Accelerated Learning through KLAMATH Community College

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/en-US/academics/learning-resource-center/index.html

_____Review Career Services and learn how to schedule an appointment

KLAMATH Community College | Career Services Center (klamathcc.edu)

_____Review KCC Campus Map

KLAMATH Community College | Campus and Building Maps (klamathcc.edu)

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?
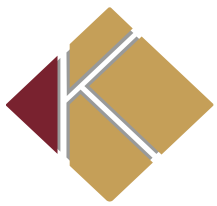Need help deciding on a career field that interest you?
Your high school advisor at KCC, Heather Beaman can help explore all your educational goals.
Please contact Heather at **971-380-5132** or **beaman@klamathcc.edu**
Location: Building 4, Room 414E
7390 South 6th Street
Klamath Falls, OR 97603

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)

_____

_____

_____

_____

_____

_____

Return form 24 hours prior to your appointment.

If you have any questions, contact Heather Beaman,
Accelerated Learning Student Success Advisor
at 971-380-5132 or beaman@klamathcc.edu

EARN COLLEGE CREDIT

**Accelerated Learning through KLAMATH Community College**
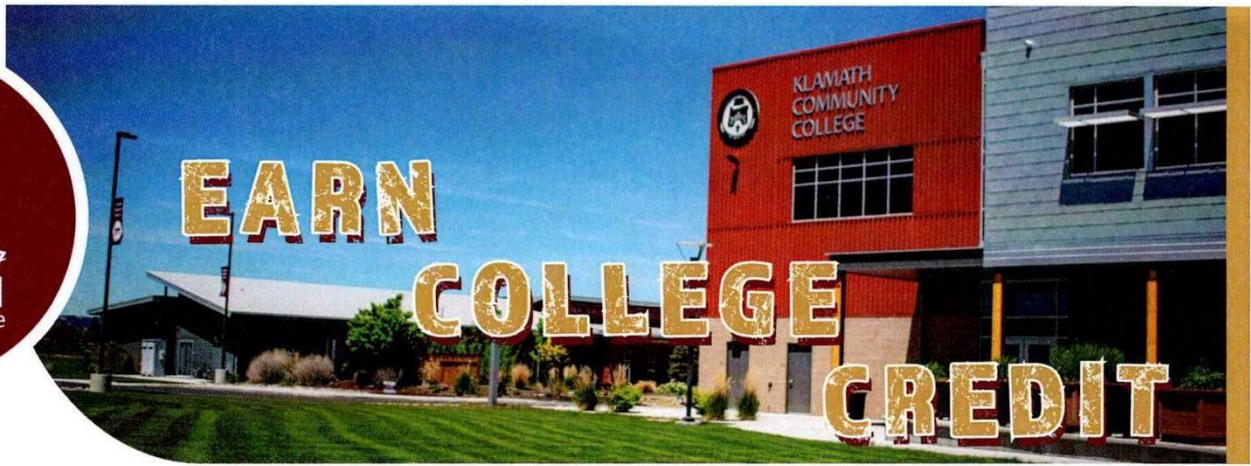
College Credit at KCC

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.
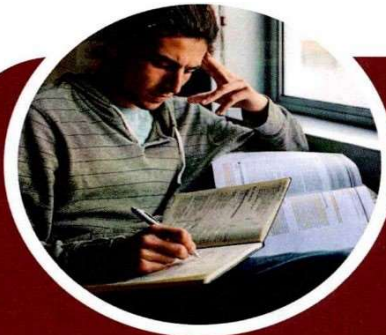6. Save thousands on your college education.
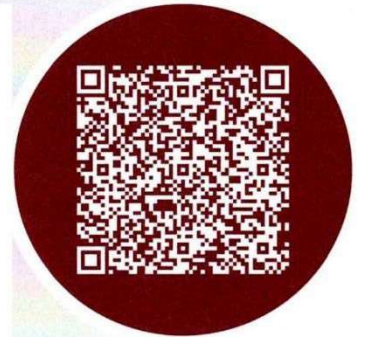
COLLEGE CREDIT OPTIONS
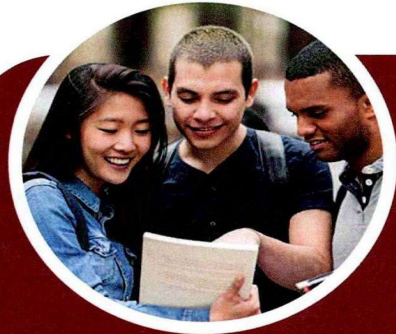
Dual Credit

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.
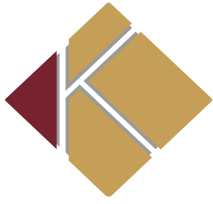
College Online High School

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

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

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 Heather Beaman 971-380-5132 or email beaman@klamathcc.edu Provide name, address, telephone number, personal email, and date of birth.
- Heather 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 Heather and take the test from home or school.
- *IMPORTANT! Send exam results to Heather at beaman@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 Heather Beaman at 971-380-5132 or email beaman@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 Heather and take the test from home or school.
- *IMPORTANT! Send exam results to Heather at beaman@klamathcc.edu*
- You are now ready to look at the academic courses with your advisor.

Automated Proctoring
Test-taker Guide

For assistance, call **855-EXAMITY**, email support@examity.com or
chat directly with us through the Live Chat feature on the Examity dashboard.

Standalone_v4_10.2020

examity®
BETTER TEST INTEGRITY.

Table of Contents
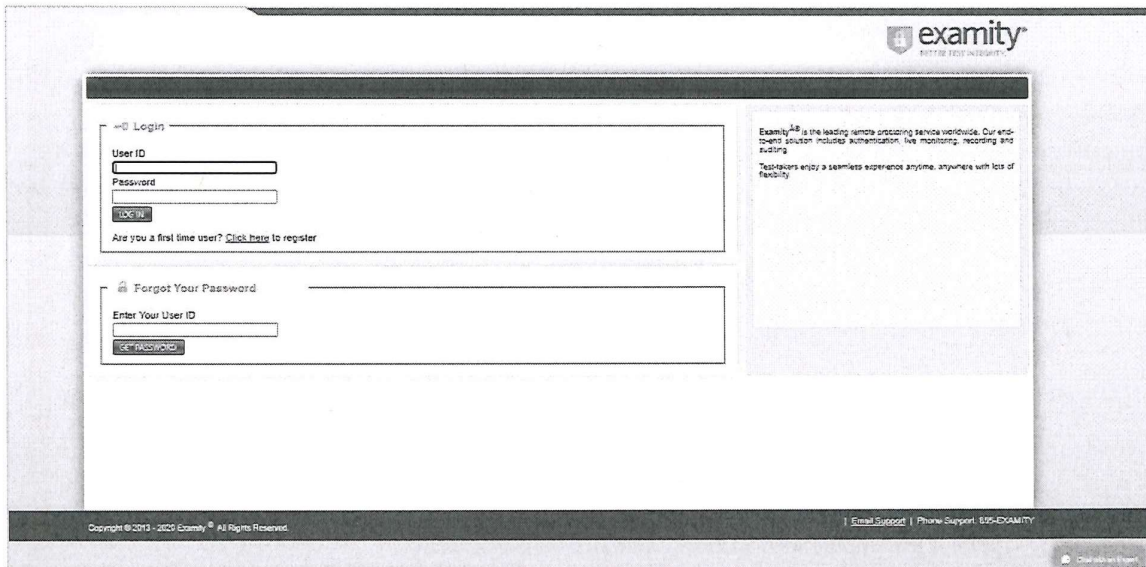
Technical Requirements

Before your exam, please confirm you meet Examity's technical requirements

• **Browser:** Google Chrome or Mozilla Firefox, please disable your pop-up blocker

• **Equipment:**
- Desktop, Chromebook or a laptop computer (tablets and mobile devices are not supported)
- Built-in or external webcam
- Built-in or external microphone
- Built-in or external speakers

• **Internet:** An upload and download speed of at least 2Mbps

For assistance, call **855-EXAMITY**, email support@examity.com or
chat directly with us through the Live Chat feature on the Examity dashboard.

Navigating to Your Examity Dashboard

- ✓ You will recieve an email from ACCUPLACER with your voucher code. This voucher code was created by your institution and will allow you to schedule and take your exam.

- ✓ Click the Examity link from the email to register. Enter your first name, last name and email address.

- ✓ You will receive a confirmation email from Examity with login credentials.

- ✓ Log into Examity with the user ID and password provided to you, then you can complete your profile and schedule your exam.
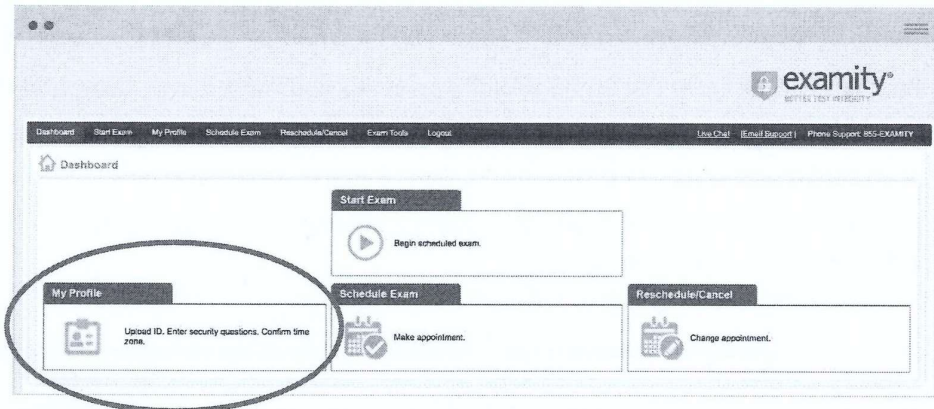

For assistance, call **855-EXAMITY**, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

2

Completing Your Profile

Prior to scheduling or taking an exam with Examity, you must complete your profile. To create or finish your Examity profile, please select the "My Profile" icon on the Examity dashboard.

You can create your profile in three simple steps.

1. Choose your time zone and enter your your phone number and birth date. **Please be advised**, your time zone must reflect the location in which you plan on testing
2. Upload a picture of your ID. **Please note**, for verification purposes, you will need to bring this ID with you every time you take a test
3. Select and answer three unique security questions

For assistance, call **855-EXAMITY**, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

3

Scheduling Your Exam

Whether you would like to take an exam now, or in the future, you must first schedule your exam by selecting the "Schedule Exam" icon on the Examity dashboard.
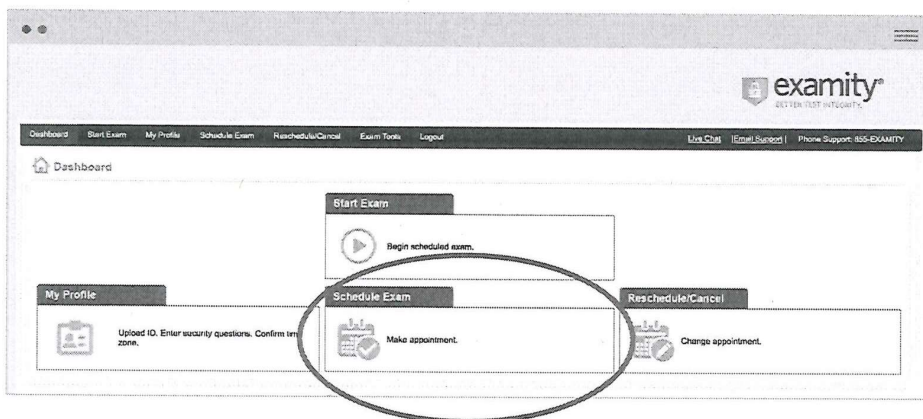
Enter the voucher number from the email you received from ACCUPLACER and press the Submit button. Once your voucher has been validated, locate your institution and exam in the drop-down menu. Next, select a date and time and click "Schedule." If you are scheduling your exam outside of 24 hours, please confirm the on-demand scheduling is adjusted to "off."

For assistance, call **855-EXAMITY**, email support@examity.com or
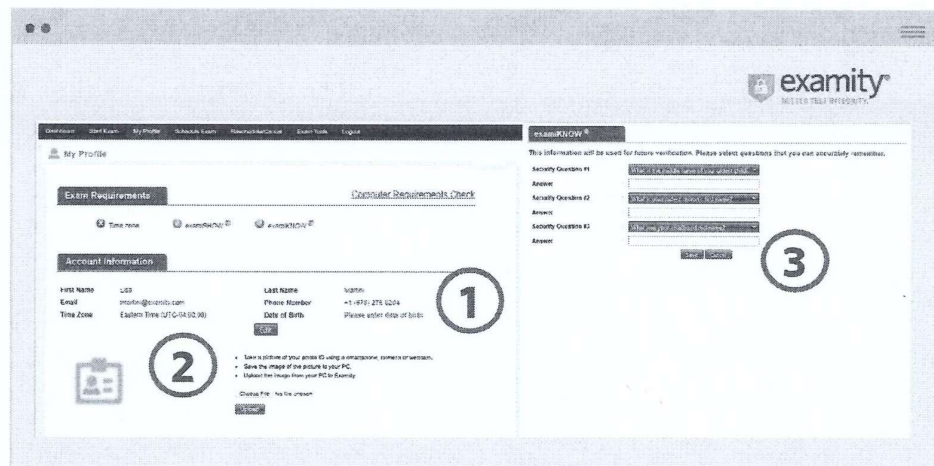chat directly with us through the Live Chat feature on the Examity dashboard.

Based on your appointment time, please select the appropriate next step.

Testing Now?
If you just completed the scheduling process, please follow the "Click here to Continue" link.

Testing Later?
Select the "logout" link within the navigation bar. On the day and time of your exam, please return to the Examity dashboard, and click the "Start Exam" icon.
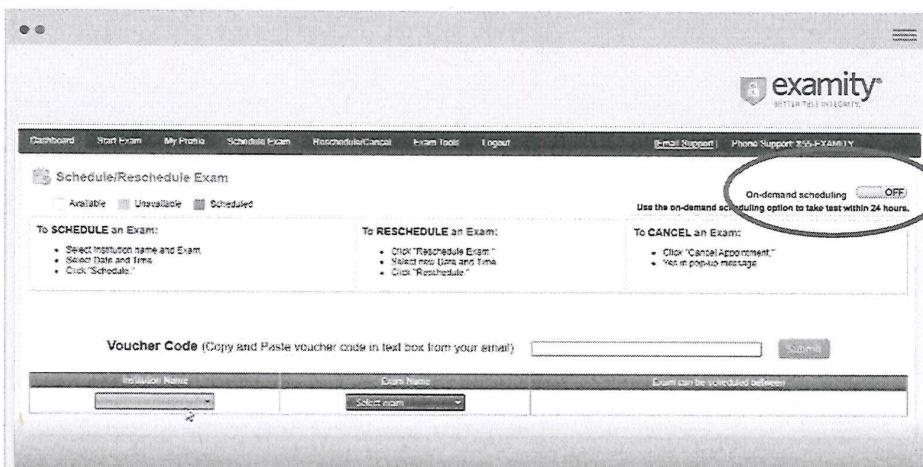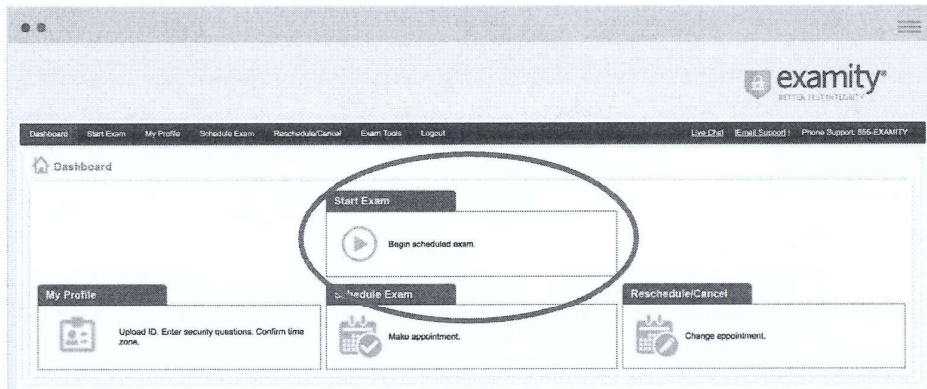

For assistance, call **855-EXAMITY**, email support@examity.com or
chat directly with us through the Live Chat feature on the Examity dashboard.

5

Taking Your Exam

REMINDER:

Before you start your exam, please confirm that you are accessing Examity through Google Chrome or Mozilla Firefox. If you are not using either of these browsers, please restart your exam session in Chrome or Firefox. Firefox cannot be used on a Chromebook.

On the "Start Exam" page, please select the link to add the Examity extension to your browser.

- **Using Google Chrome -** You will be sent to the Chrome store and prompted to download the Examity extension. After the extension is installed, you will return to the Examity dashboard.

- **Using Mozilla Firefox -** The Examity extension will automatically install on your computer. Remember that Firefox works on desktops and laptops, but not Chromebooks.

Please watch for the notification that the Examity extension has been added to your browser prior to clicking "Connect to Proctoring."
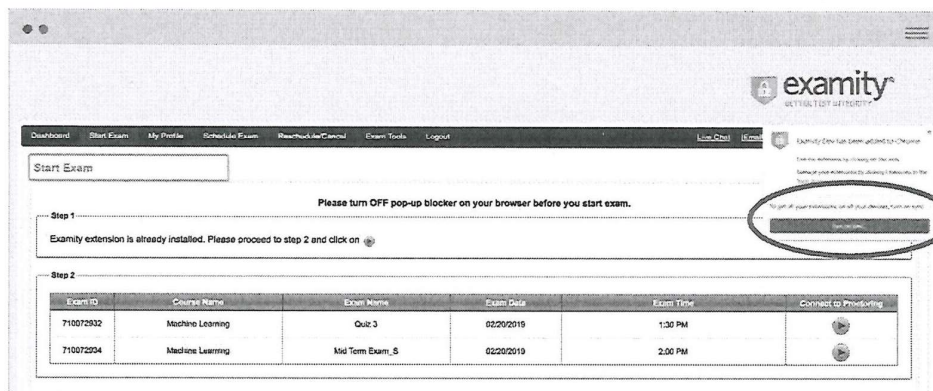
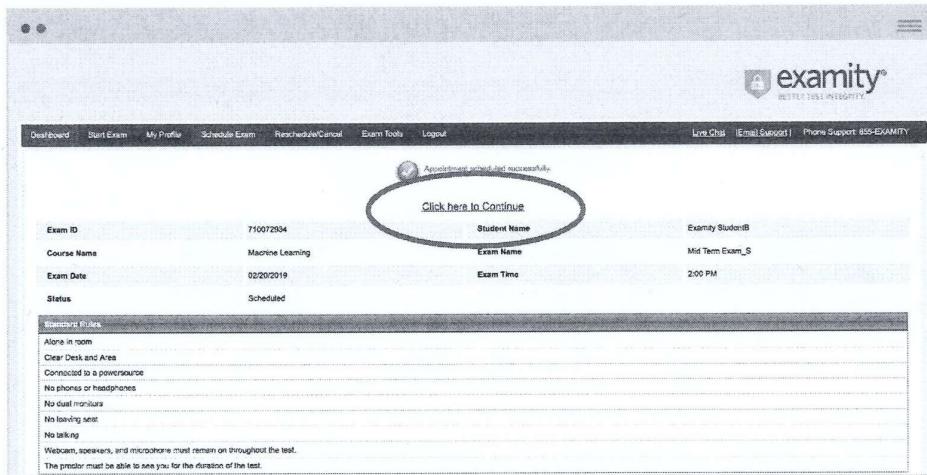

For assistance, call **855-EXAMITY**, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

6

To continue, click on the "Connect to Proctoring" button to launch your proctoring session.
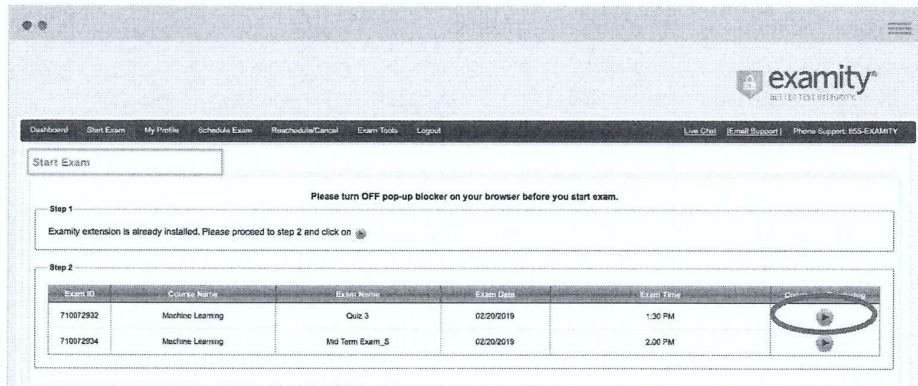
Examity will now assess your system to confirm it meets our technical requirements. Once your system is verified, please select the "Next" button.
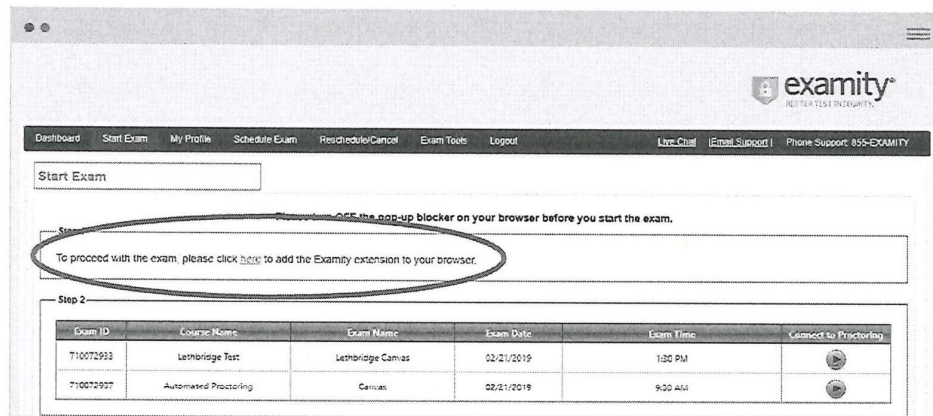

For assistance, call **855-EXAMITY**, email support@examity.com or
chat directly with us through the Live Chat feature on the Examity dashboard.

7

Examity will now verify your identity through our authentication steps: examiSNAP and examiKNOW.

examiSNAP

Please select "Allow" to allow Examity to access your camera. Examity will take a picture of you. Once ready, click "Take Picture" and then "Save" to upload the picture and "Next" to continue.

Examity will prompt you to take a picture of your ID. Please choose "Allow" to allow Examity to access your camera. Once ready, click "Take ID Picture." Please confirm your full name and image are clear in the picture. When ready, select "Save" to upload the picture and "Next" to continue.

For assistance, call **855-EXAMITY**, email support@examity.com or chat directly with us through the Live Chat feature on the Examity dashboard.

8

examiKNOW

You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the "Submit" button.
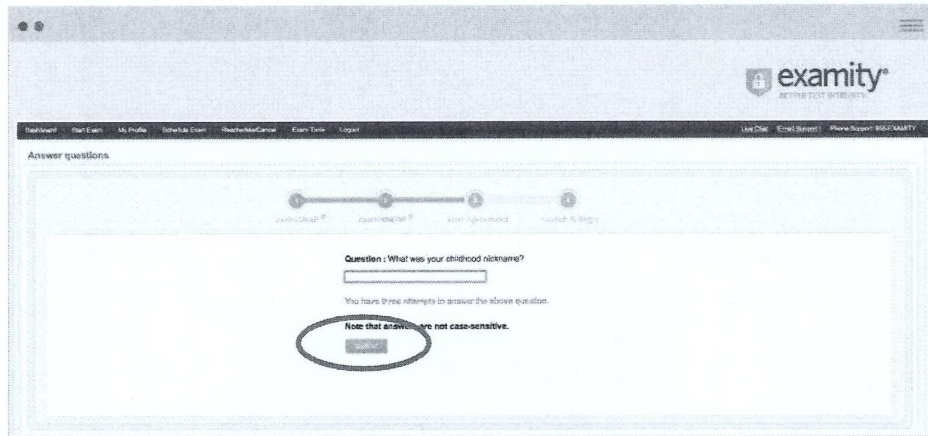
For assistance, call **855-EXAMITY**, email support@examity.com or
chat directly with us through the Live Chat feature on the Examity dashboard.

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Page **15** of **44**

User Agreement

You will now be asked to review and agree to the Examity User Agreement as well as the exam rules and any special instructions set by your instructor.
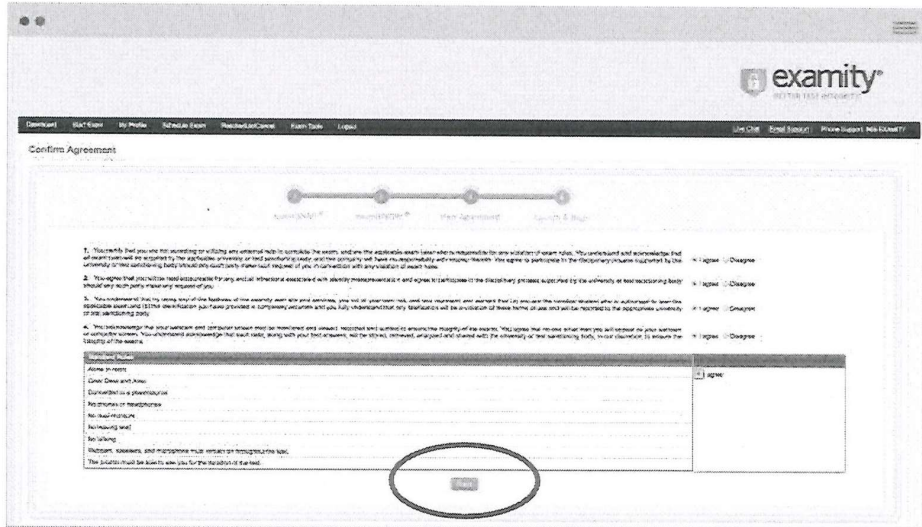
Agree and Launch

Review exam reminders and select the "Agree and Launch Application" button.
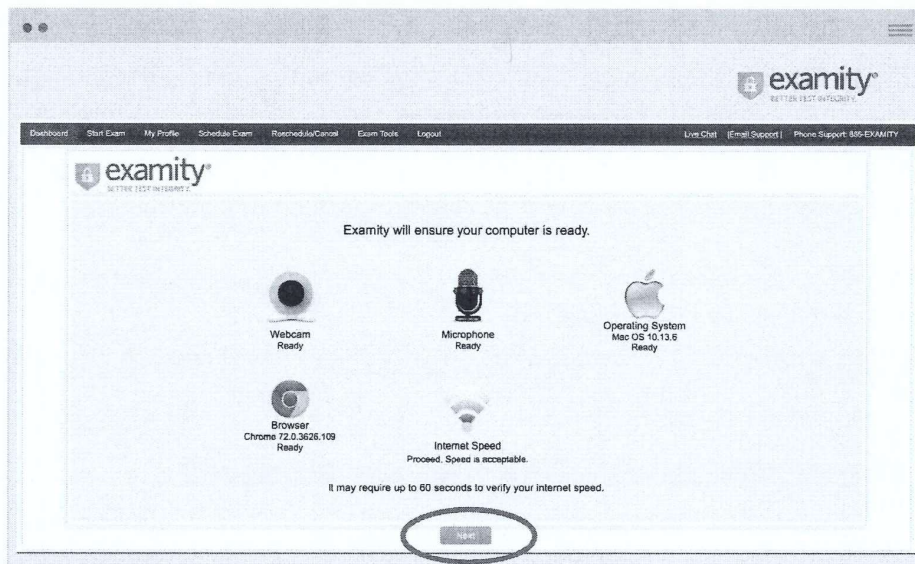

For assistance, call **855-EXAMITY**, email **support@examity.com** or
chat directly with us through the Live Chat feature on the Examity dashboard.

10

You will navigate to a new screen and a pop-up window will appear asking you to grant Examity access to your microphone. Please choose "Allow" in the pop-up window.
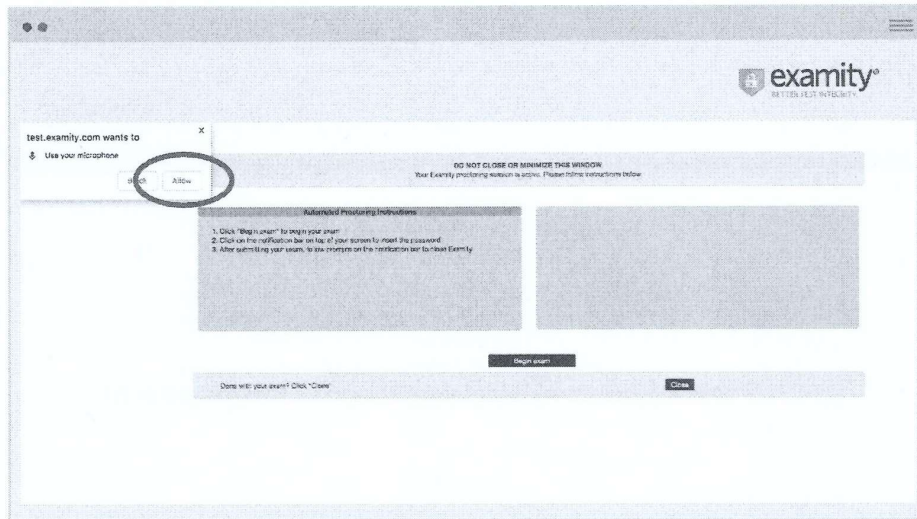
You will see a pop-up window appear, prompting you to share your screen. Please select "Share" in the pop-up window.
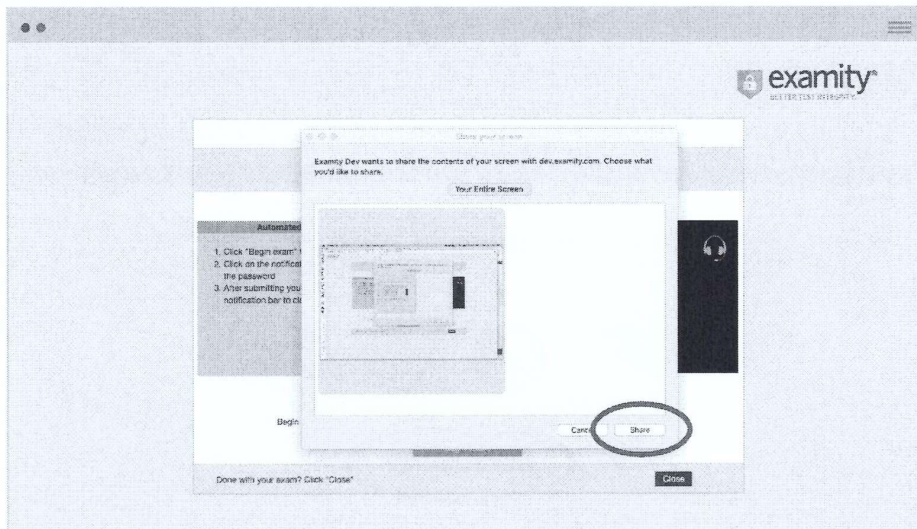
For assistance, call **855-EXAMITY**, email support@examity.com or
chat directly with us through the Live Chat feature on the Examity dashboard.

11

The pop-up windows will disappear, and the "Begin Exam" button will be enabled. Please select this button.
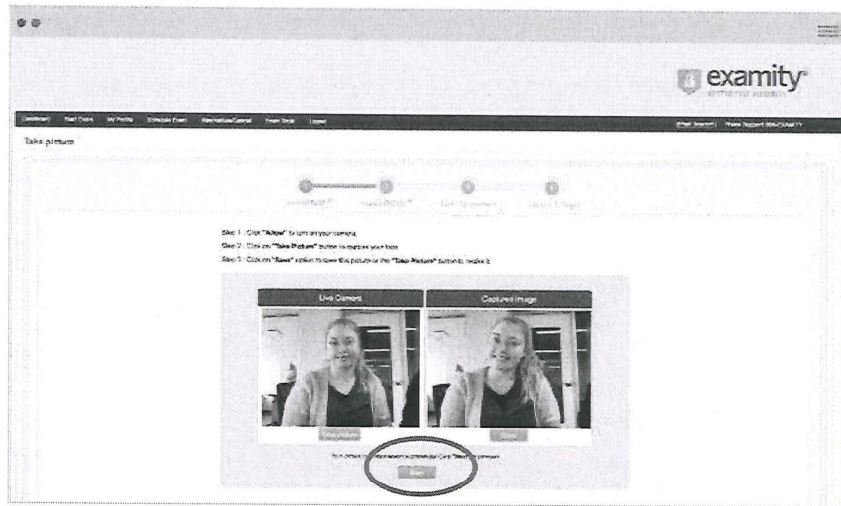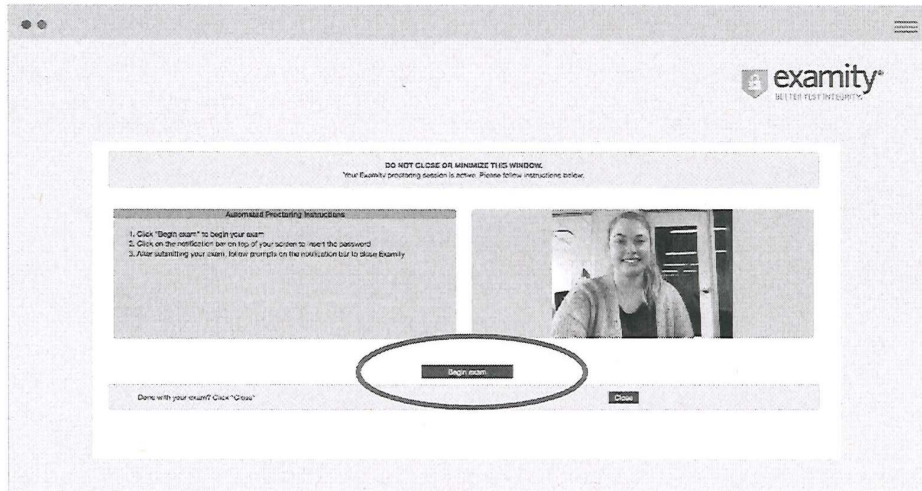

You will now be redirected to your exam.
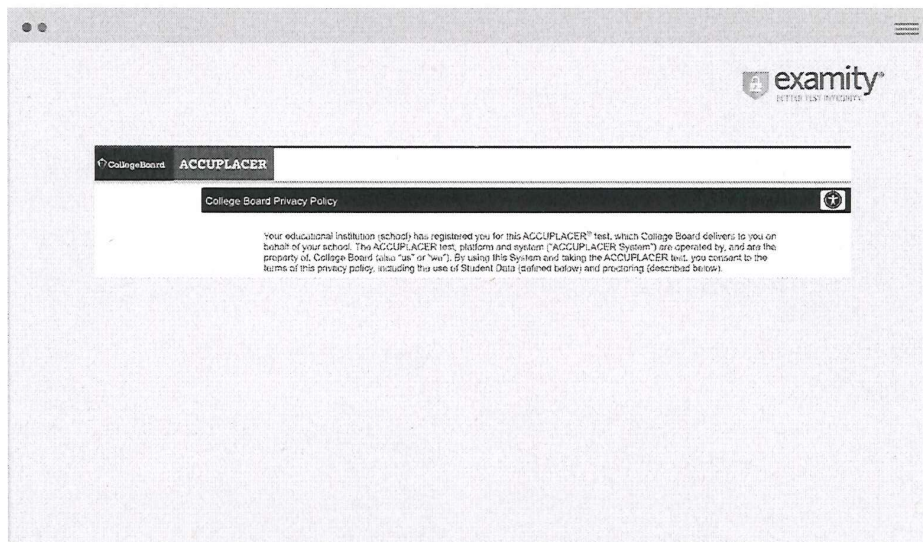
For assistance, call **855-EXAMITY**, email support@examity.com or
chat directly with us through the Live Chat feature on the Examity dashboard.

12

Submitting Your Exam

Once you have completed your exam, follow the prompts to submit your test and view your score.
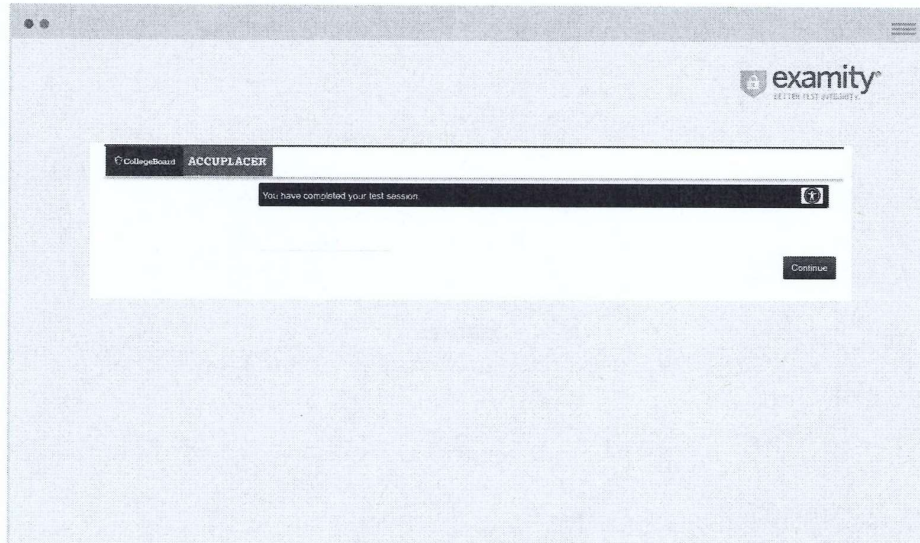
Navigate back to the Examity proctoring window. Select the "Close" button to uninstall the Examity extension and leave the Examity platform.
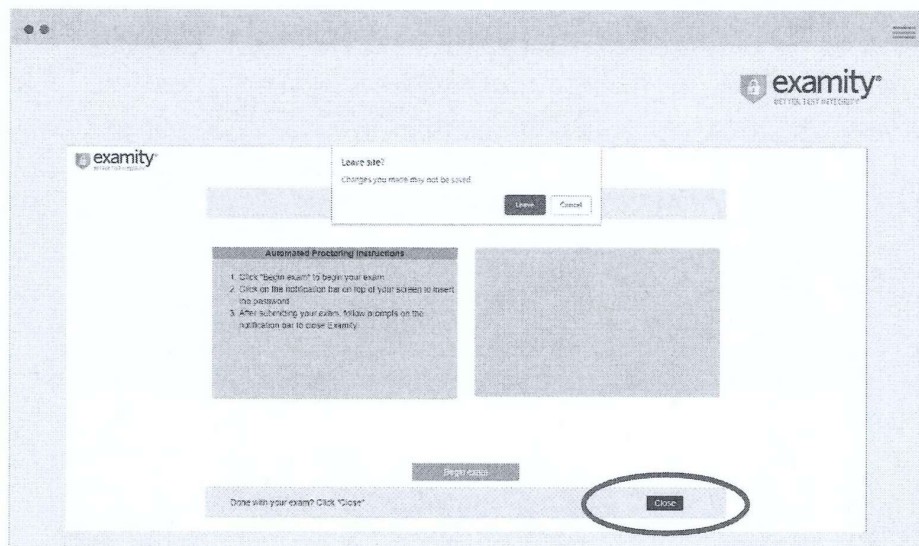
For assistance, call **855-EXAMITY**, email support@examity.com or
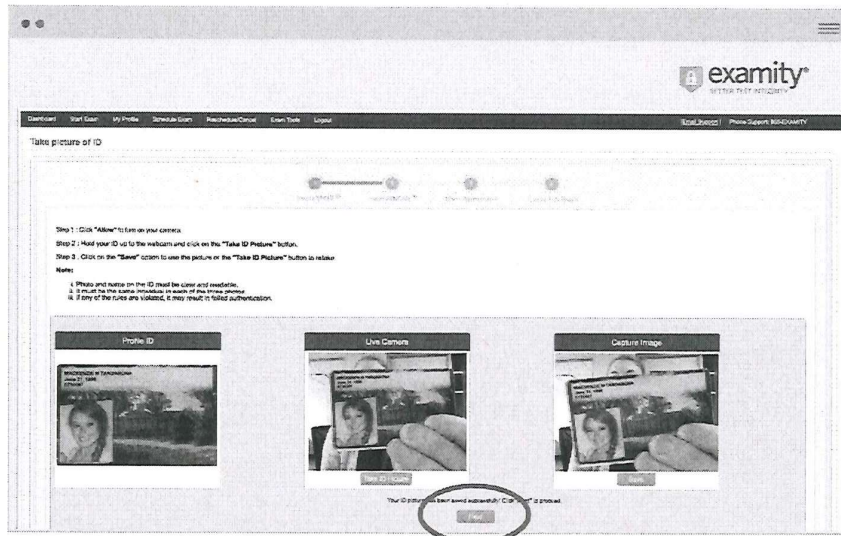chat directly with us through the Live Chat feature on the Examity dashboard.

13

Mathematics course offerings

MTH010
Basic Math

↓

MTH020
Basic Math
(Arithmetic)

Placement
To be made based on previous math experience, Smarter Balance score, or placement testing using MyMathTest

MTH060
Introductory
Algebra I

↓

MTH065
Introductory
Algebra II

MTH070
Elementary
Algebra

Elementary Algebra Options Students have the choice of taking Elementary Algebra in one term through MTH070 or at a slower pace over two terms through MTH060 & MTH065 This is a pathway that leads to Math 095 and then to any entry level Math course below

MTH098
Introduction
to
Quantitative
Literacy

MTH 098 serves as a pathway to MTH 105 only

Collegiate Level 100+
Choose your collegiate MTH course path based upon your major or emphasis of study

MTH095
Intermediate
Algebra

MTH111
College Algebra

↓

MTH112
Elementary
Functions
(Trigonometry)

↓

MTH251
Calculus I

↓

MTH252
Calculus II

↓

MTH254
Vector Calculus

MTH211
Foundations of
Elementary Math I

↓

MTH212
Foundations of
Elementary Math II

↓

MTH213
Foundations of
Elementary Math III

MTH243
Statistics I
Prerequisite 095 or 105

↓

MTH244
Statistics II

MTH105
Math in
Society

Writing Pathway

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.

Placement

WRI 90 & WRI 90L
Writing Fundamentals and Lab

WRI 95
Introduction to Expository Writing

WRI 100
Co-Requisite Writing*

*You can take WRI 100 concurrently with any class to help with your writing.
It may also be a co-requisite for WRI 95 and/or WRI 121Z depending on your placement.

Career-Technical Path

Transfer Path

WRI 117
Introduction to Technical Communication

WRI 121Z
Composition I

Pass WRI 121Z with a B or better

WRI 122Z
Composition II

Pass WRI 122Z with a C or better

WRI 227Z
Technical Writing

2022 MyKCC guide for students

Step one:

MyKCC is located at
https://mykcc.klamathcc.edu/ICS/.
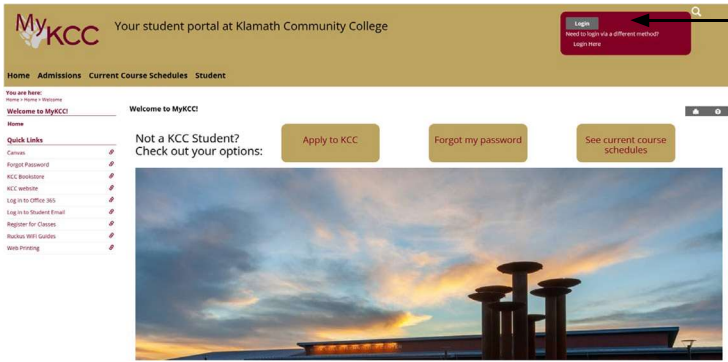
To log into MyKCC, click the login button located in the burgundy box in the top right of the screen.

Step two:
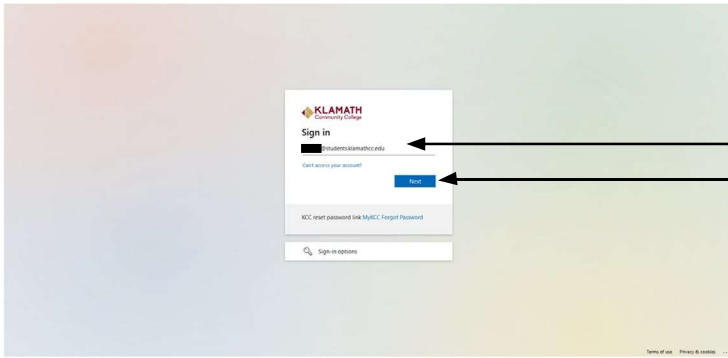
On the next screen, enter your KCC student email. Your student email is your
6-digit ID number@students.klamathcc.edu

Then click the next button.

Step three:
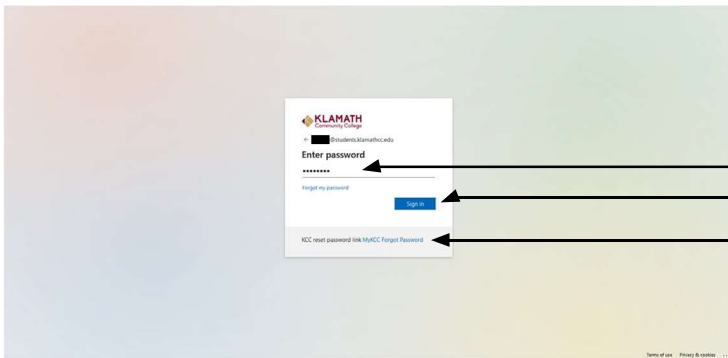
Enter your MyKCC password and click the sign in button.

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

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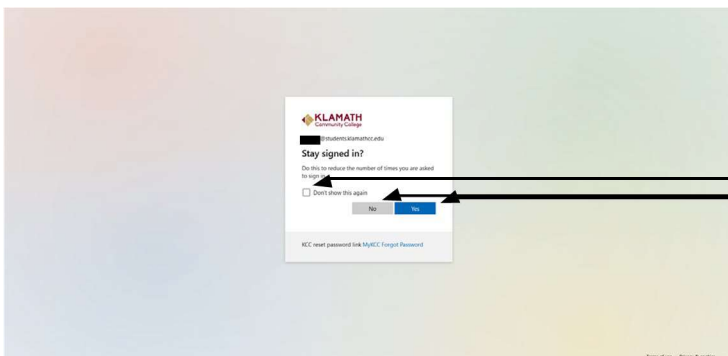
If you are on a shared computer, click "No." This will sign you out when you log out.

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

Tutoring Center Hours
Fall Term 2022

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

Look for the Virtual Campus 360 Tour on www.klamathcc.edu for a guided tour of the KCC campus.

estions? Need Help?

541-880-2282

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

Play Video

Transcript

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.

Return to Map
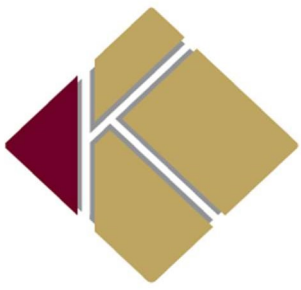
FERPA Consent to Release Student Information

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

Reviewed June, 2019   Academic Year 2019-20

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: _____  │
└───────────────────────────────────────────────┘
```

Accelerated Learning
through
KLAMATH
Community College
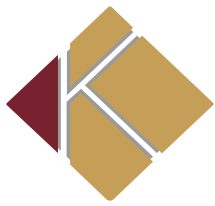
Name: _____

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 Couse-Section	10. Finish "Checkout" with payment information and submit order.

Questions:
Contact: **Carly Gilder** *Bookstore Manager*   **541-880-2291 or gilder@klamathcc.edu**
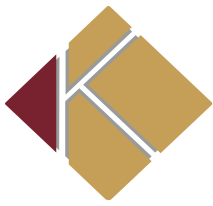
Academic Calendar 2023-2024

Term	Summer 2023	Fall 2023	Winter 2024	Spring 2023	Summer 2024 (Tentative)
Begin Registration for Current Students	May 8 Monday	May 8 Monday	October 30 Monday	February 12 Monday	Summer - May 6 Monday Fall 2024 - May 6
Classes Begin	June 26 Monday	September 25 Monday	January 8 Monday	April 1 Monday	June 24 Monday
Last day to Drop a Class for a Full Refund *and* Last Day to Add a Class	June 30 Friday	September 29 Friday	January 12 Friday	April 5 Friday	June 28 Friday
Holidays and Session Breaks	Juneteenth June 19 Monday Independence Day July 4 Tuesday Labor Day September 4 Monday	Veterans Day November 10 Friday (Observed) Thanksgiving November 23-24 Thursday-Friday Christmas December 22,25 Friday, Monday New Year's Day January 1 Monday	Martin Luther King, Jr. Day January 15 Monday President's Day February 19 Monday Spring Break March 25-29 Monday-Friday	Memorial Day May 27 Monday	Juneteenth June 19 Wednesday Independence Day July 4 Thursday
Last Day to Withdraw with a "W"	9-Week Term August 4 Friday 11-Week Term August 18 Friday	November 17 Friday	March 1 Friday	May 24 Friday	August 2 Friday
Final Exams	9-Week Term August 21-25 Monday-Friday 11-Week Term September 4-8 Monday - Friday	December 4-8 Monday-Friday	March 18-22 Monday-Friday	June 10-14 Monday-Friday	August 19-23 Monday-Friday
Last Day of Term	9-Week Term August 25 Friday 11-Week Term September 8 Friday	December 8 Friday	March 22 Friday	June 14 Friday	August 23 Friday
Commencement				June 14 Friday	

How College is Different from HighSchool
Klamath Community College
Enrollment Services · Founders Hall – Building 9
7390 South Sixth Street · Klamath Falls, OR 97603

High School	*College*
Classes:	**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	❖ 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:	**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	❖ 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:	**Studying:**
❖ The amount of time studying is comparable to the time spent in class ❖ Teachers may allot class time for homework ❖ Your studying involves just the material in your textbook	❖ 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
Tests:	**Tests:**
❖ Testing is frequent and covers small amounts of material ❖ Quizzes occur between tests	❖ Testing is infrequent and covers large amounts of material

❖ Makeup tests are an option ❖ Teachers (re)schedule test dates to avoid conflicts with other school activities ❖ Teachers conduct review sessions prior to the day of the test ❖ Mastery is often seen as the ability to recognize the same information presented in class	❖ Courses may just have two or three tests total ❖ Makeup tests may not be an option ❖ Professors schedule test dates at the beginning of the semester, regardless of school activities ❖ Professors encourage students to form study sessions prior to the day of the test ❖ Mastery is often seen as the ability to apply and problem solve what you have learned to new situations.
### *Grades:* ❖ Grades are given for homework ❖ Consistently good homework grades help raise your overall grade when test grades are low ❖ Extra credit projects are offered to help you raise your grade ❖ Final class grades are determined by a "good faith effort"- If you try hard, you will pass ❖ Final class grades of a D or higher are required to graduate with a diploma	### *Grades:* 1. Grades may not be given for homework 2. Grades on tests and papers provide most of the overall course grade 3. Extra credit projects may not be offered to help you raise your grade 4. A good effort is important, but most likely won't change your status from failing to passing 5. Final class grades of a C or higher are required to graduate with a certificate or a degree
### *Personal Freedoms:* a. You are told your responsibilities and are "called out" if your behavior is out of line b. Your time is guided by others c. Your parents are involved in your high school experience d. Information about your high school success (or failure) is readily shared between the school and your parents. e. The high school is obligated to teach you – mandatory enrollment/attendance until a certain age is reached.	### *Personal Freedoms:* □ 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:*	
□ 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

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**

_____   _____

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:	
20	**credits**	**14**	**credits**
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

Klamath Community College is an equal opportunity educator and employer

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 tis 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. 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>
1st Term:	Warning	Warning	• Letter sent indicating status. • Must complete an individualized academic plan with advisor or student services. • Financial aid may be delayed. • A separate letter will be sent if repayment of financial aid is required. • If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required.
2nd Term:	Disqualification	Probation	1. Letter sent outlining appeal process. 2. Must file an appeal to be considered for reinstatement of eligibility for federal financial aid. 3. If approved financial aid may be delayed. 4. Recommendations of appeal committee must be followed. 5. A separate letter will be sent if repayment of financial aid is required. 6. If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required.
3rd Term:	Not Aid Eligible for Financial Aid	Suspension from enrollment at KCC	• Letter sent outlining appeal process. • Must file an appeal to be considered for reinstatement of eligibility to enroll in classes and to receive federal financial aid. • If approved financial aid may be delayed. • Recommendations of the appeal committee must be followed. • A separate letter will be sent if repayment of financial aid is required. • If a zero GPA is obtained and financial aid was disbursed, money will be owed to the institution. An appeal will be required..

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.
- **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:

|	
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 stipulates conditions as appropriate for an appeal to reinstate Financial Aid – **death of a relative, injury, or illness of the student, or other special circumstances.** Failure to attend classes or not focusing on coursework are **not** considered conditions that are appropriate to file an appeal. **Multiple appeals for the same reason are not allowed under the regulations.**
Resolution:	Describe the steps you have taken to resolve the issue that prevented meeting SAP standards
Plan for Success:	Explain your plan for success this term and in future terms. Please include changes that have taken place to ensure future success.
Documentation:	**REQUIRED: ALL appropriate documentation** – 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.

Building #	Building Name	Building Contents
Building 1		Classrooms
Building 2		Classrooms
Building 3		Agriculture Lab, Art Lab, Faculty Offices, HR Offices, Testing Center
Building 4		Aviation, Career Services Center, Commons, Food Services, Student Life Center, Classrooms, Wellness Center
Building 5	Career Technical Center (CTC)	Career Technical Education Classes, Auto & Diesel Lab, Faculty Offices
Building 6	Health Sciences Building (HSB)	Science classrooms, Health and Science Labs, Computer Labs, Student Study Spaces, Faculty Offices
Building 7	KCC Conference Center	Conference Center Space
Building 8	Work Skills Technology Center (WSTC)	Classrooms, Faculty Offices, Klamath Center for Education and Training, Workforce and Community Education Offices
Building 9	Founders Hall	Administrative Offices, Cashier, Bookstore, Financial Aid, TRiO, Learning Resources Center, Student Services, Veterans Services
Building 10	Apprenticeship Center	Welding, Apprenticeship and Workforce Training, HEP Center, Manufacturing Engineering Technology (MET), Fire Science, Emergency Management Services
Building M	Maintenance	Maintenance
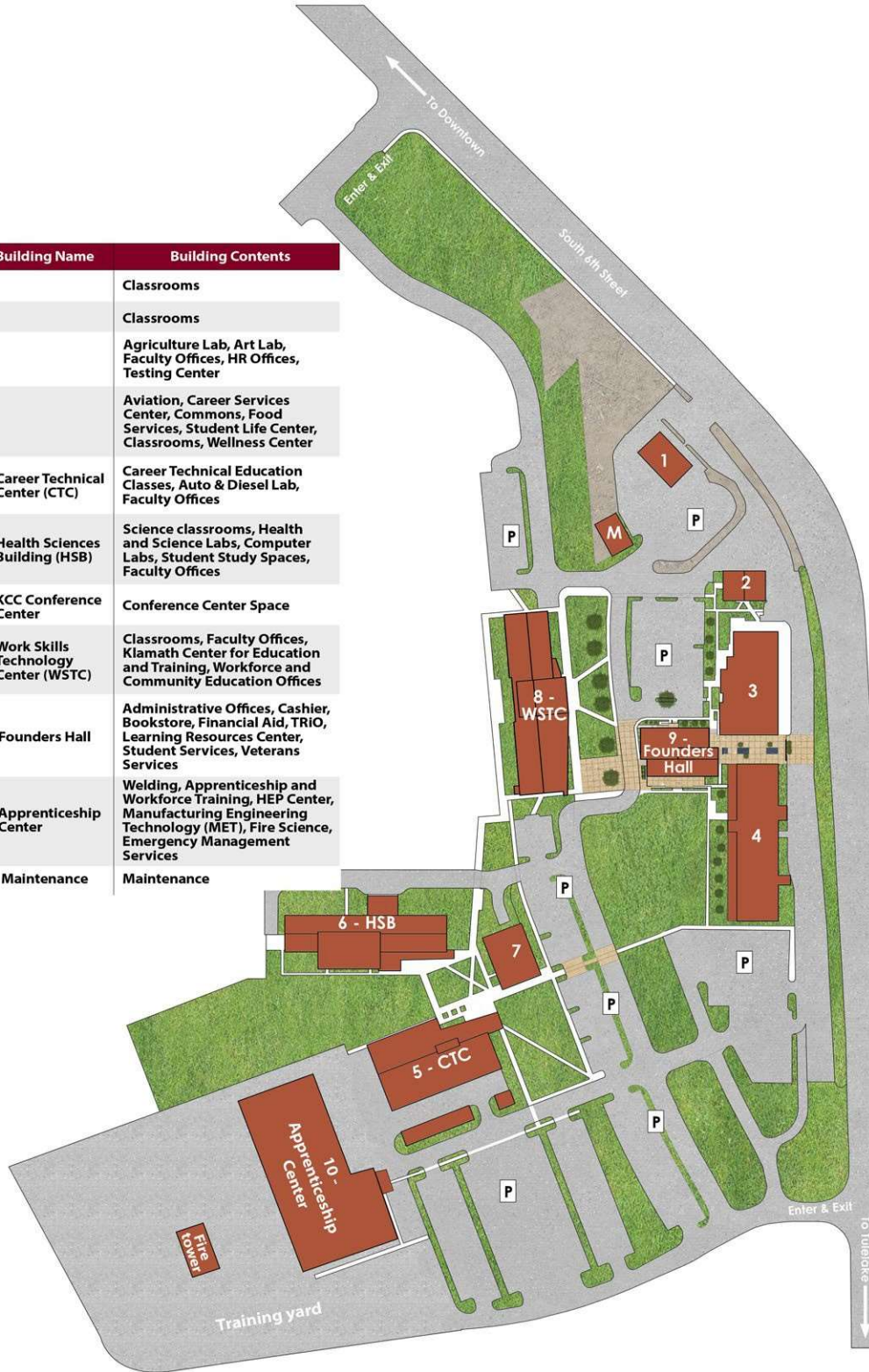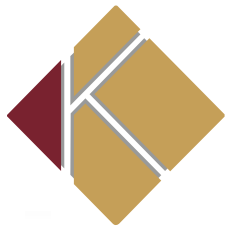
Academic Planning Tool

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___	Cr	Fall 20___	Cr	Winter 20___	Cr	Spring 20___	Cr
Course	Cr	Course	Cr	Course	Cr	Course	Cr

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

NOTES:
_____
_____
_____
_____

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

☐ Financial Aid Appeal   ☐ Enroll in more than 18 credits/term

☐ Academic Warning   ☐ Second Degree

☐ Academic Probation   ☐ Maximum Timeframe

☐ Academic Suspension

Office Use Only

Received By: _____ Date: _____

Revised December, 2018

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

KLAMATH
Community College
Career Services Center

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?