

August 16, 2023

Good afternoon,

I hope everyone has enjoyed their summer and well-deserved time off!

With Fall term approaching, there is some key information that will assist you in navigating your students through the process and supporting their transition and success in becoming a college student.

I am pleased to announce that the Accelerated Learning department has a new Student Success Advisor. Her name is Heather Beaman.

Heather Beaman is a student academic advisor who's thrive- point is working with students to achieve their educational aspirations. Ms. Beaman has worked in higher education for 13 years specializing in both admissions and academic advising. While well-versed in most degree pathways, Heather specializes in STEM degrees with a focus on technology and engineering pathways. Heather is passionate about advocating, educating and coaching her students toward their ultimate educational destination. In her free time, Heather enjoys life at home with her partner of 7 years and their two dogs: Granite and Winston.

Key Topics

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- KCC Dual Credit Program and High School Tuition Rate**
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Location of Accelerated Learning Department

Accelerated Learning department is located in Building #4 on the KCC Campus across from Career Services. I am in room 414D and Heather is in 414E.

Early Advising at High School Opportunity

High School Counselors, coordinators, parents or students may contact Heather and make an appointment in person, on the phone or through zoom. If possible, it would be preferred that they meet with her in person. We do understand that students may not live locally or be able due to scheduling to make an appointment in person. Appointments are preferred to ensure Heather is available, but drop ins are always welcome. Heather's direct line is 971-380-5132 and her email address is Beaman@klamathcc.edu.

In addition to Heather being available in office, on the phone or through zoom, if you have a group of students that would like to meet with Heather for advising, this is another option to consider.

Heather could come to your high school. To be efficient, advising appointments should be scheduled for a group of your students approximately 30 minutes apart.

We partnered with a high school in Spring, and it went really well and was very productive. Students completed the following information prior to advising appointment:

1. A brief questionnaire,
2. Provided a copy of any transcripts if they have taken any college courses through another educational institution (student may have taken for example WRI121 which may be a prerequisite to one of KCC course/s).
3. Complete and provide a copy of results for both Math and Writing placement tests (if relevant). Some students may have already taken course/s in those areas through Dual Credit or previous KCC courses.

*Having this information prior, provides Heather time to create a plan and/or research a student's career interest.

Students who went through the early on-site high school advising process were already enrolled for this Fall term. Placement tests are not mandatory, but are definitely recommended (if needed).

We also have a list of courses without prerequisites that students can take. When doing early on-site high school advising this past Spring, the high school felt that their students were well-prepared for Fall term.

Early advising at the high school provided them time to order any books/supplies needed. It also allowed students not familiar with Canvas time to complete the Canvas tutorial course prior to the first day of the term. The Canvas tutorial course takes approximately an hour to complete.

For those of you not aware, KCC Fall term opens enrollment at the same time as Summer term.

Note: We work with many high schools both local and out of the area, some at a significant distance. Depending on how far you are away from KCC, we would have to discuss, as our intention is to support all high schools that are participating in our College Now/College Online H.S. program. If you are interested in this opportunity, please let me know.

Common Course Numbering through Higher Education Coordinating Commission (HECC)

In 2021, the Transfer Council was established under Senate Bill 233 with a focus on transfer and articulation across the public institutions in Oregon. It is charged with developing recommendations on a common course numbering system and Major Transfer Maps, and to address other credit transfer-related concerns, building upon the transfer work previously completed under HB 2998 (2017). Senate Bill 233 requires the HECC to establish, by rule, a common course numbering system and system of transfer and articulation, based on recommendations from the Transfer Council.

Please see link below and (attachment) for details. The HECC started off with the ten courses which are posted on the HECC link below and included in the handout. Please note that each of the following courses below have changed which will affect the Course Code, Description and Course Learning Outcomes. Note on the HECC attachment that there are four letters in the prefix. Colleges have an option to use three or four prefix. KCC uses three.

State of Oregon: Strategy & Collaboration - Resources for Common Course Numbering

Each year as additional courses are added, I will be providing updates as they occur. If you would like to keep up-to-date, you may also refer to the link above.

These changes have been applied to our KCC Catalog and KCC Course Schedule for each term.

Communication

| Former | Current |
|---------------|----------------|
| SPE111 | COM111Z |
| SPE218 | COM218Z |

Math

| Former | Current |
|---------------|----------------|
| MTH105 | MTH105Z |
| MTH111 | MTH111Z |
| MTH112 | MTH112Z |

Statistics

Former **Current**
MTH2431 STA243Z

Writing

Former **Current**
WRI121 WRI121Z
WRI121 WRI122Z
WRI227 WRI227Z

KCC Dual Credit Program and College Now/Online H.S. Tuition Rate **Dual Credit**

Courses offered for **dual credit** stem from agreements between high schools, universities and community colleges whereby a high school junior or senior enrolls in a college course and simultaneously earns college **credit** and high school **credit** for the same course.

Dual Credit through KCC is Free for students in the state of Oregon. Dual Credit for out of state students is a flat rate of \$25.00 per credit OR if on Free/Reduced lunch program it is free.

College Now/College Online H.S.

College Now

High School students taking college courses on our campus.

College Online High School

High School students taking college courses taught by Klamath Community College faculty online.

Both College Now and College Online H.S. Programs are charged at the high school tuition rate of \$25.00 per credit plus course fees only if applicable to the course. Books/Materials would be additional cost if course requires.

Accelerated Learning Website

Access to all forms and information Necessary to Enroll and Support Students

See link below to access website

<https://www.klamathcc.edu/Admissions/High-School>

Once you click on the website

Select **“High School Professionals”**

You will see an option on the left menu titled **Counselor Resources**, see below.

Click on it

Counselor Resources tab (burgundy box)- Your go-to Tab!

<https://www.klamathcc.edu/Admissions/High-School/High-School-Connections>

You will find all of the forms and information that are part of the process of enrolling students into KCC courses under Counselor Resources.

Important: Listed are direct links to information and documents you will need such as Academic Calendar, Bookstore information, Course Catalog, Student Registration form, Drop/Withdraw forms, Underage Process paperwork, Student Appeal Process, Testing Center, Tutoring Center, Library, Student MyKCC Guide which includes how to access unofficial transcripts, High School Discount Tuition Information and more.

Orientation Packet

An Orientation packet has been created. Purpose of this packet is to support counselors, parents and students enrolling in college courses. Providing students with the information that is needed is the key to student success. The **Orientation Packet** is included under **Counselor Resources in Accelerated Learning Website** under **High School Professionals**.

Placement Testing and Scheduling

New Student? The student will need a student ID # to be able to schedule **placement tests**. Please email, or call Accelerated Learning with the following information to generate a student number.

Student Name:

Address:

Cell phone#:

Student personal email address—not the parents:

DOB:

High School Attending

Writing Placement Test- Schedule through the Testing Center by calling 541.880.2334 They will need your student number. Student will be provided the results right after the test that will have a score listed. Testing does not provide any additional information; they are there to only administer the tests. Please call Heather for writing placement using the score you received. Heather will need a copy of the results.

Math Placement Test- Heather will be able to provide students with a Math placement test to take at home. Student results are emailed to them. Please have student save these results and email them to Beaman@klamathcc.edu or bring them in person to the Accelerated Learning department.

NOTE: We cannot retrieve results which is why providing placement test results is important. These are scanned and attached to student record.

Different Options in Delivery of Courses

KCC has several different types of ways for students to access college courses.

Course Type:

DE- Distance Education: Instruction modewhere the student interacts with the instructor and other students using Canvas. There are no meetings on campus, but completion of regular assignments with due dates is required. Lectures and other videos may be included on Canvas.

HX- HyFlex: HyFlex courses include distance delivery and in-person instruction. Students choose how they participate in the course and engage with material in the way that works best for them from session to session. Completion of regular assignments with due dates is required. Lectures may be included and recorded.

M- Military: Military courses add an additional one or two credits more than traditional course. Example: WRI121M.01 is 5 credits compared to WRI121Z.01 is 4 credits. Students may enroll in the M courses, but is recommended to enroll into the one with least number of credits.

H- Hybrid: A hybrid course includes both content delivered via Canvas and in-person instruction. All students in a hybrid course are required to complete the combination of remote and in-person activities as assigned.

Course Schedule

Included in the Course Schedule for each term, next to the course offered, you may see the information listed below.

Textbook Information listed next to course (in course schedule):

***NC No-Cost Textbook**

***LC Low-Cost Textbook**

KCC Abbreviations for the Days of the Week:

M Monday
T Tuesday
W Wednesday
R Thursday
F Friday
S Saturday
U Sunday

Registration & FERPA

Check-List:

- ✓ **Age-** If Student is 16-years old or older proceed to the next step. If student is younger than 16, please refer to **Underage Enrollment Packet**
- ✓ **Previous Completed Courses from another College and/or University-** Email unofficial transcripts to Accelerated Learning advisor or bring to advising appointment.

Completed courses from another college/university could fulfill the prerequisite requirement for certain KCC courses.

- ✓ **Placement Testing-** Students need to complete placement testing if they have not already or if not necessary because they have taken dual credit courses in both Math and Writing. If required, refer to **Placement Testing and Scheduling**
- ✓ **FERPA Form-** We ask that students complete a FERPA form. The FERPA form allows KCC to share information about the student. Whomever a student allows KCC to share information (Ex: parent or guardian) with should be listed and included. *On the 1st page of the form be sure the student initials next to each type of record information (No check marks please) Page two list the names and their contact information.*
- ✓ **Select courses-** Check the courses in the catalog to see if there are any prerequisites required.
- ✓ **Complete Registration Form-** Please review important steps in *Registration Specifics below.*
- ✓ **Submit TO THE Accelerated Learning Office the Completed Registration form, FERPA form, Placement Exam results, unofficial transcripts from previous school (if applicable).**
- ✓ **Connect and log in to MyKCC**
- ✓ Get Started on **FREE Canvas Training Course (if applicable).**

Registration Specifics:

1. Registration forms must be typed or written legibly to ensure the information is clear and easy to read. Please review prior to sending to Heather.
2. Fill in the complete course with course section (.01), and DE if the course is distance education. For example, WRI 121Z. 01 DE. Please refer to **Different Options in Delivery of Course** to understand the differences in DE, M, H, HX.
3. If a student is registering for a course with KCC for the first time, they will be enrolled in a FREE Canvas Training Course. If the high school student is already familiar with Canvas, they will not need to complete the course. Canvas is the learning platform used by KCC instructors and it is critical a student knows how to navigate through Canvas prior to the start of the term. Please be sure this course is complete before the term begins. It takes approximately an hour to complete.

4. Student must connect to student email by visiting MyKCC:
<https://mykcc.klamathcc.edu/ICS/> .

Reference **MyKCC Guide** under **Counselor Resources** in the **Accelerated Learning website** for instructions.

Note: Pay close attention to step #2 of the guide. You will be entering as your email, your **student#@students.klamathcc.edu**. A sample is provided.

If a student has taken prior courses with KCC they will most likely already be able to log into their MyKCC account. If you have a student that does not remember their student ID, contact Accelerated Learning.

Ensuring that a student can log into their MyKCC account and see that they have been enrolled into the course/s is important and needs to be done prior to the term. Recommendation is to check a few days after registration form has been turned into KCC for processing.

When checking to ensure a student is enrolled into the course, please check they have selected the correct term (Fall, Winter, Spring, Summer **Academic**). KCC has many programs which is why selecting **the correct term and Academic** is important. Students will be able to see their course/s but not open until the day the term begins. If they were enrolled into the FREE Canvas course, they will have immediate access. Contact Accelerated Learning with any challenges.

Underage Enrollment Packet

Underage Enrollment packet (under 16) with instruction must be completed and turned in before student can register for KCC courses. The **Underage Packet** is located online under **Counselor Resources** on the **Accelerated Learning website**.

Checklist:

- ✓ **Complete KCC Admission Application**
- ✓ **Complete Underage Enrollment Request Form**
- ✓ **Letter of Recommendation** – Typed and on high school letterhead from a counselor, teacher or administrator at the high school.
- ✓ **Letter from student** – Typed and student is to provide brief information about themselves, on why they want to take college courses at an early age and if they have a long-term educational goal.
- ✓ **Complete FERPA form** - This is to be filled out by the student. Student should list the names that KCC may share information with.
- ✓ **Read the Satisfactory Academic Progress documentation**. Please **initial** on the page and date.
- ✓ **Provide Differences between High School and College Courses** handout for student and review together.
- ✓ **Turn in completed packet to Accelerated Learning**

Courses without Prerequisites

If a student does not complete placement testing, there are still several options available for students to take in the meantime. (I have attached a separate document with all KCC courses that ***Do Not*** require prerequisites).

CGS Course Options Recommended

CGS100 – College Survival and Success (3 credits)

As a KCC student, it's critical for us to set a student up for success. As a key part of their success, we have found that students that have completed the CGS100 course to be more prepared for college courses.

In the CGS100 course, students are introduced to college life and how to prepare. Some of the topics discussed are financial aid, career exploration, study skills, time management strategies, goal setting, and many more!

Accelerated Learning's goal is to have all high school students learn about their college resources as early as possible, whether they decide to continue their education with KCC, a 4-year college, or another career path. Overall, students learn how to navigate and stay engaged, which prepares each of them to be successful college students!

CGS112 – Career Exploration & Planning (1 credit)

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.

CGS115 – Scholarship and Financial Literacy Seminar (1 credit)

Scholarship application preparation including an overview of the scholarship application process, available scholarship opportunities, and peer review support for the first six weeks of the term. Essay topic brainstorming, activities chart preparation, and writing best practices will also be covered. Students will have an opportunity to examine example essays as well as receive insight from guest speakers. Students will create individual topical financial literacy plans based on student feedback gathered at the beginning of the term.

Degrees, Pathway Certificates and Apprenticeship Programs

To learn about different Academic Programs at KCC, Visit:

<https://www.klamathcc.edu/en-US/Academics/Programs> Select from the menu on the left titled *Academic Programs*. A student can *Explore Career Communities*

Have a Student who is not sure what they want to do?

KCC Career Services Center: Klamath Community College Career Services Center is committed to promoting knowledge of self by providing tailored education and resources through career exploration and job search assistance, which empowers our students in making decisions, developing a plan and achieving a career goal.

<https://www.klamathcc.edu/en-US/Students/Career-Services-Center>

Degree and Certificate Programs (in Catalog 2023-2024): <https://catalog.klamathcc.edu>

Select from the menu on the right titled *Degree and Certificate Programs*.

Programs are listed A-Z

Drop/Withdrawal Process

Students have options when registered in a KCC course. If they're not quite ready for college courses, have personal responsibilities, and any other unexpected life changes, there are options to drop/withdrawal from a course. You will find the **Drop/Withdrawal form** under **Counselor Resources** on the **Accelerated Learning website**.

It's very important to reference the academic calendar for "**Last Day to Drop**" dates and "**Last Day to Withdrawal**" dates. You will find the Academic Calendar under **Counselor Resources** on our website.

Articulation Agreements

Education at the Speed of Life!

KCC realizes that the "Speed of Life" does not end with receiving a degree from our institution. Some graduates are already working in their planned area of study, some will pursue a career after earning a degree, while others will pursue a higher degree from a university.

Articulation agreements are contracts between KCC and partner schools that ensure all credits taken at KCC will transfer, and students will enter a university at a junior level, with no loss of credit.

Visit: <https://www.klamathcc.edu/en-US/Admissions/Transfer-Programs>

Instructions: Click on school of interest, for example: Oregon Tech. Under the school Oregon Tech, the student will be able to view different transfer models that coordinate between KCC and Oregon Tech. KCC has built numerous articulation agreements to help make the transition to university seamless.

Standard of Satisfactory Academic Progress (SAP)

KCC, in compliance with Federal Regulation 668.34, requires that students maintain SAP to continue eligibility to enroll in classes and receive federal financial aid (grants and loans). SAP 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 a student is enrolled in as of the published add/drop due dates. A grade of W, I, or an F does not count as successful completion of a class. KCC will apply the SAP standards at the completion of each term after final grades are posted. Listed below are the completion requirements.

Visit: <https://www.klamathcc.edu/en-US/Admissions/Financial-Aid/Maintaining-Your-Financial-Aid/Satisfactory-Academic-Progress-Policy>

Student (SAP) Appeal for High School Students

Checklist:

- ✓ Complete Student Appeal Form which is located under **Counselor Resources** on our website.
- ✓ Attach a signed and dated letter from the student describing “What Occurred”, “Resolution”, and “Plan for Success”.
 - **What Occurred:** 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 has identified the following conditions as appropriate for filing an appeal to reinstate financial aid eligibility: death of a relative, injury or illness of the student, or other special circumstances; however, multiple appeals for the same condition are not allowed under the regulations. The Department of Education has also identified that failure to attend classes or not focusing on coursework are not considered conditions that are appropriate to file an appeal.
 - **Resolution:** Describe the steps you have taken to resolve the issue. For example, if you need to study more to improve grades, what is your plan, and how will you manage your time?
 - **Plan for Success:** Explain your plan for success for future terms. Please include changes that have taken place to ensure your future success. Remember that the responsibility to be a successful student lies with you
- ✓ Attach a signed and dated letter on **High School Letterhead** from a school counselor, school administrator or teacher with an explanation of students’ reason for drop/withdrawal and preparation for success in future courses.
- ✓ Submit the completed **Student Appeal Form** and all supporting documentation to the Accelerated Learning Student Success Advisor, Heather Beaman.

Important Reminder

When students are enrolled in college courses, it is important to track students and particularly students that are first time students or those having challenges. KCC can offer support for students whether it is for a class they are taking through high school or a course they are taking through KCC. Assistance with courses is offered through a 24-hour online support system or through tutoring services. *Direct links are available through Counselor Resources to access services.*

Please take the time to discuss with students, assisting them in making the important decision whether they should drop or withdrawal from a class when necessary. Please reference drop and withdrawal dates on the Academic Calendar.