enrolled in high school or a GED program unless they have been approved and enrolled in a Career Pathway Certificate with the GED cohort.
- 8 A student may receive financial aid for a repeated class under these conditions:
  - Until student receives a passing grade (D or higher)
  - Once class has been passed, financial aid can be paid one additional time.

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- However, all attempts will be counted as attempted credits toward the program credit limit.
- 9 Programs less than 45 credits or one academic year (e.g. Career Pathways) are not eligible for Federal Financial Aid, unless part of the approved GED cohort.

**Klamath Community College is not responsible for any actions taken by a student in anticipation of receiving Federal Financial Aid. Students are advised to verify their Financial Aid status and eligibility each term.**  
**Failure to meet eligibility standards will result in the following action:**

	<u>Financial Aid</u>	<u>Academic</u>	<u>Action</u>
1 <sup>st</sup> Term:	Warning	Warning	<ul style="list-style-type: none"> <li>• Letter sent indicating status.</li> <li>• Must complete an individualized academic plan with advisor or student services.</li> <li>• Financial aid may be delayed.</li> <li>• A separate letter will be sent if repayment of financial aid is required.</li> <li>• If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required.</li> </ul>
2 <sup>nd</sup> Term:	Disqualification	Probation	<ol style="list-style-type: none"> <li>1. Letter sent outlining appeal process.</li> <li>2. Must file an appeal to be considered for reinstatement of eligibility for federal financial aid.</li> <li>3. If approved financial aid may be delayed.</li> <li>4. Recommendations of appeal committee must be followed.</li> <li>5. A separate letter will be sent if repayment of financial aid is required.</li> <li>6. If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required.</li> </ol>
3 <sup>rd</sup> Term:	Not Aid Eligible for Financial Aid	Suspension from enrollment at KCC	<ul style="list-style-type: none"> <li>• Letter sent outlining appeal process.</li> <li>• Must file an appeal to be considered for reinstatement of eligibility to enroll in classes and to receive federal financial aid.</li> <li>• If approved financial aid may be delayed.</li> <li>• Recommendations of the appeal committee must be followed.</li> <li>• A separate letter will be sent if repayment of financial aid is required.</li> <li>• If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required..</li> </ul>

**Zero GPA definition: A student who receives all F's and/or W's for the term.**

**Appeal Results:** Students will be notified via email of the decision of the appeal committee.

- ☐ **If the appeal is approved**, the notification will include conditions of continued Financial Aid and/or enrollment eligibility. Failure to meet required conditions may result in administrative drops from classes or suspending Financial Aid until conditions have been met.

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- ☐ **If the appeal is denied** the notification will state actions to regain eligibility for Financial Aid and/or enrollment. If a student feels that their appeal included all required elements and the Appeals Committee did not reach an appropriate decision, the student can request VPSA review.

**NOTE: Students who have a 0.00 GPA or who withdraw from all courses in a term may be required to return a portion of the Federal Financial Aid funds that they received. Students with an outstanding debt to the college will not be allowed to register for subsequent terms or remain enrolled in classes until the debt has been paid in full.**

**If you are required to file an appeal, Federal Regulation requires that you include the following:**

<b>What Occurred:</b>	Describe what occurred during the term that prevented you from meeting the Standards of Satisfactory Academic Progress. Be realistic about the events of the term.  The US Department of Education stipulates conditions as appropriate for an appeal to reinstate Financial Aid – <b>death of a relative, injury, or illness of the student, or other special circumstances.</b> Failure to attend classes or not focusing on coursework are <b>not</b> considered conditions that are appropriate to file an appeal. <b>Multiple appeals for the same reason are not allowed under the regulations.</b>
<b>Resolution:</b>	Describe the steps you have taken to resolve the issue that prevented meeting SAP standards
<b>Plan for Success:</b>	Explain your plan for success this term and in future terms. Please include changes that have taken place to ensure future success.
<b>Documentation:</b>	<b>REQUIRED: ALL appropriate documentation</b> – doctor's statement, court document, etc.

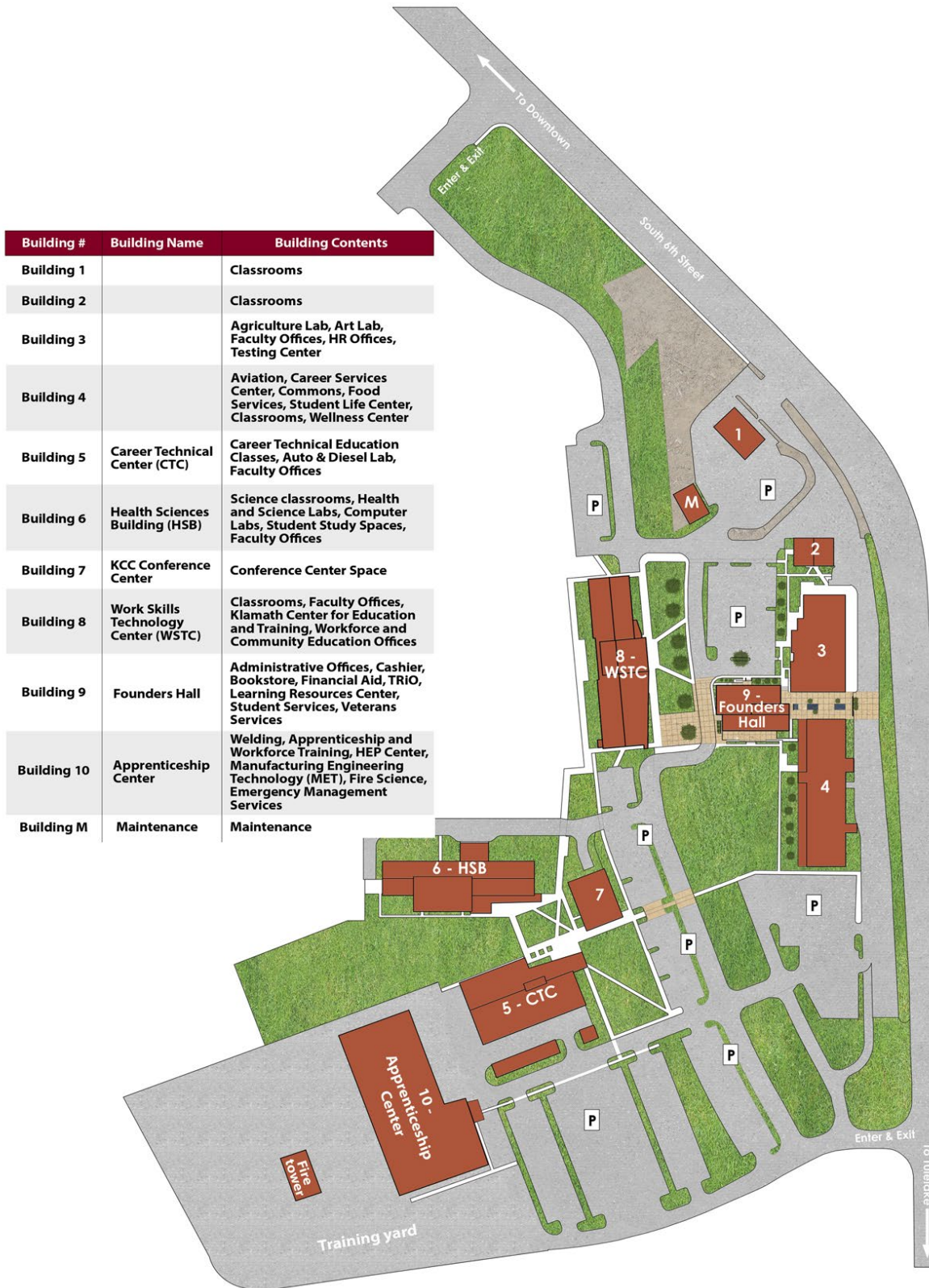
#### **Refund/Repayment Policy**

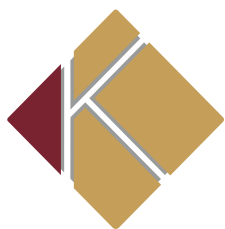
If you withdraw or stop attending classes, you may be subject to repayment of Financial Aid funds per the following policy:

- ☐ If a student withdraws from all classes or earns a 0.00 GPA for the term, the Financial Aid Office will recalculate the account to determine if the student must repay a portion of the Financial Aid received. If repayment is required, the student will receive notification from the business office. Because the student has failed to meet SAP, the student will either be placed in disqualified status for additional Financial Aid, but may appeal. However, the appeal will not be heard until any repayment of Financial Aid has been made in full.
- ☐ The student will be billed for any portion of unearned aid that the College must return to the U.S. Department of Education. This charge will result in both a Financial and Transcript Hold being placed on the student's record.
- ☐ If the student has received a Stafford Subsidized or Unsubsidized Loan, the student is responsible for paying any unearned amount of the loan per the terms of the loan.
- ☐ Students will have up to 45 calendar days to make **acceptable** financial arrangements for repaying an over- award or the account will be sent to collections.
- ☐ A student who does a complete withdraw or receives a 0.00 GPA for a term in which they received Financial Aid funds will automatically become disqualified from receiving additional Title IV Financial Aid assistance until an appeal is filed and approved.
- ☐ Students must meet all financial obligations to the College for continued enrollment.
- ☐ In accordance with Board Policy 720.0110, a student must meet all financial obligations to the College in order to qualify for continued enrollment.

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## Klamath Community College Campus Map





## Academic Planning Tool

Enrollment Services • Building 9 • 7390 South Sixth Street • Klamath Falls, OR 97603

Last Name	First Name	Student ID

### Directions:

- 1) Declare a Major with Enrollment Services
- 2) Meet with your Academic Advisor, or a Student Success Representative
- 3) Attach an Advising Worksheet (Degree Audit)

Degree	Advisor Signature	Date

Summer 20		Fall 20		Winter 20		Spring 20	
Course	Cr	Course	Cr	Course	Cr	Course	Cr

Summer 20		Fall 20		Winter 20		Spring 20	
Course	Cr	Course	Cr	Course	Cr	Course	Cr

### NOTES:

If completing this form for an appeal, select the appeal type below:

- |   |  |
|---|--|
| <input type="checkbox"/> Financial Aid Appeal | <input type="checkbox"/> Enroll in more than 18 credits/term |
| <input type="checkbox"/> Academic Warning     | <input type="checkbox"/> Second Degree                       |
| <input type="checkbox"/> Academic Probation   | <input type="checkbox"/> Maximum Timeframe                   |
| <input type="checkbox"/> Academic Suspension  |  |

Office Use Only	
Received By: _____	Date: _____



## **CGS 112: Career Exploration & Planning**

**Credit Hours: 1.00**

### **Course Description**

This course will help students explore career options utilizing employment and community resources plus online job search resources. Interviewing skills will be stressed with mock interviews.

### **Course Learning Outcomes**

Upon successful completion of this course, students will be able to:

1. Choose and employ Canvas LMS component(s) to complete assignments.
2. Apply effective study skills
3. Analyze, use and validate resource materials
4. Simulate the employment process from career exploration to interview
5. Prepare time management, personal budget and contingency plans





## **CGS 100: College Survival & Success**

**Credit Hours: 3.00**

### **Course Description**

The purpose of this course is to help the student to become a more effective learner. This course will cover college terms and information, class choice, degree requirements, etc. Helps new returning students make personal and social adjustments for college success

### **Course Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1.Choose and employ Canvas LMS component(s) to complete assignments.
- 2.Apply effective study skills
- 3.Analyze, use and validate resource materials
- 4.Explain importance of emotional, physical, and mental wellness for college success
- 5 Locate, examine and summarize financial aid resources
- 6.Determine resources available on campus for student success
- 7.Simulate the employment process from career exploration to interview
- 8.Prepare student academic, time management and personal budget plans

# *Senior Section*



Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## ***Your Bridge from High School to College***

This form is to help us figure out how to better help you. Please complete this form, and we will call you to set up an appointment

**OR** call us at your convenience to set up an appointment 541-880-2354

### **I am (check all that apply):**

- \_\_\_\_\_ Dual Credit (courses taken at your high school, earning high school and college credit/s at the same time)
- \_\_\_\_\_ College Now (Course taken on KCC Campus)
- \_\_\_\_\_ College Online High School (Courses taken online through KCC)

### **I need help with (check all that apply):**

- \_\_\_\_\_ Figuring out what I should major in
- \_\_\_\_\_ With constructing a resume &/or cover letter
- \_\_\_\_\_ Finding a career path that is right for me
- \_\_\_\_\_ Finding a part-time job that will work with school hours
- \_\_\_\_\_ Filling out a job application

### **I am Home Schooled:**

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

### **I am 18 years old or older:**

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

Full Name: (Include full middle name)

What High School do you attend? \_\_\_\_\_

Graduation Year? \_\_\_\_\_ Prefer to contact Career Services at your convenience? \_\_\_\_\_

***Thank you for completing this form.***

# *Notes*

## *Oregon Promise*

*Notes*  
*Badger to Owl*

*Notes*

*Do You Need Money for College?*