Successful Transitions: Tips for High School Students Enrolling in College Courses

Student Information
Congratulations and welcome to Klamath Community College and choosing to start college early! The following information will help you to be successful in your educational journey.

General Information
The Accelerated Learning 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. Accelerated Learning Website

Admission and Registration Process
Students enrolled in courses at KCC must meet the prerequisite for specific courses and complete the registration form to enroll into college courses.

If a student requires writing 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. For information regarding Math Placement, please contact Accelerated Learning Dept. Student will need to have with them at the time of testing, their KCC Student ID #, a Driver's License, Oregon ID or KCC Student ID Card.

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. Click on the link to the 17 Community Colleges or the link to the Universities in the state of Oregon.

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)](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 is a substantial savings in tuition enrolling into KCC courses as a high school student. The high school tuition rate is $25.00 per credit plus course fees (only is applicable to the course) plus cost of books and/or materials. If you attend a public high school, be sure to meet with your high school counselor as many of the districts pay for students to enroll in college courses.

Drop/Withdrawal

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

Enrollment Services

Students enrolled in KCC courses have many support services available, 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 Accelerated Learning Department or 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 high school, 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 KCC 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)
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:
SAP

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)
Student Code of Conduct

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

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.

Student Discounts

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, 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: LRC Link

Library landing page: Library

Database landing page:

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

Library Guides landing page: Library Guides

Tutoring Center landing page: Tutoring
Testing Center landing page: 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)
 KCC Student Handbook

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,
Kelly Kandra at kandra@klamathcc.edu or 541-880-2337.

Note: Reference Student resources on the left menu, Resource Documents, listed towards the bottom.
Student Resources

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

MyKCC Guide for students

Note: Reference Student Resources from left side
menu, Resource Documents and MyKCC heading
Student Resources
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).
These set of general education courses that are common among colleges and
universities in the state of Oregon will have met the requirements for the transfer
module at any institution in the Oregon University System (OUS).

Oregon Transfer Module (OTM) OTM

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:
KCC Catalog

Career Pathway Certificates
Accounting
Agriculture
      Farm and Ranch
Automotive Technician Electrical/Electronic Specialist
Business Administration First-Line Supervisor Fundamentals
Business Technology Administrative Office Professional Office Support Specialist
Computer System Fundamentals
Cosmetology
      Esthetics

Criminal Justice
      Addiction Studies
Cybersecurity and Networking
      Computer Support Technician
Diesel Technology
      Diesel Technician Electrical/Electronic Specialist
      Professional Truck Driver
Digital Media
      Digital Media Design Multimedia Design
      Digital Media Design Web Design
Education
      Early Childhood
      Education Paraeducator
Emergency Response Operations
      Criminal Justice
      Emergency Technician
      Structural Fire Science
      Wildland Fire Science
Health Services
      Electronic Health Record
      Medical Administrative Assistance
Laboratory Technician
      Biological and Biotechnology Laboratory Technician
      Medical and Clinical Laboratory Technician
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 Human Resources
Business Administration – Marketing and Sales
Business Technology
      Business Technology Administrative Office Professional Office Support Specialist

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
Registered 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
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 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 textbook

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