

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™ \(klamathcc.edu\)](#)

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.

High school students are not allowed to apply for financial aid while taking college 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 if 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 Eligibility

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.

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

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.

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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

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)**

- **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
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
<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

<p><u>Studying:</u></p> <ul style="list-style-type: none"> ❖ 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 	<p><u>Studying:</u></p> <ul style="list-style-type: none"> ❖ 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
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<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.
<p><u>How to Make a Successful Transition to College:</u></p>	<p><u>How to Make a Successful Transition to College:</u></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