Instructor
Guide to Dual Credit

KLAMATH COMMUNITY COLLEGE

KLAMATH
Community College

Klamath Community College Dual Credit Program
Instructor Guide to Dual Credit

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To Instructors, Administration, and Counselors,

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

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

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

The purpose of this guidebook is to provide you with answers to questions you may have about the program, procedures you are required to follow and information about the resources, and rights and responsibilities you have as a part of this state accredited dual credit program. This handbook and additional information may be found on the KCC High School Program website at https://www.klamathcc.edu/Admissions/High-School/High-School-Connections under Instructor Resources.

As the liaison between the high school and KCC faculty, my responsibilities include visits to the high school meeting with administration and high school instructors to discuss the dual credit process. I will facilitate communications on the status of dual credit applications, orienting new instructors to the program, providing process updates, due dates, drop dates, and withdrawal dates as well as grade entry due dates. It is my responsibility to support KCC faculty leads in coordinating and tracking of oversight state requirements.
Refer to link below to read the state requirements from the Higher Education Coordinating Commission (HECC)
https://www.oregon.gov/highered/policy-collaboration/Pages/college-credit-high-school.aspx

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

Sincerely,

Kelly A. Kandra

Director of Accelerated Learning

Klamath Community College
541-880-2337
Fax: 541-880-2395
kccdualcredit@klamathcc.edu
https://www.klamathcc.edu/en-US/admissions/high-school/index.html

Klamath Community College

Approximately 3,309 students	Women 58. %, Men 42%
Student to faculty ratio: 18 to 1	Ethnic Minorities: 31%
Average class size: 15	
Approximately 1772 Dual Credit students	Women 59%, Men 41%
	Ethnic Minorities: 30%

KCC Mission

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

Core Themes
1. Provide accessible education and services
2. Provide quality education and services
3. Meet the diverse needs of the student, business, and community
4. Support student success in workforce training, academic transfer, foundational skills, and community education.

Strategic Initiatives
1. Student Success
2. Future Focused Education and Services
3. Organizational Viability
4. Community Engagement
5. Advanced Planning

Accreditation

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

Campus Community

With a campus of approximately 3,309 students and a culture of engaged faculty, the KCC community emphasizes diversity, inclusion and focuses on preparing students to live and lead in a multicultural, global community.

Educational Options

KCC students have currently 88 educational options they may pursue. Whether you are interested in an AA Degree, One Year Certificate, a Career Pathway Certificate or one of our Transfer degrees, KCC has many options to consider.

Refer to the link below to Degree and Certificate Programs
Klamath Community College - Modern Campus Catalog™ (klamathcc.edu)

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

Definition of "Dual Credit "and "Sponsored Dual Credit "

"Dual Credit"
Means secondary and postsecondary credit awarded for a course offered in a high school which is sufficiently similar to the college or university course as to enable the enrolled student to be described as taking the course from an Oregon community college or public university as set forth in ORS 340.310. The course must be taught by a high school teacher who has been approved by the college or university and who meets the qualifications to teach the course for the college or university. Dual Credit may include Career and Technical Education courses.

"Sponsored Dual Credit"
Sponsored Dual Credit" means secondary and postsecondary credit awarded for a course offered in a high school, which course is sufficiently similar to the college or university as to enable the enrolled students to be described as taking the course from an Oregon community college or public university as set forth in ORS 340.310.
The course must be taught by a high school teacher who, in partnership with a sponsoring college or university faculty member, meets the qualifications to teach the course for the college or university. Sponsored Dual Credit may include Career and Technical Education Courses.

Dual Credit and Sponsored Dual Credit as defined by High Education Coordinating Commission
HECC Website

Oregon Administrative Rule (OAR) 715-017-0005
OAR Rule

Dual Credit Standards

What are the Dual Credit and Sponsored Dual Credit Standards?
In June of 2016 the Higher Education Coordinating Commission (HECC) created the dual credit standards. It is important with the rate that dual credit is growing to have a consistent set of standards and ways to ensure these standards are met. The Oregon Dual Credit Standards are divided into two categories, Oregon Dual Credit Standards and the Oregon Sponsored Dual Credit Standards. The dual credit standards strengthen high school instructors and includes regular collegial interactions amongst high school instructors and college faculty, develops standardized processes to ensure sustainability and integrity of program, and enhances public understanding of dual credit program and the fact that this is a viable option for students to accelerate their academic goals.

Statewide Standards for Dual Credit and Sponsored Dual Credit Programs
[Statewide Standards](#)

ORS 340.310 Statewide Standards for Dual Credit Programs
[ORS 340.310](#)

Dual Credit Frequently Asked Questions

What are the instructor qualifications of KCC Dual Credit Instructors?

Whether instructors are applying to participate in KCC's Dual Credit or Sponsored Dual Credit Program, the same instructor approval form is used. Although the same form is used, the criteria are very different. The instructor approval process involves not only reviewing an Instructor's Approval Criteria but the instructor must be able to meet the mandatory Sponsored Dual Credit Instructor Requirements. When an instructor's information is reviewed and if approval is granted, they will be provided with the program they were qualified under, either Dual Credit Program or Sponsored Dual Credit Program. Below are listed the requirements for each program.

Dual Credit Program Instructor Approval Criteria:

Dual Credit Instructors must:

- Hold a Master's degree in the subject area **OR**

- Hold a bachelor's degree in the subject area (or hold a bachelor's degree in a related area and have completed at least 20 quarter hours of upper division credit in the subject area) and have a minimum of four years of recent full- time non- teaching experience in the subject area, **OR**

- Hold a master's degree in Education or MAT degree and have completed at least 20 quarter hours of graduate credit in the subject area.

Sponsored Dual Credit Instructor Approval Criteria:

A Sponsored Dual Credit Instructor must:

- Hold a Master's degree or MAT in the appropriate subject area **and** have at least three years of teaching experience in the subject area **OR**

- Hold a bachelor's degree in the appropriate subject area **and** have at least three years of teaching experience in the subject area **OR**

- Have a high level of demonstrable competency gained through a combination of study, teaching experience, **and/or** professional performance in the subject area **and/or** have the qualifications set by the licensing or accrediting organization for the subject area.

Career Technical Instructor Approval Criteria:

- Hold a master's degree in the subject area (or hold a master's degree in a related area and have completed at least 20 quarter hours of upper division credit in the subject area) and have a minimum of three years of recent full-time non- teaching experience in the subject area, **OR**

- Hold a bachelor's degree in the subject area (or hold a bachelor's degree in a related area and have completed at least 20 quarter hours of upper division credit in the subject area) and have a minimum of four years of recent full- time non- teaching experience in the subject area, **OR**

- Hold a bachelor's degree in the subject area (or have a state or nationally recognized license or certification, such as a CTE endorsement, in the subject area) and have a minimum of four years of recent full-time non-teaching experience in the subject area, **OR**

- Hold an associates of applied science degree in the subject area (or have a nationally recognized license or certification, such as a CTE endorsement, in the subject area) and have a minimum of five years of recent (less than 4 years old) full time non-teaching experience in the subject area, **OR**

- Hold an associates of applied science degree in the subject area, and have a minimum of five years of recent (less than 4 years old) full-time non-teaching experience in the subject area, **OR**

- Have a high level of demonstrable competency gained through a combination of study, teaching experiences and/or professional performance on the subject area, and/or have the qualifications set by the licensing or accrediting organization for the subject area, and have a minimum of five years of recent full-time non- teaching experience.

Dual Credit Process Overview

What is the process for applying to teach dual credit courses?

1. Contact Director of Accelerated Learning, Kelly Kandra at 541-880-2337 or email kandra@klamathcc.edu. A Dual Credit Inquiry letter and a Dual Credit application will be emailed to you.

2. Submit dual credit application along with a resume, **copy** of transcripts, and any additional pertinent information relevant to your teaching experience to Director of Accelerated Learning for processing.

3. Your application will be reviewed by Director of Accelerated Learning, the Faculty Lead and the Vice President of Academic Affairs. When reviewing your information if we have any questions, you will be contacted and asked for further clarification if necessary.

4. A letter will be emailed, providing you with the results of our review of your application and next steps.

5. With the two dual credit options, at time of approval, information will be provided as to whether you were approved under Dual Credit Program standard approval or under the state sponsored option. There are requirements for each program.

The Dual Credit standard requirements are as follows:

- Align course syllabi

- Provide a Course Outline

- Complete Course Learning Outcome form (specific to each course)

- Complete a Dual Credit Instructor Annual Course Assessment

- Attend a mandatory Professional Learning Community (PLC) Workshop

The Sponsored Dual Credit standard requirements are as follows:

- Align course syllabi

- Provide a Course Outline

- Complete Course Learning Outcome form (specific to each course)

- Coordinate with faculty lead a Sponsored Dual Credit Certification & Course Review Completed in the Fall through Zoom

- Attend a mandatory Professional Learning Community (PLC) Workshop

- Coordinate with faculty lead a Sponsored Dual Credit Course Assessment Completed in the Spring through Zoom

  Refer to the Higher Education Coordinating Commission (HECC) website link below for more information on these requirements and what KCC 's responsibilities are as the partnering institution.

Statewide Standards for Dual Credit and Sponsored Dual Credit Programs
Higher Education Coordinating Commission: Accelerated Learning Policy and Pathways: About Agency Offices: State of Oregon

Articulation Agreements

Dual Credit Program Articulation Agreement & Sponsored Dual Credit Program Agreements

Provides for high school students to receive transcripted college credit from Klamath Community College (KCC) through completion of high school courses that are equivalent to corresponding KCC courses. Courses covered by this agreement, as well as the high school teacher authorized to teach them are listed on the agreement.

Dual Credit Program and Sponsored Dual Credit Due Dates

Dual Credit and Sponsored Dual Credit Due Dates lists the dates the high school instructor is required to turn in student registration, drop/or withdrawal forms and dates you as an instructor are to enter grades into MyKCC. Due Dates are provided by the Director of Accelerated Learning, Kelly Kandra.

Renewal of Existing Articulations

Articulations are reviewed annually. Dual credit high school instructors are required to submit an updated course syllabus before the date school resumes in the fall (EX: current information and academic year listed) for **all** courses that will be taught for dual credit in the upcoming year. Once received, the syllabus will be reviewed by the appropriate KCC departmental faculty lead for alignment. At that time if any changes are necessary to continue alignment of the course Director of Accelerated Learning or the faculty lead will contact the dual credit instructor. Once the syllabus has been approved, an articulation agreement is initiated and signed by the high school instructor, departmental faculty lead, and the Vice President of Academic Affairs.

Klamath Community College "Dual Credit" and "Sponsored Dual Credit" Programs

Supported Dual Credit Courses Available for Articulation
(Refer to page 20 for a full list of courses)

Roles and Responsibilities

All High School Instructors

Make available all necessary information and forms to students for the Dual Credit program or Sponsored Dual Credit program as supplied by Director of Accelerated Learning.

Assist students with the application and registration process and procedures according to the appropriate due dates outlined under Dual Credit and Sponsored Dual Credit Program Due Dates on page 8 in this guide.

Submit grades according to KCC's due dates
(Additional information is provided on page 11 under "Grading Procedure.")

Meet on an annual basis with KCC academic department personnel and any additional requirements of participating and offering dual credit to students.

Provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.

Adhere to the KCC Syllabus Template

Family Educational Rights and Privacy Act (FERPA)

As a Dual Credit Instructor and part of KCC's "Dual Credit" or "Sponsored Dual Credit "program, it is a requirement to uphold the FERPA law.

FERPA is federal law that governs privacy of and access to personally identifiable student records. Under this law, KCC cannot release the following information to anyone other than the student:

- Financial records (accounts, financial aid, and related information)
- Grades and GPA
- Class schedules, times and locations
- Personally, identifying information, such as KCC student number, Social Security Number, and date of birth

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

Refer to the link below for access to **FERPA Consent form**
FERPA Consent Form

Long-Term Leave Requirements

If a KCC approved dual credit or sponsored dual credit instructor takes a long-term medical leave all long-term substitute high school instructors must be approved by the KCC Dual Credit administration. Notification of a long-term leave must be given at the earliest possible date so that faculty can address the approval process in a timely manner. Contact Director of Accelerated Learning for Assistance.

Dual Credit and Sponsored Dual Credit Instructor Requirements

In order for KCC to maintain state accreditation requirements for the Dual Credit Programs, Director of Accelerated Learning and faculty leads must provide opportunities for collegial interaction and make every effort to work with dual credit instructors.

Maintaining Alignment & Articulation

Non-compliance

Klamath Community College and our partnering school districts share a common objective of providing consistent, exceptional learning experiences, and support for students transitioning from high school to college or a university. These partnerships require collaboration, communication, cooperative and good faith effort to maintain healthy relationships and avoid non-compliance concerns.

While consistently keeping up with the changes in Dual Credit and Sponsored Dual Credit program state requirements, occasional changes to course content, outcomes, and expectations will occur. The purpose is to create opportunities to ensure academic rigor,

quality of instruction, and alignment of course content with KCC's requirements. Our goal is to support high school partners transitioning to meet these requirements to ensure that their course is sufficiently similar to the same course being offered on the college campus.

Unfortunately, situations and concerns may develop which could result in the suspension of a course articulation agreement. KCC is committed to working with all parties to resolve and address any concerns that may develop.

At any time, if there is a reason to believe that the high school instructor or partnering school district is not complying with the requirements associated with the course expectations and roles and responsibilities as detailed in this handbook, the following steps shall be followed to resolve non-compliance related issues:

1. The Klamath Community College Dean and Faculty Lead will submit a corrective action advisement email to the Director of Accelerated Learning, the high school instructor and administrator.

2. A plan of action to address the concerns within a reasonable time frame (one semester or less) will be implemented for the high school instructor or district to address and make the necessary corrections. The Director of Accelerated Learning will follow-up to confirm that the issues have been resolved.

3. Failure of the high school partner to comply with the communicated plan of corrective action within the time frame will result in suspension of the high school instructor's course articulation until concerns are resolved. Notification of suspension will be communicated from Director of Accelerated Learning.

Klamath Community College non-compliance related issues are handled in strict accordance with the current Klamath Community College collective bargaining agreement and individual department policy. If it is brought to the attention of the Director of Accelerated Learning that there is a problem with a KCC Faculty Lead, the Director of Accelerated Learning will contact the college Dean to alert them. If the issue is not resolved, the Dean may remove a Faculty Lead and assign a new faculty member. All efforts to correct an issue should be made before removal of a faculty lead.

Instructor ID

The KCC database issues each dual credit instructor an Instructor ID number. This number identifies you as a KCC instructor. Your instructor number will be important and necessary for you to be able to log into MyKCC to view your class rosters, and enter grades. As an instructor you will have access to resources and support from our Learning Resource Center (LRC).

(Director of Accelerated Learning will provide you with step-by-step instructions)

Grading Procedure

Grading of dual credit courses are completed online by the high school dual credit or sponsored dual credit instructor through MyKCC. Process and instruction are provided by the Director of Accelerated Learning.

The grading scale for every dual credit course will be listed on the class syllabus. Dual credit college courses are graded on a letter scale: A, B, C, D, F, or W (Withdrawal). Grades entered for a dual credit student **must** match the grade provided at the high school. Instructors at the time of grading are not permitted to enter a D (Drop) or a W (Withdrawal), only grades.

Students are allowed to drop a course by the drop date established by KCC. These due dates are specified under "Dual Credit and Sponsored Dual Credit Program Due Dates", page 8 in this guide. Students are required to complete a Drop/Withdraw form provided by the high school instructor. A withdrawal will result in a "W" on the student's transcript, but does not affect his/her KCC GPA.

Dual Credit and Sponsored Dual Credit Instructor Resources and Supports

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

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

Center for Teaching and Learning (CTL)   CTL

Database landing page: Database
You will be required to log into your MyKCC account to have access to the information

Learning Resource Center Homepage: LRC

Library Guides landing page: Library Guides

Library landing page: Library

Testing Center landing page: Testing Center

Tutoring Center landing page: Tutoring Center

Dual Credit and Sponsored Dual Credit Program Evaluations

KCC's Dual Credit Program sends out an end of the year anonymous instructor course evaluation. You may share your personal information if you would like. These evaluations address the dual credit approval process, your partnership with KCC faculty, student registration, accessibility to resources and your overall view of KCC's dual credit and sponsored dual credit programs. KCC takes these evaluations seriously and appreciate you taking your time to provide us with this valuable information.

Director of Accelerated Learning

> Provide the high school instructor with materials necessary for registering and reporting grades.

> Create, maintain, and make available copies of the articulation agreements.
> Provide a timeline to the high school instructor with due dates for registering a course, dropping a course, withdrawing from a course, and submitting final grades.

> Facilitate an annual meeting between high school teachers and departmental faculty depending on location of high school. Visits at a distance can be requested.

KCC Faculty Leads

> **Access to Dual Credit Faculty Leads are provided by Director of Accelerated Learning**

> Provide curriculum and assessment guidance through a formal agreement with high school partners.

> Facilitate additional meetings and/or organize, facilitate and or participate in a subject area organized Professional Learning Community.

> For KCC faculty sponsoring a high school instructor, additional meetings may be necessary to further align courses.

Student Frequently Asked Questions

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

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

Additionally, dual credit helps by:

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

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

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

What are the eligibility requirements for students?

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

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

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

Are dual credit courses transferable?

Yes, refer to link below to Higher Education Coordinating Commission (HECC) website, Transfer Tools. Listed on the right are educational institutions that you may click on to view courses that are transferable from your institution
HECC Transfer Tools

Does KCC allow retroactive enrollment?

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

Student Information

General Information

The Accelerated Learning through KCC website will provide you with useful information such as KCC's current catalog which covers a wide variety of topics from Degrees and Certificates available and a complete list of courses offered, how to log onto MYKCC website, access to KCC's Career Services Center and key information regarding transferability of courses.

Accelerated Learning Website

Admission and Registration Process

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

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

Advising and Credits with a Purpose

Advising is the process of planning your educational goals and selecting courses. Contact Director of Accelerated Learning, Kelly Kandra to refer you to an advisor. If you are under 18 years of age, please bring a parent/guardian with you to meet with an advisor.

The option for students to enroll in college level courses earning college credit working towards their academic goals while in high school is valuable. However, academic counseling should be the highest priority when choosing your college courses and working towards your academic goals. Working together with your high school advisor and your higher education institution is key to ensuring that your college credits transfer and that they are taken with intention.

Refer to link below to Higher Education Coordinating Commission (HECC) website which offers an Academic Transfer Tools. Listed on the right are educational institutions that you may click on to view courses that are transferable from your institution.

Oregon Transfer Module (OTM)
Program: Oregon Transfer Module (OTM) - Klamath Community College - Modern Campus Catalog™ (klamathcc.edu)

Oregon Transfer Compass
[Program: Oregon Transfer Compass - Klamath Community College - Modern Campus Catalog™ (klamathcc.edu)](#)

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

Appeals and Petitions

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

Drop/Withdrawal

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

Enrollment Services

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

[Student Discounts](#)

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

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

Refer to the link below for access to **FERPA Consent Form**
[FERPA Consent Form](#)

Financial Aid

Though students are not eligible for financial aid while in the Dual Credit Program, you should remember to file for financial aid in October of the previous year in which you graduate from high school (FAFSA.gov). For example, if you graduate from high school in June of 2025 you want to apply for financial aid as early as October 2024 (or as soon after as possible) when planning to start college as a regular student for the 2025-2026 academic year. Financial aid representatives and advisors can assist with questions about when and how to apply.

Grading System (KCC)

Grade	Definition	Points Per Credit
A	Superior performance	4 points
B	Quality performance	3 points
C	Competent performance	2 points
D	Deficient performance	1 point
F	Failure to meet minimum requirements	0 points
P	Pass - acceptable performance	No grade points
NP	No Pass- Not acceptable Performance	No grade points

Grade Point Average

Student's GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted.

Grading and Transcripts

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

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

Mandatory Reporting

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

(Refer to the link below for more information)
KLAMATH Community College | Safe Campus (klamathcc.edu)

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 deadline. A student may appeal for a late drop during the first three weeks of the term to which they are seeking to drop. Students are not able to appeal for a late drop for a course outside of the indicated term. 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 each term after final grades are posted. Listed below is the link to completion requirements:
KLAMATH Community College | Standards of Satisfactory Academic Progress (klamathcc.edu)

Student Code of Conduct

Students are expected to maintain reasonable standards of behavior as they pursue their educational goals. Enrollment at KCC carries with it certain obligations and responsibilities that are respectful of the mission and functions of the College.

(Refer to link to for full details)
KLAMATH Community College | Student Code of Conduct (klamathcc.edu)

Student Course Evaluations

At the end of each academic year, students participating in KCC's dual credit or sponsored dual credit programs will receive a student course evaluation by email. These evaluations will address course delivery and content and are not an evaluation of the instructor.

Student Accessibility Services and Resources

Refer to the link below for the directory and information for Accessibility Services and Resources
Accessibility Services

Students Rights and Responsibilities

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

Student Underage Admissions Procedure

Refer to link below to reference KCC's Underage Admissions Procedure)
Underage Packet

If you would like assistance with the process, contact the Director of Accelerated Learning.

Title IX

Refer to the link below to reference the directory and office of Title IX & Student Conduct:
Title IX

Klamath Community College
2024-2025
Dual Credit Supported Courses Available for Articulation

ACCOUNTING

BUS 104 – Practical Accounting
2 credits

Designed to introduce students to the basic functions of the bookkeeping and accounting process-journalizing transactions into the journal, posting to the general ledger, analyzing and adjusting the ledger, preparing simple financial statements for a service business. No previous accounting is required

BUS 105 – Introduction to Personal Finance
2 credits

Introduces students to the elements of personal financial planning including the creation of a personal vision, and a plan for attaining the vision. Includes the appropriate evaluation of financial products such as investing, debt, risk management and budgeting.

AUTOMOTIVE COURSES

AMT 101 – Workplace Skills Training
4 credits

Workplace Skills Training is in direct response of automotive industry needs for students to possess the basic skills indicative of certified automotive technicians. The course design encourages students in developing life skills necessary to locate gainful employment in the automotive industry. Instructional focus includes: seeking and applying for employment, preparing resumes, filling out applications, interviewing techniques, personal appearance and communication skills. Furthermore, emphasis is placed upon the skills required to retain industry employment including: punctuality, regular attendance, following directions, general shop practices, productivity, hourly and flat rate compensation, time clock management, problem solving, employee loyalty and responsibility, employee professionalism and good customer service skills. The class will provide theory and related hands-on experience on live vehicles as the foundation for advanced automotive courses.

AMT 110 – Automotive Electrical/Electronic Systems
8 credits

This course provides instruction in basic electricity and electronic systems. This course provides the theory and operating characteristics of automotive electrical and electronic systems required for successful completion of ASE area A6: Electrical/Electronic Systems. Instructional focus includes: electrical principles, basic circuit configuration, Ohm's law, electrical components, wiring and wiring repairs, common tools and testing equipment, basic testing and problem isolation. The student will work with multimeters and other electrical test

equipment in developing troubleshooting techniques required for successful diagnosis of automotive starting and charging systems, advanced electronic systems, automotive processing units, multiplexing, electrical accessories and body/chassis electronic control systems. Corequisite: Verifiable registration/attempted testing of ASE area A6: Electrical/Electronic Systems.

AMT 291 – Safety and Lubrication
2 credits

Students will perform career readiness education through practice of live work-based skills. This course will focus on introducing students to the correct use of personal safety equipment and procedure.

ANIMAL SCIENCE

ANS 121 – Intro to Animal Science
4 credits

Principles of breeding, physiology, nutrition, and management as they apply to modern livestock and poultry production. Recommended: BIO 101.

ARE211 – Management in Agriculture
3 credits

Economic and business principles applied to the management of agribusiness firms including: farms and ranches; goal setting and management information; planning and decision-making tools; acquiring, organizing, managing land, labor and capital resources.

ART

ART 102 – Intro to Art History: Visual Arts
3 credits

This course is an introduction to Western visual art from antiquity to 1945. Students learn a perspective of history through its visual footprint and gain an understanding of the changing purpose of art and the role of artists in relation to their social and cultural contexts. Prerequisite: WRI 095 or WRI 121 or placement into WRI 121.

ART 115 – Basic Design: 2 D Black & White
3 credits

Studio course introducing 2D black-and-white foundations centered on creative problem solving. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques and projects to explore black-and-white design concepts with reference to historical and contemporary perspectives.

ART 116 – Basic Design: 2D Color
3 credits

Studio course introducing 2D color foundations centered on creative problem solving. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques and projects to explore color design concepts with reference to historical and contemporary perspectives.

ART 117 – Basic Design: 3D Foundations
3 credits

Studio course introducing foundations of 3D design and spatial organization. Emphasizes innovative problem solving with varied media. Establishes critical skills and artistic vision. Incorporates range of materials and techniques to explore 3-D concepts with reference to historical and contemporary perspectives. Recommended: Co-Enrollment or completion of WRI 095.

ART 131 – Intro to Drawing
3 credits

A studio experience exploring basic drawing techniques, materials, and concepts while addressing historical and contemporary issues. A conceptual framework for critical analysis is presented along with basic art theory. College-level reading comprehension is recommended. You will be expected to purchase materials for this course based on a list provided by the instructor. Material costs will be approximately $100. May not be taken concurrently with ART 231.

AVIATION

AVS 100 – Intro to Aviation
4 credits

This course examines aviation from early flight to future potentials. Introduces career opportunities in all fields of aviation and outlines career advancement possibilities. Provides general overview of pilot certificates and ratings and training aircraft used.

AVS 105 – Aviation Fundamentals
4 credits

Covers the basic fundamentals of aircraft aerodynamics, aircraft performance, and aviation meteorology with emphasis on Air Traffic Control (ATC), pilot communication, and the National Airspace System (NAS)

AVS 150 – Meteorology I
4 credits

This is a survey course in atmospheric science that covers weather basics and atmospheric circulations. Included is a systematic development of the following: the atmosphere, energy and temperature, wind, atmospheric moisture, horizontal and vertical pressure patterns, clouds, atmospheric circulation, stability, air masses, fronts, fog, icing, thunderstorms, jet streams, and turbulence. Students will study surface weather observations, routine weather reports and forecasts, surface maps, and constant pressure maps.

AVS155 – Applied Aerodynamics
4 credits

This course introduces aerodynamics. Explores various concepts and theories relevant to modern aviation. Prerequisite: AVS 105 or instructor approval.

BIOLOGY

BIO 101 – Biology I
3 credits

A laboratory science course designed for non-biology majors. The first term of a three-term sequence. Includes introduction to science, biochemistry, metabolism, the cell, molecular biology and reproduction. Recommended: Completion of CAS 133. Prerequisites: MTH 070 or MTH 095 or MTH 111 or placement into MTH 095 or MTH 111 and WRI 095 or WRI 121 or placement into WRI 121. Corequisite: BIO 101L.

BIO 101L – Biology I Lab
1 credit

Laboratory activities relating to BIO 101. Corequisite: BIO 101.

BIO 102 – Biology II
3 credits

A laboratory science course designed for non-biology majors. Presents protein syntheses, cell divisions, animal reproduction, genetics, embryology and the basic doctrines of evolution. Prerequisites: MTH 070 or MTH 095 or MTH 111 or placement into MTH 095 or MTH 111 and WRI 095 or WRI 121 or placement into WRI 121. Corequisite: BIO 102L.

BIO 102L – Biology II Lab
1 credit

Laboratory activities relating to BIO 102. Corequisite: BIO 102.

BIO 103 – Biology III
3 credits

A laboratory science course designed for non-biology majors. Presents the evolutionary relationships among the five kingdoms and their major phyla. The last half of this term covers human systems. Corequisite: BIO 103L.

BIO 103L – Biology III Lab
1 credit

Laboratory activities relating to BIO 103. Corequisite: BIO 103.

BIO 112 – Integrated Chemistry and Cell Biology for Health Occupations
3 credits

Introduces basic concepts of matter, atoms, compounds, intermolecular forces, solutions, pH, biomolecules, cell chemistry, cell structure and function, cell reproduction, and genetics. Concepts covered are applied to health-related problems. Recommended: MTH 070 or MTH 095 or MTH 111 or placement into MTH 070. Corequisite: BIO 112L

BIO 112L – Integrated Chemistry and Cell Biology for Health Occupations Lab
1 credit
Laboratory activities relating to BIO 112. Corequisite: BIO 112

BIO 211 – Principles of Biology I (Preprofessional)
4 credits
First part of a three-term sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, pre-veterinarian, chiropractic, pharmacy, and related fields. Includes introduction to science, biochemistry, metabolism, the cell, molecular biology, and genetics. Prerequisites: MTH 095 or MTH 111 or placement into MTH 111 and WRI 095 or WRI 121 or placement into WRI 121. Corequisite: BIO 211L.

BIO 211L – Principles of Biology I Lab
1 credit
Laboratory activities relating to BIO 211. Corequisite: BIO 211.

BIO 212 – Principles of Biology 2 (Preprofessional)
4 credits
Second part of a three-term sequence designed for students majoring in biology and the sciences, including pre-medical, pre-dental, pre-veterinarian, chiropractic, pharmacy, and related fields. Includes life cycles, reproduction, inheritance, evolution, and ecology. Prerequisite: MTH 095 or MTH 111 or placement into MTH 111 and WRI 095 or WRI 121 or placement into WRI 121. Corequisite: BIO 212L.

BIO 212L - Principles of Biology 2 Lab
1 credit
Laboratory activities relating to BIO 212. Corequisite: BIO 212.

BIO 213 – Principles of Biology 3 (Preprofessional)
4 credits
Third part of a three-term sequence designed for students majoring in biology and the sciences, including pre-medical, pre-dental, pre-veterinarian, chiropractic, pharmacy, and related fields. Includes form and function of plants, major invertebrate phyla, and general vertebrae morphology and physiology. Corequisite: BIO 213L.

BIO 213L – Principles of Biology 3 Lab
1 credit
Laboratory activities relating to BIO 213. Corequisite: BIO 213.

BIO 270 - Ecosystems
4 credits
An overview of ecological principles and types of ecosystems, energy dynamics, resource flow, chemical and biological cycles, population dynamics, and human ecology. Descriptive modeling of environmental systems and resource analysis. Prerequisites: BIO 212 or ENV 170 and
MTH 095 or MTH 111 or placement into MTH 111 and WRI 095 or WRI121 or placement into WRI 121. Corequisite: BIO 270L

BIO 270L – Ecosystems Lab
1 credit
Lab activities relating to BIO 270. Corequisite: BIO 270

BUSINESS

BUS 101Z – Introduction to Business
4 credits
Presents an integrated view of both established and entrepreneurial business by studying their common characteristics and processes in a global context. Introduces theory and develops basic skills in the area of accounting, finance, management, and marketing, with an emphasis on social responsibility and ethical practices. Explore how businesses can create value for themselves and society by addressing environmental and social challenges.

BUS 150 – Intro to Entrepreneurship
3 credits
Students will learn the basics of entrepreneurship, including the personal aspects of entrepreneurs, opportunity identification, and organizational structuring. This course will introduce information on becoming an entrepreneur, selecting a type of ownership, developing a business plan, marketing a business, hiring and managing a staff, and financing, protecting, and insuring the small business.

BUS 206 – Management Fundamentals
3 credits
A study of the basic management and organizational principles within business entities. Introduces the concepts of planning, organizing, leading, control, implementation of change, ethical behavior, and corporate culture. Provides opportunities for students to apply concepts to actual workplace scenarios and evaluate impact on global business activities.

BUS 214 – Business Communications
3 credits
This course covers concepts and skills necessary to communicate in today's constantly changing business environment. Students will learn how to create a wide range of business documents and oral presentations, addressing the needs of diverse audiences, and ethical implications of the communication process. Instructor approval may be obtained if a student has not met the WRI 121 prerequisite. Prerequisites: CAS 133 and WRI 121.

BUS 223 – Principles of Marketing
3 credits
Study and analysis of the elements of marketing and marketing strategy, stressing product development, policies, pricing strategies, promotion, distribution, international markets, and consumer behavior. Emphasis on the elements of the marketing mix and target markets for consumer and industrial markets.

BUS 226 - Business Law I
3.00 credits
This course provides an introduction to the legal environment of business. Focus topics include regulation, court jurisdiction, forms of business organization, the obligations arising from business relationships and transactions, and the liabilities arising from business practices. Prerequisite: WRI 121.

BUS 285 – Human Relations in Organizations
3 credits
This course covers human interactions within organizations, with a particular focus on communication and small group dynamics. Human relations techniques that build better employer/employee relationships are explored, and interpersonal relations both on the job and in everyday life are addressed.

CHEMISTRY

CHE 104 – General Chemistry I
4 credits
Includes general principles of chemistry, including atomic structure, mole concept, chemical reactions stoichiometry, and gas laws. Prerequisites: MTH 095 or MTH 111 or placement into MTH 111 and WRI 121. Corequisite: CHE 104L

CHE 104L – General Chemistry I Lab
1 credit
Laboratory activities relating to CHE 104. Corequisite: CHE 104.

CHE 105 – General Chemistry II
4 credits
Includes stoichiometry, gases, oxidation reduction, acid/base concepts, equilibrium, and physical and chemical properties of solutions. Prerequisite: CHE 104. Corequisite: CHE 105L.

CHE 105L – General Chemistry II Lab
1 credit
Laboratory activities relating to CHE 105. Corequisite: CHE 105.

CHE 106 – General Chemistry III
4 credits
Includes fundamental principles of organic chemistry, biochemical processes, and nuclear chemistry. Prerequisite: CHE 105. Corequisite: CHE 106L.

CHE 106L – General Chemistry III Lab
1 credit
Laboratory activities relating to CHE 106. Corequisite: CHE 106.

CHE 221 – General Chemistry I (Preprofessional)
4 credits
Includes fundamentals of chemistry, atomic structure, chemical bonding, nomenclature, physical states of matter, properties of gases, and chemical equations. Recommended for chemistry and other laboratory science majors, preprofessional major in engineering, medicine, and dentistry. Prerequisites: MTH 095 or MTH 111 or placement into MTH 095 or MTH 111. Corequisite: CHE 221L.

CHE 221L – General Chemistry I Lab
1 credit
Laboratory activities relating to CHE 221. Corequisite: CHE 221.

CHE 222 – General Chemistry II (Preprofessional)
4 credits
Includes chemical stoichiometry, acid and base solutions, oxidation reduction, chemical kinetics, and thermodynamics. Prerequisite: CHE 221. Corequisite: CHE 222L.

CHE 222L – General Chemistry II Lab
1 credit
Laboratory activities relating to CHE 222. Corequisite: CHE 222.

CHE 223 – General Chemistry III (Preprofessional)
4 credits
Includes chemical kinetics, ionic equilibria, nuclear chemistry thermodynamics, and descriptive chemistry. Prerequisite: CHE 222. Corequisite: CHE 223L.

CHE 223L – General Chemistry III Lab
1 credit
Laboratory activities relating to CHE 223. Corequisite: CHE 223.

COLLEGE GENERAL STUDIES

CGS 100 – College Survival & Success
3 credits
The purpose of this course is to help the student become a more effective learner. This course will cover college terms and information, class choice, degree requirements, etc. Helps new or returning students make personal and social adjustments for college success.

CGS 112 – Career Exploration & Planning
1 credit
This course is designed to help students learn about career exploration process and prepares them to make informed choices about their chosen profession. Students will complete a variety of self-assessments to discover their unique strengths and preferences, explore various career options, learn about college majors and career pathways, and practice their decision-making and goal-setting skills.

COMPUTER APPLICATIONS

CAS 121 – Beginning Keyboarding
2 credits
Students will learn to key alphabetic portion of the computer keyboard by touch, develop or refine basic keyboarding techniques, and increase speed and accuracy.

CAS 122 – Keyboarding for Speed & Accuracy
3 credits
Students will refine keyboarding technique, increase speed, and improve accuracy through corrective practice. Recommended: Ability to touch type (defined as using the correct key reaches and not looking at keys while typing) at a minimum rate of 20 wpm.

CAS 133 – Intro to Computing Skills Lecture
3 credits
Provides hands-on experience with Microsoft Office software fundamentals, including Word, PowerPoint and Excel. Includes concepts of computer operations and literacy as well as insight into the broad impact of computers on today's society. Students should have a basic working knowledge of general computer use prior to enrollment. Recommended: WRI 095 and keyboarding by touch. Corequisite: CAS 133L.

CAS 133L – Intro to Computing Skills Lab
1 credit
Laboratory activities relating to CAS 133. Corequisite: CAS 133.

CAS 170 – Spreadsheets
3 credits
This in-depth, hands-on course will present beginning and intermediate spreadsheet concepts. Students will use Excel efficiently to design and create accurate professional worksheets for use in business. Recommended: CAS 133 and MTH 020 or MTH 070 or MTH 095 or MTH 111 or placement into MTH 070.

CAS 216 – Word Processing
3 credits
Students will acquire knowledge and skills while preparing and editing word-processed documents. Recommended: Successful completion of CAS 133, and 25 wpm keyboarding proficiency.

COSMETOLOGY

Requires more in-depth conversation with education institution interested in providing these courses.
There are 24 supported courses.

CRIMINAL JUSTICE

CJA 101 – Intro to Criminal Justice & Human Services Career
3 credits
This course is designed to help students become aware of career and education options in human services and criminal justice. Students attending this course will become familiar with the educational requirements, lifestyle considerations, application processes, training, certification requirements, and career opportunities in the fields of criminal justice and human services. Students will solidify their academic plan and prepare a personal career plan based on their goals. There are no prerequisites for this course. Students are strongly encouraged to take this course concurrently or immediately after CGS 100.

CJA 111 – Intro to Criminal Justice System – Police
3 credits
Examines the American criminal justice system and its origin with particular attention to the police. Provides an overview of the entire criminal justice process and reviews contemporary practices such as community policing.

CJA112 – Intro to Criminal Justice Systems – Courts
3 credits
Explores: the court system and its procedures; laws as they affect the court system; types and degrees of evidence; rules governing admissibility of evidence; and the structure and function of local, state and federal course systems of the United States.

CJA 120 – American Criminal Justice System
3 credits
An overview of the American criminal justice system, examining structure, functions, processes, as well as theoretical perspectives in criminology, including biological, psychological, and sociological explanations. Focuses on law enforcement, criminal courts, corrections, community-based sanctions, and the constitutional frameworks in which they operate.

CROP SOIL SCIENCE

CSS 150 – Intro to Horticulture
2 credits
This class will provide an introduction to the structure, function, and horticultural physiology of flowering plants. Factors affecting horticultural plant growth and reproduction are studied in addition to a survey of plant propagation techniques. Corequisite: CSS 150L.

CSS 150L – Intro to Horticulture Lab
1 credit
Laboratory activities relating to CSS 150. Corequisite: CSS 150.

EARLY CHILDHOOD EDUCATION

ECE 101 – Child, Family, Community
3 credits

The study of influences on children and families which impact child and family behaviors, values, attitudes, beliefs, and morals. Topics include parenting patterns, cultural, religious and socioeconomic influences, peer, school, media impacts, community ecology, and public policy.

ECE 103 – Assessment & Evaluation
3 credits

Students will develop knowledge and skills in observing and assessing growth and behavior of children and the adult roles in supporting children's development. The student will examine the importance of developmentally appropriate practices, DAP, assessment and documentation. Students will learn and apply observation techniques. Students are required to spend additional time outside of class observing children in individual and group settings. Prerequisite: PSY 235.

ECE 200 – The Professional in Early Childhood Education
3 credits

History, current programs and practices, and future issues of early-childhood education. Includes professionalism, historic and current issues, types of programs for young children, parent interaction, job opportunities, ethical/legal issues and community resources. Develops a professional philosophy.

ECE 280 – Coop Work. Exp: Early Childhood Education
2 credits

On-the-job, paid or volunteer, experiences which allow for the application and development of knowledge, skills, and attitudes learned through the on-campus program so that the student can learn all aspects of the industry. Cooperative work experience is offered for variable credit based on the student's objectives. Instructor permission is required and the student must locate a job site for the course. All students must successfully pass a criminal background check.

ECONOMICS

ECO 201 – Principles of Economics: Microeconomics
3 credits

This course covers principles of rational choice, price determination, market resource allocation, competition, production, market systems, and the role of government in the economy. It also covers individual units in the economy. Recommended: Successful completion of MTH 070 or above and WRI 121 placement.

ECO 202 – Principles of Economics: Macroeconomics
3 credits

This course covers principles of national income, aggregate supply and demand, employment, monetary policy, recession, inflation, and macroeconomic stabilization. Basic principles of international trade and finance are also developed. Recommended: Successful completion of MTH 070 or above and WRI 121 placement.

EDUCATION

EDU 200 – Intro to Education
3 credits
Examines daily experiences in the schools. Includes discussing personal responses to school situations, students, personnel, the roles of public schools in American society and financial, legal, and administrative implications on instruction.

EDU 280 – Coop Work Exp: Education
2 credits
On-the-job, paid or volunteer, experiences which allow for the application and development of knowledge, skills, and attitudes learned through the on-campus program. Cooperative work experience is offered for variable credit based on the student's objectives. Instructor permission is required. All students must successfully pass a criminal background check.

ENGLISH

ENG 104Z– Introduction to Fiction
4 credits
The study of fiction invites us to enter imaginative narratives and confront the challenges of being human. English 104Z provides opportunities for the appreciate of fiction, including deeper awareness of craft and insight into how reading fiction can lead to self-enrichment. Students read a variety of types of fiction, from diverse perspectives and eras, and develop their skills in discussion, literary analysis, and critical thinking.

ENG 105Z – Introduction to Drama
4 credits
The study of plays exposes us to texts with the power to shock, inspire, enlighten, and delight; this course in drama can be an empowering and transformative journey toward keener engagement with the world, local community, and your intended path. English 105Z provides opportunities for the appreciation of drama, including deeper awareness of craft and insight into how reading plays can lead to self-enrichment. Students read a variety off types of drama, from diverse perspectives and eras, and develop their skills in discussion, literary analysis, and critical thinking.

ENG 106Z – Introduction to Poetry
4 credits
The study of poetry invites us to delve into the biggest questions about life and culture alongside the seemingly smallest issues of words and sounds. English 106Z provides opportunities for the appreciation of poetry, including deeper awareness of craft and insight into how reading poetry can lead to self-enrichment. Students read a variety of types of poetry and poetic forms, from diverse perspectives and eras, and develop their skills in discussion, literary analysis, and critical thinking.

ENVIRONMENTAL STUDIES

ENV170 – Environmental Science
3 credits

Examines major environmental questions facing the world today. Includes population growth, matter and energy resources, ecosystems, pollution, and environmental and society. Explores a broad range of environmental issues including sustainability, the interconnection of the economy with ecosystem, short-term versus long-term gains, and the trade-offs in balancing problems and solutions. Recommended: Placement into WRI 095. Corequisite: ENV 170L.

ENV 170L – Environmental Science Lab
1 credit

Laboratory activities relating to ENV 170. Corequisite: ENV 170.

EMERGENCY RESPONSE AND OPERATIONS

ERO 100 – Intro to Emergency Response and Operations
3 credits

Prepares students for a career in emergency services. This course includes an overview of emergency medical services, law enforcement services and firefighter services, career opportunities within and related fields.

ERO 115 – Crisis Intervention
3 credits

An introduction to crisis response for first responders of an emergency or significant incident or event. This course will assist those who are assisting people in the immediate aftermath of a disaster or other type of tragedy. Students will learn how to reduce initial stress, gather information, debrief, and produce an environment of connectedness to empower communities to heal in the recovery process.

GEOGRAPHY

GEO 105 – Physical Geography
3 credits

Introduces students to the geographical study of earth's physical landscape and process. Topics include the biosphere, geosphere, atmosphere, and human-environment interactions. Concepts are applied to a variety of regions including Oregon and the Klamath Basin. Satisfies lab science requirement. Recommended: WRI 121 placement Corequisite: GEO 105L

GEO 105L – Physical Geography Lab
1 credit

Laboratory activities relating to GEO 105. Corequisite: GEO 105

GEO 106 – Human Cultural Geography I
3 credits

Introduces students to the science of human geography. Concepts are applied to a variety of Western regions including the Klamath Basin, the Americas, and Western Europe. Recommended: WRI 121 placement.

GEO 107 – Human Cultural Geography I
3 credits

Introduces the study of human cultural geography with a focus on developing nations. Regional topics include the Middle East, Asia, Africa, and the Pacific Islands. Recommended: WRI 121 placement.

HEALTH STUDIES

HEA 125 – First Aid & Industrial Safety
3 credits

Presents an overview of industrial safety regulations, accident prevention, ergonomics, hazardous materials, first aid, and adult CPR. Successful students will receive a First Aid and Adult CPR card.

HEA 252 – First Aid Basics & Beyond
3 credits

Explores and demonstrates basic first aid and advance first aid for remote areas. Includes first aid and CPR certification.

HEALTH INFORMATION MANAGEMENT

HIM 103 – Intro to Health Services
3 credits

Introduction to health services with a focus on understanding the healthcare system including financing of healthcare, organizations and settings, non-financial resources and evaluation, regulation, and assessment. Prerequisite: WRI 095 or WRI 121 or placement into WRI 121

HIM 104 – Intro to Health Data and Content I
3 credits

This course provides an overview of healthcare delivery systems and health information fields. Includes origin and uses of health records, admitting function, filing and numbering systems, interdepartmental communication, and computation of basic census data, micrograph concepts, and electronic data interchange. Introduction to application of healthcare via a web-based virtual lab.

HIM 105 – Legal & Ethical Aspects of Healthcare
3 credits

Introduces the legal basis for medical practice, confidentiality, HIPAA, voluntary and involuntary release of medical information, professional liability, consents for treatment and other procedures, and medical-ethical issues.

HEALTH WELLNESS

HPE 225 – Nutrition
3 credits
A study of food and nutrition, including how they relate to health and disease. Students are exposed to basic nutrition including nutrient needs, how nutrients function in the body, energy balance, and diet planning for various medical conditions. Provides an in-depth look at current topics and the American diet.

HPE 295 – Health & Fitness for Life
3 credits
Explores the role of wellness, physical fitness, stress, nutrition, and cardiovascular health in promoting an individual's health and well-being. Fitness testing and fitness lab are included.

HISTORY

HST 101 – Western Civilization I: Ancient World to 1000
3 credits
Studies the ancient civilizations of Egypt, Mesopotamia, Greece, and Rome. Topics also include development of early Christianity and early Medieval Europe. HST 101, 102, and 103 may be taken out of sequence. Recommended: WRI 121 placement.

HST 102 – Western Civilization II: 1000 to 1800
3 credits
Studies early Modern Europe including Renaissance, Reformation, Scientific Revolution, and the French Revolution. HST 101, 102, and 103 may be taken out of sequence. Recommended: WRI 121 placement.

HST 103 – Western Civilization III: 1800 to Present
3 credits
Studies Europe in the 19th and 20th centuries. Topics include the Industrial Revolution, nationalism, socialism, the two world wars, the Russian Revolution, Nazism, and globalization. HST 101, 102, and 103 may be taken out of sequence. Recommended: WRI 121 placement.

HST 201 –United States History I: Colonial Period to 1840
3 credits
Surveys North American history from the Age of Exploration to 1840. Studies include political, social, and economic trends and events. HST 201, 202, and 203 may be taken out of sequence. Recommended: WRI 121 placement.

HST 202 – United States History: 1840 to 1914
3 credits
Surveys the history of the United States from 1840 to 1914. Studies include political, social, and economic trends and events. HST 201, 202, and 203 may be taken out of sequence. Recommended: WRI 121 placement.

HST 203 – Unites States History III: 1914 to Present
3 credits
Surveys the history of the United States from 1914 to the present. Studies include political, social, and economic trends and events. HST 201, 202, and 203 may be taken out of sequence. Recommended: WRI 121 placement.

LANGUAGES

GER 101 – First Year German I
4 credits
Emphasizes active communication in beginning German. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture.

GER 102 – First Year German II
4 credits
Continues the work of GER 101. Emphasizes active communication in German. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisite: GER 101.

GER 103 – First Year German III
4 credits
Continues the work of GER 102. Emphasizes active communication in German. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisite: GER 102.

GER 201 – Second Year German I
4 credits
Continues the work of first-year German, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: GER 103.

GER 202 – Second Year German II
4 credits
Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: GER 201.

GER 203 – Second Year German IIII
4 credits
Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: GER 202.

SPA 101 – First Year Spanish I
4 credits
First in a three-course series designed to develop basic communication skills in oral and written Spanish. Introduces learners to the rich culture of the Spanish-speaking world, including listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture.

SPA 102 – First Year Spanish II
4 credits

Second in a three-course series designed to develop basic communication skills in oral and written Spanish. Introduces learners to the rich culture of the Spanish-speaking world, including listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisite: SPA 101.

SPA 103 – First Year Spanish III
4 credits

Third in a three-course series designed to develop basic communication skills in oral and written Spanish. Introduces learners to the rich culture of the Spanish-speaking world, including listening, speaking, reading, writing, pronunciation, structure, vocabulary, and culture. Prerequisite: SPA 102.

SPA 201 – Second Year Spanish I
4 credits

Reviews and expands the use of basic vocabulary, structural patterns, indicative tenses and commands from first-year college Spanish. Listen, speak, write, and read in Spanish. SPA 103 or instructor permission required.

SPA 202 – Second Year Spanish II
4 credits

Practice and expand vocabulary and structures. Emphasizes subjunctive tenses to express personal feelings, doubts, and opinions in Spanish. Prerequisite: SPA 201.

SPA 203 – Second Year Spanish III
4 credits

Practice and expand vocabulary and subjunctive patterns. Listen, speak, read, write, and begin to sense the culture in the idiom. Prerequisite: SPA 202.

MANUFACTURING ENGINEERING TECHNOLOGY

MET 102 - Basic Engineering Materials
3 credits

Introduces materials and metallurgy to include structure, selection, and use. Survey of materials used in industry and their physical and chemical attributes as they relate to properties, corrosion, and engineering applications. Major consideration given to metal alloys. Introduction to polymers, ceramics, and composites included. Recommended: WLD 101

MET 241 - CAD for Mechanical Design I
2 credits

Instruction and practice of AutoCAD (mechanical) software in 2D environment. Utilize 2D software practice to develop into an apprentice level wireframe computer aided design (CAD) technician. Corequisite: MET 241L.

MET 241L - CAD for Mechanical Design I Lab
1 credit

Laboratory activities related to MET 241. Corequisite: MET 241

MET 242 - CAD for Mechanical Design II
2 credits

Instruction and practice of AutoCAD (mechanical) software in 3D environment. Utilize 3D software, practice to develop into an apprentice level computer aided design (CAD) technician. Prerequisite: MET 241 Corequisite: MET 242L.

MET 242L - CAD for Mechanical Design II Lab
1 credit

Instruction and practice of AutoCAD (mechanical) software in 3D environment. Utilize 3D software, practice to develop into an apprentice level computer aided design (CAD) technician. Corequisite: MET 242.

MEDICAL

MDA 100 – Exploring Health Careers
1 credit

Course will explore health careers such as nursing, physical therapy, dental hygiene, and emergency medical services. Guest speakers from different health career areas will be invited to the classroom to provide students with an understanding of college requirements, performance skill levels, salaries, and availability of job opportunities.

MDA 101 – Medical Terminology I
3 credits

Covers medical terminology prefixes, suffixes, word roots, and abbreviations by body system.

MDA 102 – Medical Terminology II
3 credits

Covers medical terminology prefixes, suffices, word roots, and abbreviations by body system. Prerequisite: MDA 101 with a grade of "C" or better.

MULTIMEDIA

MMT 239 Digital Drawing/Adobe Illustrator
3 credits

Introduces the basics of digital illustration working with both vector graphics and photo editing. Applies tablet technology and screen-based drawing to create digitized graphic elements such as image header, sidebar, banner, logo, and other elements commonly used design. Uses various software platforms, but focuses mainly on Adobe Digital Illustrator.
Recommended: ART 131. Corequisite: MMT 239L.

MMT 239L - Digital Drawing/Adobe Illustrator Lab
1 credit

Laboratory activities related to MMT 239. Corequisite: MMT 239.

MMT 240 – Digital Photography & Photoshop
3 credits

Students will learn the basics of digital photography, composition, and manipulation of images while using Adobe Photoshop. Investigate competent compact digital and DSLR camera handling techniques. The course emphasizes exposure control, digital management, image editing, printing and presentation. Examines important photographic themes, lighting, and composition. Use Photoshop in acquiring, preparing, manipulating, storing, outputting and/or uploading and displaying digital images. Requires access to a camera with manual exposure controls, DSLR (digital single-lens-reflex) cameras are preferred. Corequisite: MMT 240L.

MMT 240L - Digital Photography & Photoshop Lab
1 credit

Laboratory activities relating to MMT 240. Corequisite: MMT 240.

MMT 241 – Graphic Design for the Web
3 credits

This intermediate-level digital design course enables students to create web-based graphic and media solutions. Primary software programs include Adobe CS6 Illustrator (for illustrating) and Photoshop (for graphics production and image editing). Students build upon and apply previously learned skills that are specific for business marketing and digital communications and create digital art assets such as logos, buttons, headers, splash screens, infographics and various design and editing techniques for vector graphics, bitmap images, and photos. Both programs are used to integrate Photoshop and Illustrator files for web applications. Recommended: Completion of MMT239 and MMT240. Corequisite: MMT 241L.

MMT 241L – Graphic Design for the Web
1 credit

Laboratory activities relating to MMT 241. Corequisite: MMT 241.

MMT 260 – Video Production I
3 credits

Introduces digital video production, with a focus on the fundamentals of project planning, basic camera functions, shooting techniques, lighting principles, and audio recording fundamentals. Includes preproduction issues, production terminology, and evaluation of industry etiquette. Recommended: MMT 240. Corequisite: MMT 260L
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MMT 260L – Video Production I Lab
1 credit

Laboratory activities relating to MMT 260. Corequisite: MMT 260.

MMT 261 – Advanced Video Editing
3 credits

Continues video production at an intermediate level and includes creation in multiple genres of short-form videos. While applying storytelling and narrative techniques, students create and produce one-on-one interviews, on-the-street interviews, product demos, how-to videos, YouTube videos, web cam videos, and creative storytelling videos. Production equipment used includes digital cameras, lighting, microphones, backdrops, and apply multiple editing techniques. Prerequisites: MMT 260. Corequisite: MMT 261L.

MMT 261L – Advanced Video Editing Lab
1 credit

Laboratory activities relating to MMT 261. Corequisite: MMT 261.

MMT 296 – Community Project-Based Learning
3 credits

Special topics, activities, or projects in an area of digital media not usually covered in depth in other MMT courses. Offered for 3 credits, based on the student's accomplishments, and community and project-based opportunity. Instructor permission is required prior to registration.

MATHEMATICS

MTH 105Z – Math in Society
4 credits

An exploration of present-day application of mathematics focused on developing numeracy. Major topics include quantitative reasoning and problem-solving strategies, probabilities and statistics, and financial mathematics; these topics are to be weighted approximately equally. This course emphasizes mathematical literacy and communication, relevant everyday applications, and the appropriate use of current technology.

MTH 111Z – Precalculus I: Functions
4 credits

A course primarily designed for students preparing for trigonometry or calculus. This course focuses on functions and their properties, including polynomial, rational, exponential, logarithmic, piecewise-defined, and inverse functions. These topics will be explored symbolically, numerically, and graphically in real-life applications and interpreted in context.
This course emphasizes skill building problem solving, modeling, reasoning, communication, connections with other disciplines, and the appropriate use of present-day technology.
Prerequisite: MTH 095 with a grade of "C" or better or placement into MTH 111.

MTH 112Z – Precalculus II: Trigonometry
4 credits

A course primarily designed for students preparing for calculus and related disciplines. This course explores trigonometric functions and their application as well as the language and measurement of angles, triangles, circles, and vectors. These topics will be explored symbolically, numerically, and graphically in real-life applications and interpreted in context. This course emphasizes skill building, problem solving, modeling, reasoning, communication, connections with other disciplines, and the appropriate use of present-day technology. Prerequisite: MTH 111 with a grade of "C" or better.

STA 243Z – Elementary Statistics
4 credits

A first course in statistics focusing on the interpretation and communication of statistical concepts. Introduces exploratory data analysis, descriptive statistics, sampling methods and distributions, point and interval estimates, hypothesis tests for means and proportions, and elements of probability and correlation. Technology will be used when appropriate.
Prerequisite: MTH 095 with a grade of "C" or better or MTH 105 with a grade of "C" or better or MTH 111 with a grade of "C" or better or placement into MTH111

MTH 244 – Statistics II
4 credits

Covers inferential statistics with an emphasis on applications. Topics include estimation of proportions and means for a population, inferences from chi-square distributions, one way and two-way analysis of variance (ANOVA), the F distribution, time series analysis, regression and correlation, and hypothesis testing. Working knowledge of Excel required. Prerequisite: MTH 243 with a grade of "C" or better.

OFFICE SYSTEMS

OST 131 - 10-key Calculators
1.00 credits

Students will learn techniques to develop 10-key skills by touch. This course also covers the use of electronic printing calculators to solve simple business and mathematical problems.

PHYSICS

PHY 101 – Fundamentals of Physics I
3 credits

Laboratory science course designed for non-science majors. First term of a three-term series. A conceptual study of physics. Includes introduction to the scientific method, study of motion, mechanics, vectors, energy, simple machines, satellite motion, and atomic structure.
Prerequisites: MTH 065 or MTH 070 or MTH 095 or MTH 111 or placement into MTH 070 or MTH 095 or MTH 111 and WRI 095 or WRI 121 or placement into WRI 121. Corequisite: PHY 101L.

PHY 101L – Fundamentals of Physics I Lab
1 credit

Laboratory activities relating to PHY 101. Corequisite: PHY 101.

PHY 102 – Fundamentals of Physics II
3 credits

Laboratory science course designed for non-science majors. Second term of a three-term series. A conceptual study of physics. Topics include, properties of matter and thermodynamics. Prerequisites: MTH 065 or MTH 070 or MTH 095 or MTH 111 or placement into MTH 070 or MTH 095 or MTH 111 and WRI 095 or WRI 121 or placement into WRI 121. Corequisite: PHY 102L.

PHY 102L – Fundamentals of Physics II Lab
1 credit

Laboratory activities relating to PHY 102. Corequisite: PHY 102.

PHY 103 – Fundamentals of Physics III
3 credits
Laboratory science course designed for non-science majors. Third term of a three-term series. A conceptual study of physics. Topics include waves and sound, electricity and magnetism, and light and optics. Prerequisites: MTH 065 or MTH 070 or MTH 095 or MTH 111 or placement into MTH070 or MTH 095 or MTH 111 and WRI 095 or WRI 121 or placement into WRI 121. Corequisite: PHY 103L.

PHY103L – Fundamentals of Physics III Lab
1 credit
Laboratory activities relating to PHY 103. Corequisite: PHY 103.

PHY 201 – General Physics I (Algebra-based)
4 credits
Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic and pre-physical therapy students. Topics include mechanics including statics, forces and motion energy, collisions, circular motion, and rotational dynamics.
Prerequisite: MTH 111. MTH 111 can be taken concurrently with PHY 201. Corequisite: PHY 201L.

PHY 201L – General Physics I Lab
1 credit
Laboratory activities relating to PHY 201. Corequisite: PHY 201.

PHY 202 – General Physics II (Algebra-based)
4 credits
Topics include mechanical properties of matter, heat, waves, sound, and light. Algebra-based physics.
Prerequisite: PHY 201. Corequisite: PHY 202L.

PHY 202L – General Physics II (Algebra-based)
1 credit
Laboratory activities relating to PHY 202. Corequisite: PHY 202.

PHY 203 – General Physics III (Algebra-based)
4 credits
Topics include electricity, magnetism, and radioactivity. Algebra-based physics.
Prerequisite: PHY 202. Corequisite: PHY 203L.

PHY 203L – General Physics III Lab
1 credit
Laboratory activities relating to PHY 203. Corequisite: PHY 203.

POLITICAL SCIENCE

POL 201 – Intro to U.S. Government
3 credits
Covers the basic concepts and principles of the American political system.
Recommended: WRI 121 placement.

POL 203 – State & Local Government
3 credits

Examines state and local government policy formulation and outcomes on issues ranging from taxation to prisons, and education to environmental concerns. Focuses on Oregon state and local politics. Recommended: WRI121 placement.

PSYCHOLOGY

PSY 101 – Psychology & Human Relations
3 credits

Focuses on practical and personal applications of psychological principles. Encourages applications of psychological principles to daily living and to human interactions such as work, leisure, school, and relationships. This course is designed for students who are not majoring in psychology. This course transfers as a general elective.

PSY 201Z – Introduction to Psychology I
4 credits

Introduction to the science and application of psychology. Emphasis will be placed on psychological concepts, theories, and principles related to: Research Methods, Behavioral Neuroscience, Consciousness, Sensation/Perception, Learning Memory, Thinking and Intelligence, and related topics. Prerequisites: WRI 121

PSY 202Z – Introduction to Psychology II
4 credits

Introduction to the science and application of psychology. Emphasis will be placed on psychological concepts, theories, and principles related to: Personality, Social Psychology, Health and Well-Being, Motivation and Emotion, Disorders, Therapies, Lifespan Development, and related topics. Recommended: PSY201Z. Prerequisite: WRI 121.

PSY 235 – Human Growth & Development I
3 credits

A biosocial study of human development from conception to adolescence. Discusses the biological and social processes, i.e., cognition, personality, emotion, and social, affecting the developing child. Applications to health care, family, and education are discussed. Recommended: Previous coursework in psychology.

PSY 236 – Human Growth & Development II
3 credits

A psychological study of the continuing development of the human being from adolescence through old age and death. Discussion focuses on the social and healthcare issues of adulthood. Applications to healthcare, family, and social policy. Prerequisite: PSY235

SPEECH

COM111Z – Public Speaking
4 credits
Prepare and present original speeches with emphasis on organization and outlining. Present informative, persuasive, and other types of speeches. Prerequisite: WRI 121.

WELDING

WLD 101 – Welding Processes & Applications
3 credits
Introduction to Welding covers flat and horizontal positions with oxygen-acetylene welding OAW, stick SMAW, MIG GMAW on mild steel, Tig GTAW on aluminum, safety, setting up and shutdown.

WLD 114 – Shielded Metal Arc Weld: Mild Steel I
3 credits
Develops knowledge and manipulative skills in the use of E7018 mild steel electrodes when performing various welds in the flat, horizontal, and vertical positions. Prerequisite: WLD 101.

WLD 115 – Shielded Metal Arc Weld: Mild Steel II
3 credits
Develop intermediate and advanced skills in shielded metal arc welding for success in the metal fabrication industry. Includes preparation of joints for proper setup and design using ¼ inch and thicker mild steel. Prerequisite: WLD114.

WRITING

WRI 121Z – Composition I
4 credits
WRI 121Z engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibility and collaboratively throughout their writing and inquiry processes. Prerequisite: WRI 095 with a grade of a "C" or better or placement into WRI 121.

Career Pathway Certificates

Accounting Agriculture
        Farm and Ranch
Automotive Technician Electrical/Electronic Specialist
Biological and Biotechnology Laboratory Technician
Business Administration First-Line Supervisor
Fundamentals
Business Technology Administrative Office Professional
Office Support Specialist
Computer Systems
Fundamentals Cosmetology
        Esthetics
Criminal Justice
         Addiction Studies
Cybersecurity and
Networking
        Computer Support
Technician Diesel Technology
        Technician Electrical/Electronic
        Specialist Professional Truck Driver
Digital Media
        Digital Media Design Multimedia Design
        Digital Media Design Web
Design Education
        Early Childhood Education
        Paraeducator Farm and Ranch
        Manager
Emergency Response
        Operations Criminal
        Justice Emergency
        Technician Structural
        Fire Science Wildland
        Fire Science
Health Services
        Electronic Health Record
        Medical Administrative
Assistance Manufacturing Engineering
Technology
        Computer Aided Design
        Mechanical Design Solid
        Modeling
Welding
Gas/Arc/Wire Feed Welding
Shield Metal Arc/Stick
Welding
Shield Metal Arc/Stick Welding of Pipe

Tig/Aluminum Stainless Steel Flat
Welding

One Year Certificates

Accounting
Business Administration – Business Management
Business Administration – Marketing and Sales
Business Technology Administrative Office
Professional Computer Engineering Technology
　　　Computer Systems
Fundamentals Cosmetology
　　　Barbering
　　　Esthetics and Nail
　　　Technology Hair Design
Criminal Justice
　　　Addiction
　　　Studies
　　　Criminal
　　　Justice
Cybersecurity and Networking
　　　Secure Network Technician
Digital Media Design
　　　Digital Media Design Multimedia
　　　Design Digital Media Design Web
　　　Design
Education
　　　Early Childhood
　　　Educator Education
　　　Paraeducator
Emergency Response
　　　Operations Criminal
　　　Justice - ERO
　　　Emergency Medical Technician
　　　(EMT) Structural Fire Science
　　　Wildland Fire
Science Health Services
　　　Certified Coding
Specialist Laboratory
Technician
　　　Laboratory Technician
Manufacturing Engineering
Technology
　　　Manufacturing Engineering
Technologist Nursing
　　　Practical
Nursing Welding
　　　Welding Certificate

Klamath Community College Transfer Degrees

Associate of Arts, Oregon Transfer (AAOT)
Associate of Arts, Oregon Transfer (AAOT) Elementary Education
Associate of Arts, Oregon Transfer (AAT)   English Literature
Associate of Arts, Oregon Transfer (AAOT) Exercise Science
Emphasis Associate of Arts, Oregon Transfer (AAOT) Fire Ecology
Emphasis Associate of Arts, Oregon Transfer (AAOT) Forest Ecology
Emphasis Associate of Arts, Oregon Transfer (AAOT) Math Emphasis
Oregon Transfer Compass
Oregon Transfer Module
(OTM)
Associate of Science Transfer (AST)
Biology Associate of Science Transfer (AST) Business

Klamath Community College Degrees

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

How College is Different from High School

Klamath Community College

Enrollment Services · Founders Hall – Building 9

7390 South Sixth Street · Klamath Falls, OR 97603

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

Tests:

Testing is frequent and covers small amounts of material

- ❖ Quizzes occur between tests
- ❖ 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

Tests:

- ❖ Testing is infrequent and covers large amounts of material
- ❖ 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:

- ❖ Grades may not be given for homework
- ❖ Grades on tests and papers provide most of the overall course grade
- ❖ Extra credit projects may not be offered to help you raise your grade
- ❖ A good effort is important, but most likely won't change your status from failing to passing
- ❖ Final class grades of a C or higher are required to graduate with a certificate or a degree

Personal Freedoms:

- ❖ You are told your responsibilities and are "called out" if your behavior is out of line
- ❖ Your time is guided by others
- ❖ Your parents are involved in your high school experience
- ❖ Information about your high school success (or failure) is readily shared between the school and your parents.
- ❖ The high school is obligated to teach you – mandatory enrollment/attendance until a certain age is reached.

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:	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

KLAMATH
Community College