



KLAMATH

Community College



**Parent &
Student**
Guide to Dual Credit

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

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Welcome Letter

Dear Parent/Guardian and Dual Credit Student,

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

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

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

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

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

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

*Sincerely,
Kelly A. Kandra*

Director of Accelerated Learning

kccdualcredit@klamathcc.edu

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

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

About Klamath Community College

Approximately 3,309 students
Student to faculty ratio: 18 to 1
Average Class size: 15

Women 58%, Men 42%
Ethnic Minorities: 31%

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 a One Year Certificate, a Career Pathway Certificate or an AAS, AAOT, AAT, AGS, AST and OTM degree, KCC has many options to consider. These programs include 29 Career Pathway Certificates, 24 One Year Certificates, 11 Transfer Degrees and 24 combined (AAS, AAOT, AAT, AGS) degrees.

Refer to the link below to Degree and Certificate Programs

[Klamath Community College - Modern Campus Catalog™ \(klamathcc.edu\)](https://www.klamathcc.edu/modern-campus-catalog)

Equity and Access to Higher Education/Dual Credit

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

College Now and College Online High School Programs

KCC, offers on campus and online courses to high school students at a high school tuition rate. The high school tuition rate is \$25.00 per credit plus course fees, if applicable to the specific course and cost of books if required. Some districts pay for their students to take college courses. See your counselor for more details and if this is an option for you.

Through student taking on campus and online courses, students are able to get a true college experience while under the guidance of the high schools working together with KCC administration and faculty in support of student success. As a result, students are earning Pathway Certificates and engaging with KCC faculty regarding programs of interest and how best to further their education in specific interest areas.

Dual Credit Frequently Asked Questions

What is Dual Credit?

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

What is 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

[Oregon Secretary of State Administrative Rules](#)

Oregon Administrative Rule (OAR) 715-017-0005

<https://www.oregon.gov/highered/policy-collaboration/Pages/college-credit-high-school.aspx>

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](#)

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

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

Additionally, dual credit helps by:

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

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

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

What are the eligibility requirements for students?

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

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

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

How does a student enroll in dual credit courses?

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

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

Click below to view participating high schools.

<https://www.klamathcc.edu/en-US/admissions/high-school/high-school-students/index.html>

What are the qualifications of KCC Dual Credit Instructors?

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

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

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

Yes

Link to Higher Education Coordinating Commission

[Higher Education Coordinating Commission: Accelerated Learning Policy and Pathways : About Agency Offices : State of Oregon](#)

Oregon Administrative Rule (OAR) 715-017-0005

[Higher Education Coordinating Commission : Accelerated Learning Policy and Pathways : About Agency Offices : State of Oregon](#)

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.

[Higher Education Coordinating Commission: Tools for Transfer – The Oregon Transfer Compass: Transfer : State of Oregon](#)

Does KCC allow retroactive enrollment?

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

Student Information

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

General Information

The high school program website will provide you with useful information such as KCC's current catalog which covers a wide variety of topics from Degrees and Certificates available, a complete list of courses offered, how to log onto MYKCC website, KCC Career Assessment tool and key information regarding transferability of courses.

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

Admission and Registration Process

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

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

Advising and Credits with a Purpose

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

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

[Higher Education Coordinating Commission : Tools for Transfer – The Oregon Transfer Compass : Transfer : State of Oregon](#)

Oregon Transfer Module (OTM)

[Program: Oregon Transfer Module \(OTM\) - Klamath Community College - Acalog ACMS™ \(klamathcc.edu\)](#)

Oregon Transfer Compass

[Program: Oregon Transfer Compass - Klamath Community College - Acalog ACMS™ \(klamathcc.edu\)](#)

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.

Attendance

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

Cost

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

Drop/Withdrawal

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

Enrollment Services

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

(Refer to the link below to reference the directory and Enrollment Services)

<https://www.klamathcc.edu/en-US/about/contact-us/index.html>

Family Educational Rights and Privacy Act (FERPA)

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

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

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

(Refer to the link below for access to FERPA Consent form)

[FERPA.pdf \(klamathcc.edu\)](#)

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® Application | Federal Student Aid](#) 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 \(klamathcc.edu\)](https://klamathcc.edu/safe-campus)

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 \(klamathcc.edu\)](https://klamathcc.edu/standards-of-satisfactory-academic-progress)

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 \(klamathcc.edu\)](https://klamathcc.edu/student-code-of-conduct)

Student Course Evaluations

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

Student Disability Service and Accommodations

(Refer to the link below for the directory and information for Disability Accommodations)

[KLAMATH Community College | Accessibility Services and Resources \(klamathcc.edu\)](https://klamathcc.edu/accessibility-services-and-resources)

Student ID

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

[KLAMATH Community College | Student Discounts \(klamathcc.edu\)](https://klamathcc.edu/student-discounts)

Student Online Self-Service UPDATE page

Please refer to page 13 of this guidebook for the MYKCC guide account access and step by step instructions.

Student Resources and Support

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

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

Learning Resource Center Homepage:

<https://www.klamathcc.edu/Academics/LRC>

Library landing page:

<https://www.klamathcc.edu/Academics/LRC/Library>

Database landing page:

Note: System will direct you to sign in to MyKCC prior to accessing

https://mykcc.klamathcc.edu/ICS/LRC/Resources.jnz?portlet=Find_Research_Materials

Library Guides landing page:

<https://klamathcc.libguides.com/home>

Tutoring Center landing page:

<https://www.klamathcc.edu/Academics/LRC/Tutoring-Center>

Testing Center landing page:

[KLAMATH Community College | Testing Center \(klamathcc.edu\)](https://klamathcc.edu/Testing-Center)

Students Rights and Responsibilities

Students have both rights and responsibilities.

(Refer to the link below for detailed information from the KCC Student Handbook)

[KLAMATH Community College | Student Policies \(klamathcc.edu\)](https://klamathcc.edu/Student-Policies)

Student Underage Admissions Procedure

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

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

Note: Reference Student resources on the left menu, Resource Documents and Dual Credit Heading

[KLAMATH Community College | Student Resources \(klamathcc.edu\)](https://klamathcc.edu/Student-Resources)

Title IX

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

[KLAMATH Community College | Title IX: Sexual Assault, Misconduct and Gender Discrimination Resources \(klamathcc.edu\)](#)

MyKCC Guide for students

Note: Reference Student Resources from left side menu, Resource Documents and MyKCC heading

[KLAMATH Community College | Student Resources \(klamathcc.edu\)](#)

If you require assistance logging in, call Enrollment Services at 541-882-3521

Academic Goals

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

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

Oregon Transfer Module (OTM)

[Program: Oregon Transfer Module \(OTM\) - Klamath Community College - Acalog ACMS™ \(klamathcc.edu\)](#)

Oregon Transfer Compass

[Program: Oregon Transfer Compass - Klamath Community College - Acalog ACMS™ \(klamathcc.edu\)](#)

One Year Certificates and Career Pathway Certificates

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

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

Career Pathway Certificates

Accounting

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

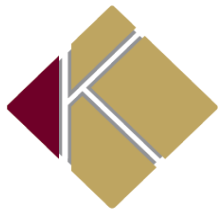
- Digital Media Design
 - Digital Media Design Multimedia Design
 - Digital Media Design Web Design
- Education
 - Early Childhood Educator
 - Education Paraeducator
- Emergency Response Operations
 - Criminal Justice - ERO
 - Emergency Medical Technician (EMT)
 - Structural Fire Science
 - Wildland 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
<p><u>Classes:</u></p> <ul style="list-style-type: none"> ❖ 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 	<p><u>Classes:</u></p> <ul style="list-style-type: none"> ❖ 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
<p><u>Instructors:</u></p> <ul style="list-style-type: none"> ❖ 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 	<p><u>Instructors:</u></p> <ul style="list-style-type: none"> ❖ 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 1 hour per credit weekly outside of class.
- ❖ Little (or no) class time is allotted for homework
- ❖ You studying involves reading and writing assignments that are not in your text book

<p><u>Tests:</u></p> <ul style="list-style-type: none"> ❖ 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 	<p><u>Tests:</u></p> <ul style="list-style-type: none"> ❖ 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.
<p><u>Grades:</u></p> <ul style="list-style-type: none"> ❖ 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 	<p><u>Grades:</u></p> <ul style="list-style-type: none"> ❖ 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
<p><u>Personal Freedoms:</u></p> <ul style="list-style-type: none"> ❖ 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. 	<p><u>Personal Freedoms:</u></p> <ul style="list-style-type: none"> ❖ 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:
<ul style="list-style-type: none"> ❖ 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. 	<ul style="list-style-type: none"> ❖ Plan ahead to satisfy academic obligations and make room for everything else ❖ Don't take a course just to satisfy a requirement, and don't drop any course too quickly ❖ Think beyond the moment: set goals for the term, the year, your college career

Widely used Glossary of Education Terms

Abbreviations for Degrees

AA: Associate of Arts

AAS: Associate of Applied Science

AAOT: Associate of Arts Oregon Transfer Degree

AAT: Associate of Arts, Oregon Transfer (English Literature)

AGS: Associate of General Studies

AS: Associate of Science

AST: Associate of Science Transfer (Biology)

OTM: Oregon Transfer Module

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

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

Add/Drop: A process at the beginning of a term whereby students can delete or add classes with an instructor's permission.⁵

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

Bachelor's Degree: A degree awarded upon completion of approximately four years of full-time study.

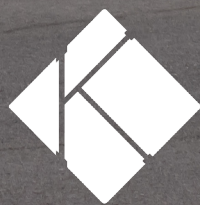
Campus: The land in which the buildings of a college or university are located.

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

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

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

SAT subject test:	A multiple-choice test that measures knowledge in specific subject areas.
Scholarship:	A study grant of financial aid, usually given at the undergraduate level, that may take the form of a waiver of tuition and/or fees.
Semester:	Period of study lasting approximately 15 to 16 weeks or one-half the academic year.
Syllabus:	An outline of topics covered in an academic course.
Transcript:	A certified copy of a student's educational record.
Transfer:	The process of moving from one university to another to complete a degree.
Transfer Program:	Associate degree program allowing the student to transfer into the third year of a four-year bachelor's degree program.
Tuition:	The money an institution charges for instruction and training (does not include the cost of books or fees).
University:	A postsecondary institution that offers both undergraduate and graduate degree programs.
Withdrawal:	The administrative procedure of dropping a course or leaving an institution.



KLAMATH
Community College