



**KLAMATH
COMMUNITY
COLLEGE**

**Parents and Students
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 [Accelerated Learning Website](#)

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

Student Demographics

Adult Learning, Community Education and Undergrad Studies: 6,611

*College Credit Students

Approximately 3,393 students

- Women: 60%
- Men: 40%
- Ethnic Minorities: 33%
- Age 19 and Under: 2,219
- Age 20-99: 1,774
- Student to Faculty Ratio: 18 to 1
- Average Class Size: 17

Approximately 1,768 Dual Credit students

- Women: 63%
- Men: 37%
- Ethnic Minorities: 33%

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 and inclusion, focusing on preparing students to live and lead in a multicultural, global community.

Educational Options

KCC students currently have 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 for Degree and Certificate Programs:

[KCC Catalog](#)

Equity and Access to Higher Education/Dual Credit

Klamath Community College (KCC) is committed to ensuring equitable access to dual credit programs. These opportunities are provided at no cost to students in Oregon. For high schools in California, students on the Free or Reduced Lunch Program also receive free access, while others pay a flat rate of \$25.00 per credit.

College Now and College Online High School Programs

Klamath Community College (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 the cost of books if required. Some districts pay for their students to take college courses. Please see your counselor for more details and to determine if this option is available to you.

By taking on-campus and online courses, students are able to get a true college experience while under the guidance of their high schools, working together with KCC administration and faculty to support 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 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 that is sufficiently similar to the college or university course, enabling 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.

Dual Credit and Sponsored Dual Credit Definitions

Higher Education Coordinating Commission (HECC) [HECC Website](#)

Oregon Administrative Rule (OAR) 715-017-0005
[\(OAR\) 715-017-0005](#)

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 [Offices: State of Oregon](#)

What are the advantages of Enrolling in Dual Credit?

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

Additionally, dual credit helps by:

- Expanding academic options for high school students
- Saving students time and money
- Allowing students to earn college credit while in high school at no cost to students residing in Oregon and \$25.00 per credit for students residing outside Oregon
- Being offered at your high school for convenience
- Enabling students to earn certificates and degrees earlier
- Helping students identify educational goals and interests earlier

What are the positive outcomes of 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 freshmen who enter college without having earned dual credit.

Among freshmen 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 for high school students participating in the dual credit program at Klamath Community College if they reside in 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?

Is your school part of the KCC dual credit high school program? Click below to view participating high schools: [KCC Participating High Schools](#)

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. Additionally, the instructor must have advanced coursework 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 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 occur 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. For more information, refer to the Higher Education Coordinating Commission: Higher Education Coordinating Commission: Accelerated Learning Policy and Pathways [HECC Website](#)

Oregon Administrative Rule (OAR) 715-017-0005

Higher Education Coordinating Commission: Accelerated Learning Policy and Pathways [HECC OAR 715-017-0005](#)

Are dual credit courses transferable?

Yes. Refer to the Higher Education Coordinating Commission (HECC) website, Transfer Tools. [HECC Transfer Tools](#)

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

Does KCC allow retroactive enrollment?

KCC does not allow retroactive enrollment. 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 provides 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 the MYKCC website, the KCC Career Assessment tool, and key information regarding the transferability of courses. Visit the Accelerated Learning Website [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 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 while working towards their academic goals 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 the link below to the Higher Education Coordinating Commission (HECC) website, which offers 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 – [HECC Oregon Transfer Tools](#)

- Oregon Transfer Module (OTM)
- Oregon Transfer Compass

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 the 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 their 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:

[KCC Enrollment Services](#)

Family Educational Rights and Privacy Act (FERPA)

FERPA is a 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 DOB.

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 their parents.

Refer to the link below for access to the FERPA Consent form: [FERPA Student Consent Form](#)

Financial Aid Eligibility

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

Though students are not eligible for financial aid while in the Dual Credit Program, it is important to remember to file for financial aid in October of the year prior to your high school graduation.

For example, if you graduate from high school in June 2026, you should apply for financial aid as early as October 2025 (or as soon after as possible) when planning to start college as a regular student for the 2026-2027 academic year. Financial aid representatives and advisors can assist with questions about when and how to apply.

For more information, visit the FAFSA® Application | Federal Student Aid.

[Federal Student Aid website FAFSA Information](#)

Grading Procedure

Grading of dual credit courses is completed online by the high school dual credit or sponsored dual credit instructor through MyKCC. The process and instructions 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, I or W (withdrawal). Grades entered for a dual credit student must match the grade provided at the high school. Instructors 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." Students must 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 their KCC GPA.

Incomplete (I): If a student has completed a majority of the assigned coursework at a satisfactory level but an essential course requirement has not been completed (for reasons acceptable to the instructor), a grade of incomplete (I) may be given assigned additional time granted for completion. Students must complete the coursework by the end of the following term, otherwise, the grade is automatically changed to an "F" or the assigned grade as noted on the incomplete form. Faculty are not required to grant an "I" grade. For further information regarding the process, please contact the Director of Accelerated Learning. One exception is if a student is assigned an "I" grade in spring term, they must complete by end of fall term. It is recommended to not offer an "I" grade in spring term to high school students

Work in Progress (WIP): Used to indicate a grade that has not been posted by an instructor.

Withdraw (W): Assigned when a student officially withdraws from a class during the withdrawal period. Instructors do not enter a W grade; only Student Services or the Registrar's office can do so.

For more information, refer to [AP4230 Grading and Academic Record Symbols](#).

Grading System (KCC)

Evaluative Grades

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

Letter grades A-F are assigned points that calculate into the student's Grade point average (GPA). Student's GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted.

A "P" grade indicates the student has earned a "C" or better and credits are given. Pass/No Pass (P/NP) grades are not factored into the student's GPA.

Non-Evaluative grades

AU	Audit
I	Incomplete
NG	No Grade
WIP	Work In Progress
W	Withdrawal

Grade Point Average (GPA)

A student's GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. Non-Evaluative grades are rarely used for high school students.

Grading and Transcripts

The grading scale for DCP courses will be listed in the class syllabus provided by the instructor in the first week of the course. The KCC grading system includes grades A, B, C, D, F, I or W (withdrawal). If you drop a course before the drop date, it will not be posted on your transcript. If you miss the deadline, you may still withdraw 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 review your unofficial transcript or order an official transcript refer to your MyKCC account.

Student ID

The KCC database issues each student a Student ID number, which identifies them as a KCC student. This number can be used to look up records and review or order official transcripts. Attending KCC entitles students to a free photo student ID card, available at Student Services in Founders Hall on KCC's campus. The student ID card is used for registration, library access, and various discounts on food, transportation, and services around the community.

For more information, please refer to the following link: [KCC Student Discounts](#)

Dual Credit students may obtain their student identification number either from their high school instructor or by contacting Kelly Kandra, Director of Accelerated Learning, via email at kandra@klamathcc.edu.

What is MyKCC?

MyKCC is the official online portal for the Klamath Community College (KCC). It serves as a centralized hub that connects students to essential information and resources.

Through **MyKCC**, users can:

Access course schedules and registration

View grades and transcripts

You can visit the portal directly at mykcc.klamathcc.edu

MyKCC Guide for Students

For assistance with MyKCC, please refer to the following link: [MyKCCGuide](#) If you require help logging in, please contact the HELP Desk 541-880-2226.

What is an Unofficial Transcript?

An unofficial transcript is a record of a student's classes and grades that can be viewed or printed by the student themselves. It contains the same information as an official transcript, like the courses taken and grades earned, but it is not signed or sealed by the school. Because it is not certified, it is usually only used for personal reference or informal situations. Unlike an official transcript, it cannot be used for official purposes like applying to college or jobs.

Unofficial transcripts are temporarily unavailable through the MyKCC student portal. To request a copy of your unofficial transcript, please contact Klamath Community College's front desk at kcc@klamathcc.edu or call **541.880.2204**

What is an Official Transcript?

Official transcripts are documents that are produced by the registrar's office. Whether issued as secure .pdf documents or printed on tamper proof security paper, official transcripts are important to third parties so that they can be assured of authenticity (originating directly from the College/University) and content accuracy. Official transcripts are issued in Landscape/Portrait format and contain the seal of the college/university and the signature of the College/University Registrar.

How to Order official KCC transcripts online at the National Student Clearinghouse.

Klamath Community College has authorized the National Student Clearinghouse to provide electronic transcript ordering through its official website. You can order your official transcript 24/7 using any major credit card. For each recipient that is requested, there is a processing fee. Charges to your card are only incurred once your order is complete.

[Click here to place your order for official transcripts log in to the National Student Clearinghouse.](#)

How to send Official Transcripts to KCC from other Institutions?

Official transcripts must be sent directly from the sending institution's Registrar's office or authorized Transcript Service Company. KCC **will not accept** forwarded transcripts from the **student**.

Transcripts **must be** sent directly by the issuing institution to KCC. The options for sending transcripts depend on the issuing institutions. KCC accepts transcripts electronically from the following transcripts servicing companies:

Please ensure that the transcripts are sent to Registrar@klamathcc.edu:

- [Parchment](#)
- [National Student Clearinghouse](#)
- [e-Scrip Safe](#)

Official Transcripts can likewise be mailed to:

KCC, Registrar's Office
7390 South 6th Street,
Klamath Falls, OR 97603

Note: Electronic PDF Transcript – The electronic transcript is only official when it is sent directly to KCC by the issuing institution. **Forwarding a PDF transcript makes it unofficial.**

Mandatory Reporting

To promote the safety of our campus community, Klamath Community College (KCC) has adopted a mandatory reporting policy for child abuse. This policy obligates all College employees to report any known or suspected cases of child abuse.

For more information, please refer to the following link: [KCC/Safe Campus](#)

Satisfactory Academic Progress (SAP)

KCC, in compliance with Federal Regulation 668.34, requires students to maintain SAP to continue eligibility for enrollment and federal financial aid (grants and loans). SAP requires 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 a student is enrolled in as of the published add/drop deadline. Students may appeal for a late drop during the first three weeks of the term. A grade of W, I, or F does not count as successful completion of a class. KCC applies SAP standards at the end of each term after final grades are posted. For more details, refer to the [Standards of Satisfactory Academic Progress](#).

- **Term GPA:** Students must maintain a minimum term GPA of 2.00.
- **Completion Rate:** Students must achieve a completion rate of 66.67% or higher. This rate is based on the number of credits a student is enrolled in as of the published add/drop deadline.

Additional SAP Details

- **Appeals:** Students may appeal for a late drop during the first three weeks of the term they are seeking to drop. Appeals for late drops outside of the indicated term are not permitted.
- **Grades:** Grades of W (Withdrawal), I (Incomplete), or F (Fail) do not count as successful completion of a class.
- **Evaluation:** KCC will apply SAP standards at the end of each term after final grades are posted.

For more information on completion requirements, please refer to the following link: KCC Standards of Satisfactory Academic Progress [Additional SAP Details](#)

Student Code of Conduct

Students at Klamath Community College (KCC) are expected to uphold reasonable standards of behavior while pursuing their educational goals. Enrollment at KCC carries certain obligations and responsibilities that align with the mission and functions of the College.

For full details, please refer to the following link: KCC Student Code of Conduct [KCC 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 via email. These evaluations focus on course delivery and content and are not an evaluation of the instructor.

Student Resources and Support

The Klamath Community College Learning Resource Center (LRC) recognizes the importance of providing comprehensive resources and support. The LRC offers access to numerous free educational tools for both students and instructors. Whether you need research materials from our online library, placement testing, 24/7 tutoring services, or in-person tutoring, the LRC is your one-stop resource for all these services. If you are unable to locate the information you need, please reach out to the LRC staff.

Contact information is available on the LRC Homepage.

- **Learning Resource Center Homepage:** [LRC](#)
- **Library Landing Page:** [KCC Library](#)
- **Library Guides Landing Page:** [Library Guides](#)
- **Tutoring Center Landing Page:** [Tutoring Center](#)
- **Testing Center Landing Page:** [KCC Testing Center](#)

Accessibility Services and Resources

High schools and colleges operate under different guidelines for students with disabilities. If accommodations are needed, students should notify their high school instructor and high school counselor, who will work with **KCC's Accessibility Services and Resources** to determine reasonable accommodations. Reasonable accommodations in teaching methods and/or assessment delivery aligned with college policy that do not alter the essential content of a course or program may be available to students with a documented disability. All student must meet the student learning outcomes and the rigor of assessments for the course in order to be eligible for college credit.

Student Rights and Responsibilities

Students at KCC have both rights and responsibilities. For detailed information, please refer to the [Students Rights and Responsibilities](#)

Student Underage Admissions Procedure

For information on KCC's Underage Admissions Procedure, please refer to the following link: [KCC Underage Procedure](#) If you need assistance with the process, contact the Director of Accelerated Learning.

Title IX

For information regarding Title IX, including resources on sexual assault, misconduct, and gender discrimination, please refer to the following link: [KCC Title IX Resources](#)

Academic Goals

If you are unsure about which program to pursue, consider starting with the Oregon Transfer Module (OTM) or the Oregon Transfer Compass. Both options are designed to transfer to most Oregon colleges or universities.

- **Oregon Transfer Module (OTM):** Program: [KCC Catalog](#)
- **Oregon Transfer Compass:** Program: [KCC Catalog](#)

These programs provide a solid foundation while you decide on your specific academic path.

One-Year Certificates and Career Pathway Certificates

As you decide which courses to enroll in, consider completing a Career Pathway Certificate, a One-Year Certificate, or exploring the Associate Degree program options at Klamath Community College (KCC).

Career Pathway Certificates

- **Accounting**
- **Automotive Technician Electrical/Electronic Specialist**
- **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 Web Design
- **Education**
 - Early Childhood Education
 - Education Paraeducator
- **Emergency Response Operations**
 - Criminal Justice
 - Emergency Medical Technician
 - Structural Fire Science
 - Wildland Fire Science
- **Health Services**
 - Electronic Health Record
 - Medical Administrative Assistance

- **Laboratory Technician**
 - Biological and Biotechnology
 - 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
 - Human Resources
 - 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**
 - Multimedia 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**
- **Manufacturing Engineering Technology**
 - Manufacturing Engineering Technologist
- **Nursing**
 - Practical Nursing
- **Welding**
 - Welding Certificate

Klamath Community College Transfer Degrees

Associate of Arts, Oregon Transfer (AAOT)

- **Elementary Education**
- **English Literature**
- **Exercise Science Emphasis**
- **Fire Ecology Emphasis**
- **Forest Ecology Emphasis**
- **Math Emphasis**
- *Oregon Transfer Compass*
- *Oregon Transfer Module (OTM)*
- *Associate of Science Transfer (AST)*
- **Biology**
- **Business**

Klamath Community College Degrees

- **Accounting AAS**
- **Associate of General Studies (AGS)**
- **AGS in Psychology**
- **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**

For more information on these programs, please visit the KCC website or contact the college directly.



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
- ❖ Your 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

<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 owntime ❖ 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.
<p>How to Make a Successful Transition to College:</p>	<p>How to Make a Successful Transition to College:</p>
<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

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.

Associate Degree

A degree awarded after a two-year period of study. After completion, students may choose to continue 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 on 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 courses, which vary 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

The highest academic degree conferred by a university to students (PhD) 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 a student's academic ability in a certain field so that they 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 of 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