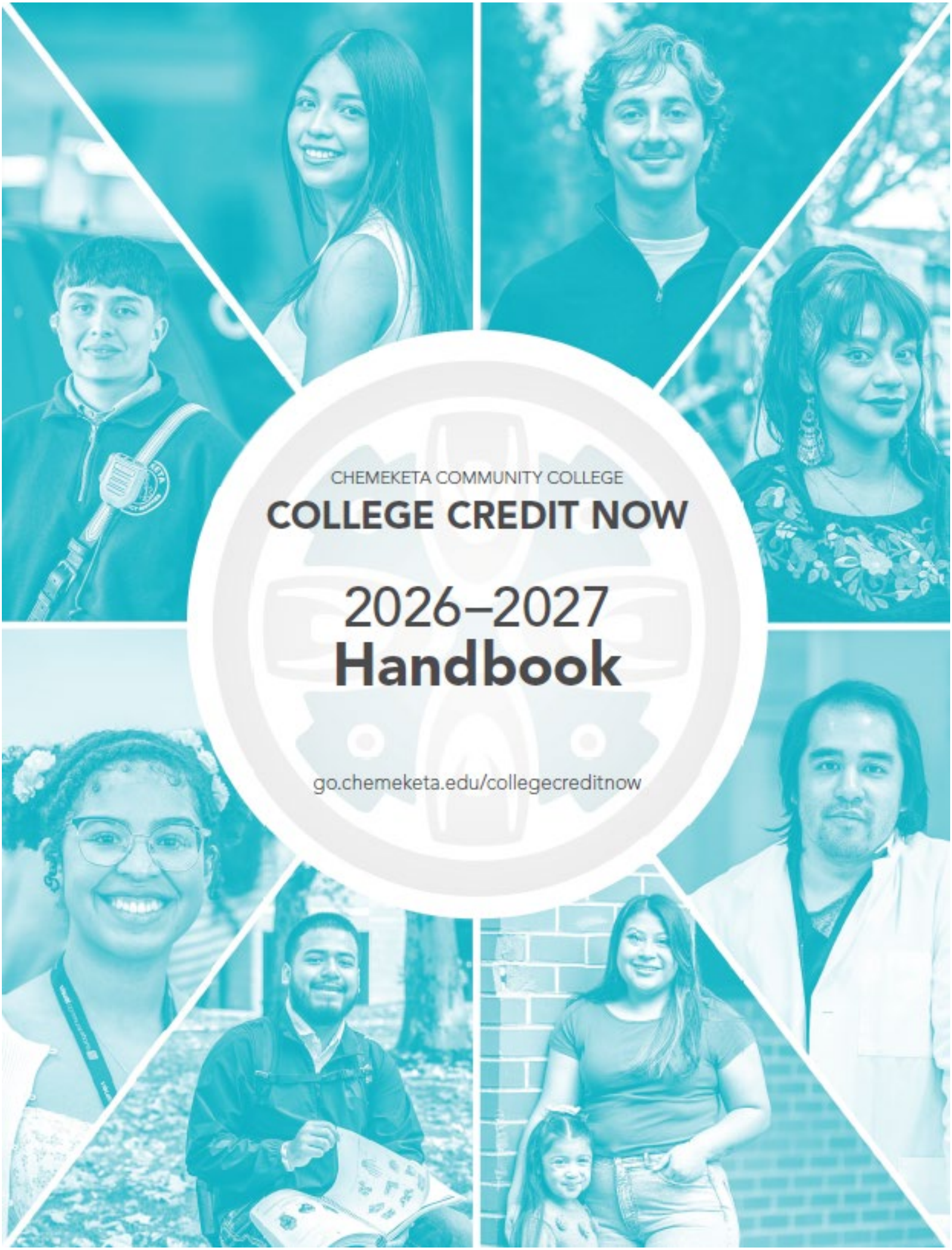

CHEMEKETA COMMUNITY COLLEGE

COLLEGE CREDIT NOW

2026–2027 Handbook

go.chemeketa.edu/collegecreditnow

The College is an equal opportunity/affirmative action employer and educational institution committed to an environment free of discrimination and harassment. Questions regarding sexual harassment, gender-based discrimination and sexual misconduct policies or wish to file a complaint contact the Title IX coordinator at 503.365.4723. For questions about equal employment opportunity and/or affirmative action, contact 503.399.2537. To request this publication in an alternative format, please call 503.399.5192.

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Introduction

At Chemeketa Community College we are committed to transforming lives and communities through exceptional learning experiences. It is one of our promises to actively encourage and support successful transition from high school to college and university study. Chemeketa's College Credit Now program is one opportunity that has been proven effective for most students to increase chances of successful participation and persistence in community college and university settings.

Consistent with the accelerated learning standards adopted by the Higher Education Coordinating Commission, all high school-based accelerated learning offered by Chemeketa Community College will align with the standards of one of the three currently approved programs: Dual Credit, Sponsored Dual Credit and Assessment-Based Learning Credit. Chemeketa is currently offering two forms of Accelerated Learning, Dual Credit and Sponsored Dual Credit. Accelerated Learning Policy and Pathways.

Dual Credit:

Chemeketa's College Credit Now (CCN) was recognized as a state approved program in 2012 and continues to operate under the current Dual Credit standards as a state approved program.

In Dual Credit courses, the high school teacher is qualified to act as a proxy faculty member for the college or university when teaching the course. These courses are sufficiently similar to enable the student to be described as "taking a course" from the postsecondary institution. Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.) Oregon Dual Credit Standards.

Sponsored Dual Credit:

In Sponsored Dual Credit courses, a high school teacher partners with a sponsoring faculty member at a college or university to offer the course. These courses are sufficiently similar to enable the student to be described as "taking a course" from the postsecondary institution. Sponsored Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. Oregon Sponsored Dual Credit Standards.

College Credit Now is proud to partner with school districts from around the state to provide this exceptional learning opportunity to eligible students. As we look to the future, we strive to meet the diverse learning needs of Oregon students with a focus on equity outcomes to identify and reduce disparities in student access and success.

Chemeketa's Mission, Vision & Values

College Mission

Chemeketa provides opportunities for students to explore, learn, and succeed through quality educational experiences and workforce training.

College Vision

Chemeketa will be a catalyst for individuals, businesses, and communities to excel in diverse and changing environments.

College Values

Collaboration. We collaborate to ensure purposeful and effective programs and services that support all students. We welcome diverse perspectives and encourage the free exchange of ideas.

Diversity. We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

Equity. We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, which aims to identify and eliminate barriers that have prevented the full participation of some groups.

Innovation. We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

Stewardship. We act with personal and institutional accountability for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.

Program Information

Instructor, Course Approval & Syllabi Requirements

Chemeketa's College Credit Now program provides high school students dual credit for college level courses while completing their high school program. High school instructors teach courses and course content that is reviewed and approved in collaboration with Chemeketa faculty. Course outlines and textbooks are reviewed for college equivalency in order to maintain the integrity of college programs and meet accreditation requirements.

In compliance with Oregon State Dual Credit and Sponsored Dual Credit Standards, Chemeketa requires high school instructors to submit instructor and course information to be considered a CCN Instructor. CCN instructor applications and course articulations are evaluated by the appropriate Chemeketa Dean and Faculty Liaison.

Dual Credit Instructor Approval

1. High school teachers must be approved by the appropriate Chemeketa Dean. Specific requirements vary depending on the program (see Department Requirements).
2. High School teachers must submit an Online application through the Chemeketa online application process and attach a current résumé, unofficial college transcripts, and syllabi with their online application.
   Please contact collegecreditnow@chemeketa.edu to obtain the direct link to the online application and instructions on the process. Chemeketa's Dean in the appropriate area will review the teacher's application, résumé, transcripts, course content and textbook then approve, deny, or assist in development of a plan.
3. The Dual Credit Coordinator will notify the high school instructor and principal by e-mail regarding the status of the teacher's application.

Recommended Graduate Coursework

Below are suggestions for teachers who need to complete additional graduate coursework in order to be qualified to teach for CCN.

Writing

The recommended main course would be Composition Theory. Other courses recommended are Northwest Writers seminar and classes with the prefixes WR, ENG or LIT.

Math

Refer to the list of graduate level courses from Oregon State University that lead to a Master's of Science degree in Math. Other 4-year universities likely have different but analogous offerings that would meet the same requirements.

Math classes with ED(U) prefixes do not apply. However, there are several schools that do now have a Master's in teaching math that is focused in training students to become teachers, including at the post-secondary level. These programs are different than the traditional MAT and we would need to evaluate which school and which courses on an individual basis because of the variable nature of the programs.

Sponsored Dual Credit Instructor Approval

High School instructors who do not meet the Chemeketa Community College instructor qualifications but would like to articulate their course for college credit need to contact the CCN office to inquire about Sponsored Dual Credit. Courses available are MTH105, & MTH111. Additional courses may be requested with departmental approval.

Sponsored DC Qualifications:

I. Specific qualifications as determined by the department.
II. Qualifications may include, but are not limited to:
    1. Master's degree in Teaching/Education
    2. Content area specific graduate level credits (# of credits), emphasis area
    3. Work experience
    4. Industry recognized credentials

Math Qualifications for Sponsored Dual Credit:

15-18 graduate hours in math and at least 3 years' experience teaching Algebra 2 or higher in High School.

For full details please refer to our Sponsored DC Procedure.

Course Approval

All courses must be approved prior to registering students (see Program Assurance). Applicants or approved CCN instructors can request course descriptions/outlines by emailing collegecreditnow@chemeketa.edu. If you are an approved CCN instructor, you can view all Chemeketa approved course outlines by logging into your Chemeketa account, select the Employee tab>>Employee dashboard>>Sites>>Curriculum Resource Center>>Curriculum>>Course Outlines. Courses must be taught following the current Chemeketa course outline.
Textbooks must be approved by Chemeketa faculty (if applicable).

CCN Course Syllabi Requirements

All courses approved for CCN articulation must have a detailed syllabus including the items listed on the CCN Syllabus Checklist. The CCN Instructor may include additional information in the course syllabus as needed to meet high school requirements but must also include the college information. Some departments have developed syllabi templates for CCN courses to assist you with developing your syllabus. Please check with CCN office and/or CCN liaison for available templates. All revised and updated syllabi will be due annually.

We highly encourage fall/winter term syllabi to be submitted early (April-May) by sending them to collegecreditnow@chemeketa.edu.

Syllabi Submission dates are listed below:

- September 4, 2026, for Fall and Winter term courses
- January 8, 2026, for Spring courses
- Yearlong courses should submit syllabi by September 4

CCN Participation Form & Syllabi Submission

In order to prepare for your CCN course offerings, all CCN instructors must complete the CCN Participation Google Form. Here you will report which course(s) you are planning to teach in the upcoming year and upload your syllabus. We need this to be completed by the end of June. This gives our team enough time in the summer to prepare and create your courses in our system. CCN Participation Form Link.

Canvas CCN Instructor Orientation

The Canvas CCN Instructor Orientation was developed to explain and assist new instructors with the different college processes of offering a college credit course. This online resource will provide you with information about the CCN program at Chemeketa. There are a set of modules to work through, and a short quiz at the end. This course must be completed prior to students registering. You will be enrolled in this course as part of the New CCN Teacher Onboarding process, if you have any questions, please contact the CCN office.

Extended Leave Procedures:

If a CCN approved teacher relinquishes their classroom for an extended leave of absence, the substitute teacher must be approved by Chemeketa to teach the CCN course. If substitute teacher is not approved to teach for CCN, students will not be eligible to obtain the college credit. The CCN office and Faculty Liaison must be notified as soon as possible about the extended leave situation to proceed with proper procedures.

Expectations of CCN Teachers:

- Attend Chemeketa CCN program-sponsored events (which include the annual fall term meeting). At least one CCN event must be attended each academic year for continued participation in the CCN program.
- Prior to the beginning of instruction, the instructor will submit to the CCN office their course syllabus and course materials. Students will not be registered in the Chemeketa course until the syllabus is reviewed and approved by the Faculty Liaison.
- The syllabi will be constructed following Chemeketa's Syllabus Construction Handbook. Syllabi must include the Chemeketa Performance-Based Learner Outcomes and explicit information on how students' grades are determined.
- Instructors will follow the Chemeketa course outline. This includes using the textbook approved for use in Chemeketa courses. Instructors wishing to use an alternative text should contact their liaison for approval. All texts must be targeted to a college-level course.
- Complete and record any required course level assessments that are sent by the program area/department.
- Instructors teaching courses designed Difference, Power, and Responsibility (DPR) courses are required to participate in Chemeketa's DPR training session before teaching the course.
- Contact Chemeketa program liaison if procedural questions arise
- Regular communication between the Faculty Liaison and the CCN instructor is imperative to the success of this partnership. Instructors will be expected to attend meetings and activities as requested and provide input and feedback on a regular basis.
- The College's Dean may observe one class session during the first term of instruction by a new instructor and once per year thereafter. All instructors may be observed once per year.

Expectations of Chemeketa Liaisons:

- Ensure CCN instructors are included in assessment communication and process.
- Regularly communicate course content changes to the CCN office and instructor(s).
- Include CCN instructors in program events.
- Provide timely response to questions and concerns of CCN instructor(s).

Accelerated Learning Peer Review Process

Annually the Higher Education Coordinating Commission calls out for volunteers for a statewide review process of Dual Credit programs. The peer review process is coordinated by HECC staff and provides for a self-study and facilitated peer review to demonstrate continuing adherence to the Oregon Standards.

The CCN office will nominate up to two faculty liaisons, one from Gen Ed and one from CTE, to participate in this process. Funding for Faculty who are put forward will be compensated by the CCN office. Compensation will be at the faculty meeting rate and the timesheet will need to be submitted to the CCN office. Faculty that would like to volunteer outside the nomination process can do so but would need to check with their department for available funds. Faculty who self-nominate for this process should notify their Dean and the Dean of High School Partnerships prior to the process, as participation is tracked by the CCN office.

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Roles and Responsibilities for the College Credit Now Partners

	CCN Department	High School teacher	Chemeketa Liaison	Chemeketa Dean
Teacher approval	Provide potential teachers the link to the Chemeketa online application Answer basic questions about curriculum Notify high school teacher of status	Complete online Chemeketa application with résumé, transcripts and course syllabus attached to application	Assist Dean as needed to determine approval status of the high school teacher. This includes reviewing application, transcripts and/or validating work experience	Final approval of teacher application
Course approval	Provide course outlines and sample syllabi to high school teachers	Provide all related course information needed by Chemeketa, including syllabi, textbook, and any other supportive material, i.e., grading procedures and sample activities	Review and approve high school course syllabus Provide support for syllabus construction, teaching techniques or curriculum	Support Chemeketa Liaison
On-going communication	Coordinate and attend content area curriculum specific meetings including: registration, food, notices, teacher packets, and copies of handouts Provide email updates to Chemeketa liaison and HS teachers Organize the CCN Kickoff Meet regularly with Chemeketa Deans and staff Meet regularly with high school teachers and principals	Attend curricular area meetings Attend CCN Kickoff Contact Chemeketa regarding curriculum, syllabi content, and samples	Provide curricular area agenda topics Provide support to high school teachers with one-on-one contacts and/or through curricular area meetings. Attend CCN Summits or MWEC Rally for CTE teachers. **Sponsored DC** Ongoing interaction & communication level requirement will be determined by department at time of approval. Refer to Sponsored DC Procedure.	Support Chemeketa Liaison

	CCN Department	High School teacher	Chemeketa liaison	Chemeketa Dean
Registration of students	Assist students and teachers with registration process	Facilitate and monitor registration process by the due dates each term Check Class List Verify student placement data based on alternative placement measures, if applicable, for students who do not place via multiple measures.		
Grading and Assessment	Email timelines and grading procedures to teachers each term Ensure grades are complete by deadline	Enter student grades in **your Chemeketa** account by grading deadline. Submit list of CCN students to administration. Complete and record any required course level assessments that are sent by the program area/department.	Ensure CCN instructors are included in assessment communication and process.	Support Chemeketa Liaison

CCN Annual Requirements & Information

Program Assurance:

1. The high school instructor's syllabus must be submitted to the CCN Office by the deadlines listed on the Calendar of important deadlines. Please email them directly to collegecreditnow@chemeketa.edu. The syllabus will be reviewed by the Chemeketa Faculty Liaison. The CCN staff or Chemeketa Faculty Liaison will contact you if there are issues regarding the status of your syllabus.
2. High School instructors must attend a curricular area meeting and/or have personal contact with Chemeketa Liaison. The frequency depends upon if the instructor is teaching Dual Credit or Sponsored Dual Credit.
    a) Dual Credit instructors are required to meet at least once a year to continue College Credit Now teaching status. Attending the College Credit Now Kickoff fulfills this requirement.
    b) Sponsored Dual Credit Instructors are required to interact with college faculty at least quarterly.
3. CCN instructors are teaching a Chemeketa course and must meet the same outcomes as described on the Chemeketa course outline.
4. The high school administrator(s) should make class visitations and annual evaluations of the CCN teacher and course, as per contract guidelines in their district.
5. Samples of student work and/or course competency forms need to be kept on file at the high school for three years to demonstrate grading procedures, student progress, etc.
6. Approved CCN teachers need to submit a complete list of CCN students to their administrator each year.
7. Complete student grade entry online and within the timeline required by the College.

In-service/Curricular Area Teams:

1. College Credit Now instructors will attend an in-service and/or curricular area meeting which is normally held on the Chemeketa campus at least once a year to discuss issues related to teaching College Credit Now courses. Topics may include use of Chemeketa's website, syllabus construction, outlines, objectives, course requirements, tests, course changes, use of technology, classroom best practices sharing, business tours and current business standards, and online student registration. If an instructor is unable to attend a minimum of one in-service/curricular area meeting each year, they are required to make special arrangements to meet with the college department liaison.
2. The high school will negotiate release time so that the high school teacher can attend the in-service/curricular area meeting(s).
3. The Chemeketa CCN liaison will lead the discussion at the curricular area meetings to ensure curriculum alignment & consistency.

Maintaining Alignment & Articulation:

Non-compliance

Chemeketa Community College and our partnering local school districts share a common goal of providing exceptional learning experiences for students and actively encouraging and supporting successful transition from high school to college and university study. College Credit Now course articulations for Dual Credit is one opportunity that has proven effective for many students. These high school-based college credit partnerships require collaboration, communication, cooperation and good faith effort to maintain a healthy partnership and avoid noncompliance issues. It should be expected that periodic changes to course content, outcomes and expectations will occur and can create opportunities to ensure academic rigor, quality of instruction and alignment of course content with Chemeketa's requirements. Our goal is to help high school instructors to embrace these necessary changes to ensure that their course is sufficiently similar to the same course being offered on the college campus.

CCN Instructors:

- Dual Credit instructors must interact with college faculty at least once annually, the CCN Department Summits fulfill this requirement along with the MWEC Rally for CTE teachers.
- Sponsored Dual Credit instructors must interact with college faculty at least quarterly.

Unfortunately, issues and concerns may develop which could result in the suspension of a course articulation agreement. The CCN program is committed to working with all parties to resolve any conflicts and address concerns that develop in the execution of these partnerships.

At any time, if there is reason to believe that the high school instructor or partnering school district is not complying with the course expectations and roles and responsibilities as detailed in this handbook or other communicated expectations by the CCN staff or authorized college representatives, the following steps shall be followed to resolve the noncompliance issue:

1. Chemeketa Department Deans or Faculty Liaisons will submit a corrective action advisement email to the CCN office to be communicated to the high school instructor and administrator.
2. A plan of action to address the concerns within a reasonable timeframe (usually one semester or less) will be implemented for the high school instructor or district to address the concerns and correct the problems. CCN staff will follow up to confirm that the issues have been resolved.
3. Failure of the high school partner to comply with the communicated plan of action within the timeline will result in suspension of the high school instructor's course articulation until the identified concerns are resolved. Notification of suspension will be communicated to the high school instructor and administration through the College Credit Now office.

Chemeketa CCN Faculty Liaison non-compliance issues are handled in strict accordance with the current Chemeketa Faculty Association collective bargaining agreement and individual department policy. If it is brought to the attention of the CCN Dual Credit Coordinator that there is a problem with a CCN Faculty Liaison, the Dual Credit Coordinator will contact the college Dean to alert them to the issue. If the issue is not resolved, the department chair and/or Dean may remove a Faculty Liaison and assign a new faculty member. All efforts to correct an issue should be made before removal of a Faculty Liaison.

Administration:

1. Please direct CCN administrative type questions to the CCN office at 503.399.5239.
2. Chemeketa and the CCN staff will assist with student registration, teacher approval, course approval, curricular area meetings, and site visitations.
3. The registration fee for all College Credit Now classes is $30 per student per year, payable to the high school.
4. In order to prepare for your CCN course offerings, all CCN instructors must complete the CCN Participation Google Form. Report which course(s) you are planning to teach in the upcoming year and upload your syllabus. We need the this to be completed by the beginning of June. This gives our team enough time in the summer to prepare and create your courses in our system. CCN Participation Form Link.

Textbooks:

Students enrolled in the College Credit Now classes are encouraged to purchase the textbooks required for the courses. It is an important part of the student's education to own the book(s), learn to underline appropriately, make marginal notes if desired, and be responsible for personal property. High schools should order the books through their own textbook ordering process and sell/loan them to the students through their own system.

Changing technologies may require frequent textbook changes. If the high school cannot use the current textbook listed on a course outline, the instructor must submit their textbook for approval by Chemeketa staff. A letter of request for approval must state how their current text supports Chemeketa's course outline. Please contact the Chemeketa CCN liaison to find out the current textbook, so you can order a teacher's edition from the publisher.

End of Term Course Evaluations:

The college conducts an end-of-term student course evaluation for courses offered through the Dual Credit Program. The course evaluation is intended to influence program improvement rather than instructor evaluation. Names (of the instructor or students) will not be included in the evaluation. CCN office will email instructors directly and provide a link for students to access.

Tuition Waiver for CCN Teachers:

Teachers that offer CCN courses will receive a three-credit tuition waiver via email in June. The tuition waivers are good from summer through spring term of the academic year following the one in which you offered a CCN course. If you have questions, please contact the CCN office.

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Department Requirements

Agricultural Sciences & Technology

Agribusiness Management • Horticulture Management • Electronics Technology • Robotics

❖ Horticulture

Course ID	Course Title	Credits
HOR111	Intro to Horticulture	3
HOR211	Plant Propagation	4
HOR286	Organic Gardening Summer Practices	2
SOIL205	Soil Science	4

Minimum Qualifications Horticulture:

The credentials of a prospective instructor will be reviewed by the Horticulture Program Chair to determine approval.

Teachers must complete the following requirements either at Oregon State University (OSU), Chemeketa or an equivalent institution:

- Three terms of Botany or Biology
- Introduction to Horticulture or equivalent experience
- At least one course in Soils
- At least one course in Plant Propagation

In addition, the candidate will submit a detailed summary of their teaching experience as related to Horticulture.

Candidates who have completed all of the above criteria will be approved so their students are eligible to receive CCN credit for HOR 111 and 211. Teachers that have yet to complete a course in Plant Propagation, but have met the other requirements can seek approval for HOR 111. Full approval to teach HOR 211 (Plant Propagation) will be granted to the candidate once they have completed a Plant Propagation course (at either OSU, Chemeketa or an equivalent institution). The candidate must complete the CCN application through the CCN office to teach HOR 211 accompanied by a transcript record of completion for the Plant Propagation course prior to being given approval for that course. The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Joleen Schilling • joleen.schilling@chemeketa.edu • 503.399.5150

❖ Electronics Technology & Robotics

Course ID	Course Title	Credits
ELT100	Electronics Fundamentals/Non-Major	4
MT105	Introduction to Robotics	3

Minimum Qualification:

- High school teachers of Robotics, Drafting, Electronics, CAD/CAM, Automotive or related field with at least two years' experience in leading a FRC, FTC or VEX robotics team **Or**
- High school teachers with Project Lead the Way Digital Electronics Certification **Or**
- Bachelor's Degree in Electrical Engineering, Industrial Management or related fields

CCN Liaison: Chuck Sekafetz • chuck.sekafetz@chemeketa.edu • 503.399.6254 Return to top

Applied Technologies

Automotive Technology • Drafting • Welding

❖ Automotive Technology

Course ID	Course Title	Credits
AUM151	Basic Auto Engines	5
AUM157	Auto Brake Systems	6
AUM168	Automotive Electrical Systems I	5
AUM184	Auto Materials & Resources	1

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor; Associate's degree in Automotive Technology or related field
- Work experience in a related field
- At least 24 graduate hours in the discipline is required in some programs

The Program Chair and Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Sam Olheiser • sam.olheiser@chemeketa.edu • 503.399.6522

❖ Drafting

Course ID	Course Title	Credits
DRF130	CAD 1	3
DRF131	CAD 2	3
DRF150	Architectural Drafting 1	3

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor: Associate's degree in Drafting Technology or related field
- Work experience in a related field
- The Program Chair and Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.
- Final Approval Requirement to Teach: It is a requirement that anyone wanting to teach DRF130 (or DRF131) must successfully complete the course prior to teaching. Tuition assistance is available through our CCN office.

CCN Liaison: Andrew Frank • andrew.frank@chemeketa.edu • 503.399.6539

❖ Welding

Course ID	Course Title	Credits
WLD177	Welding Processes	4
WLD197	Welding	2

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor: Associate's degree in Welding Technology, Manufacturing Technology or related field
- Work experience in a related field and completion of at least 45 credit hours in college-level Welding coursework
- Complete the course at Chemeketa to receive Final Approval Teach: Anyone wanting to teach WLD can complete the course for approval. Tuition assistance is available through our CCN office.

The Program Chair and Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Mike Myers • mike.myers@chemeketa.edu • 503.399.6066

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Apprenticeship

Electrician • HVAC/R • Sheet Metal

❖ Apprenticeship

Course ID	Course Title	Credits
APR101	Trade Skills Fundamentals	6

Minimum Qualifications:

- Journey-level proficiency in a construction trade with three or more years of experience.

The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval

CCN Liaison: Shelly Tracy • shelly.tracy@chemeketa.edu • 503.399.6563

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Arts, Humanities & Communication

Communication • English/Writing • Philosophy/Religious Studies • Visual and Performing Arts • Languages • Languages

❖ Communication

Course ID	Course Title	Credits
COMM111Z	Fundamentals of Public Speaking	4

Minimum Qualifications:

To qualify to teach a College Credit Now Speech course, high school instructors must have:

- Master's Degree in the subject area **OR**
- Master's in a related field to the subject matter with a concentration of 24 graduate credits in the specific subject area.
- Prospective CCN instructors are encouraged to contact the Communication Program chair or the Dean.

Expectations of instructional staff:

- Instructors will follow the Chemeketa course outline.
- The Communication Program must approve deviations if reading and class material other than the required text is used.
- If the proposed course is designated a Difference, Power, and Responsibility (DPR) course, the instructor must participate in Chemeketa's DPR training session before teaching the course.
- Prior to the beginning of instruction, the instructor will submit to the CCN office his or her course syllabus and sample assignments for review. The syllabus should also be provided to the campus lead instructor for approval and will be constructed following Chemeketa's Syllabus Construction Handbook. The program chair can provide the name of the lead instructor for each course.
- Regular communication between the campus lead instructor and the CCN instructor is imperative to the success of this partnership. Instructors will be expected to attend meetings and activities as requested and provide input and feedback on a regular basis.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Josie Wood • josie.wood@chemeketa.edu • 503.399.8734

❖ English/Writing

Course ID	Course Title	Credits
WR115	Introduction to Composition	4
WR121Z	Academic Composition	4
WR122Z	Argument, Research, and Multimodal Composition	4

Minimum Qualifications:

- To qualify to teach a College Credit Now English course, high school instructors must have a Master's degree in English or a related field*.
- * Equivalent degrees considered include: MFA in Creative Writing, MA or PhD in Composition & Rhetoric, MA or PhD in Literature, MA or PhD in Interdisciplinary Studies with at least 24 hours of graduate course credit in composition and/or literature. An MAT is not an acceptable related degree.
- To apply to teach a College Credit Now English course, prospective instructors should meet with the English Program chair or the Dean.

Expectations of CCN teachers:

The following expectations must be met by instructors to teach Chemeketa writing courses as part of College Credit Now.

Course Definition: Chemeketa writing courses must be taught as discreet courses as defined by the relevant course outline, not blended into high school English or Language Arts courses or combined with one another. This also means not giving Chemeketa credits for a certain level of success in a high school course.

Syllabi: Instructors must submit directly to Chemeketa's English Program liaison person a separate syllabus for each Chemeketa course not later than the first week of that course, with a copy to the College Credit Now office. (It is preferred that this be done electronically as an attached MS Word or Rich Text Format document, but it can also be faxed or mailed.)

All syllabi must contain the following:

- all syllabus statements required by the college
- course prerequisites, if any
- the course description and outcome statements taken verbatim from the Course Outline
- the English Program's Academic Honesty statement, verbatim, with any additional policies of the teacher concerning the handling of plagiarism that conform to Chemeketa's Academic Policies and Procedures
- a description of each of the major graded writing assignments required in the course as well as any exams and assessment materials
- a description of the teachers grading procedures
- a list of texts to be used in the course
- an indication of the daily and/or weekly schedule for course assignments

Texts: Instructors must use texts approved by Chemeketa's English Program for each course or request a deviation from the English Program liaison.

Prerequisites: Course prerequisites, including required placement test scores for WR115 and WR121, must be strictly enforced. Consent of instructor should be granted rarely, only to students who clearly display writing skills at the prerequisite level and who have shown appropriate study skills and academic commitment for a college course.

Section limits: Writing sections at Chemeketa are capped at a maximum of 25 students, and we urge high schools to abide by the same enrollment limits. If there are more students, we recommend that an additional section be created.

Meetings: While College Credit Now requires instructors to attend one English in-service meeting each year, the English Program may require a second meeting in the spring.

Questions: Questions about any of these matters should be directed to the English Program liaison person.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Jeremy Trabue • jeremy.trabue@chemeketa.edu • 503.399.6053

❖ Languages: French, Japanese, Spanish

Course ID	Course Title	Credits
FR101	First Year French, Term 1	4
FR102	First Year French, Term 2	4
FR103	First Year French, Term 3	4
FR201	Second Year French, Term 1	4
FR202	Second Year French, Term 2	4
FR203	Second Year French, Term 3	4
JPN101	First Year Japanese, Term 1	4
JPN102	First Year Japanese, Term 2	4
JPN103	First Year Japanese, Term 3	4
JPN201	Second Year Japanese, Term 1	4
JPN202	Second Year Japanese, Term 2	4
JPN203	Second Year Japanese, Term 3	4
SPN101Z	First Year Spanish, Term 1	4
SPN102Z	First Year Spanish, Term 2	4
SPN103Z	First Year Spanish, Term 3	4
SPN201	Second Year Spanish, Term 1	4
SPN202	Second Year Spanish, Term 2	4
SPN203	Second Year Spanish, Term 3	4
SPN211	Interm. Spanish Conv. Term 1	3
SPN212	Interm. Spanish Conv. Term 2	3
SPN213	Interm. Spanish Conv. Term 3	3
SPN214	Heritage Spanish 1	4
SPN215	Heritage Spanish 2	4
SPN216	Heritage Spanish 3	4

Minimum Qualifications:

1. Relevant education & language proficiency, as evidenced by one of the following:

- M.A. in target language (i.e., French, Spanish or Japanese)
- M.A. in related field, including a minimum of 24 graduate hours in target language

- M.A. in any field plus a minimum of a Bachelor's degree from a foreign university in which instruction is in target language
- M.A. in any field plus official OPI rating of Superior in the target language

2. Pedagogical expertise, as evidenced by at least one of the following:

- Education courses, including foreign language teaching methodology
- Teacher certification in foreign language instruction
- Significant experience teaching foreign language

College Credit Now Instructors are required to meet the same criteria as other adjunct faculty. A Salem campus full-time faculty member will review the credentials of a prospective instructor to determine approval. (Prospective CCN instructors are encouraged to contact the Foreign Languages Program CCN liaison, Silvia Herman, for an application to teach the proposed course.)

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Silvia Herman • silvia.herman@chemeketa.edu • 503.399.5287

❖ Music

Course ID	Course Title	Credits
MUS100	Music Fundamentals	3
MUS161	Music Appreciation	3

Minimum Qualifications:
To qualify to teach a Music course with a "MUS" prefix, the CCN teacher applicant needs to have:

- A Baccalaureate degree in Fine Arts (BFA) with a Master's of Arts in Teaching (MAT) with an emphasis in Music **OR**
- A Master's of Music Education (MMEd.) **OR**
- A Master's of Music (MM)
- **And** must currently be a Band, Choir, or Orchestra instructor at the high school

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Bryce Tomlin • bryce.tomlin@chemeketa.edu • 503.365.4616

❖ Visual Communications

Course ID	Course Title	Credits
VC130	Photoshop 1	2
VC139	Illustrator 1	2

Minimum Qualifications:

To qualify to teach a Visual Communications course with a "VC" prefix, the CCN teacher applicant needs to have:

- A Baccalaureate degree and a minimum of three years professional graphic arts experience related to the specific subject area taught.
- **Or** a Master's degree and related experience specific to the course content.
- **Or** a related Associates Degree and a minimum of five years of related full time professional experience
- **And** a portfolio of their own work that provides evidence of the professional skills necessary to teach the specific course content that the instructor would be teaching for Chemeketa college credit.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Peter Hoelter • peter.hoelter@chemeketa.edu • 503.399.6475

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Behavioral Health & Health Promotion, Health Information Management

Health Education • Physical Education • Health Services Management

❖ Health Education

Course ID	Course Title	Credits
HPE184	Sports Medicine: Prevention & Care of Athletic Injuries	3
HPE270	Sports Psychology	3
HPE285	Advanced Prevention & Care of Athletic Injuries	4
HPE295	Health & Fitness for Life	3

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Master's Degree in Health, Human Performance, Exercise Science, Physical Education, or a closely related field from an accredited institution

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaisons:

- **HPE184 & HPE285: Marty Limbird** • marty.limbird@chemeketa.edu • 503.399.5030
- **HPE270: Nathan Pratt** • nathan.pratt@chemeketa.edu • 503.399.2559
- **HPE295: Raschel Larsen** • raschel.larsen@chemeketa.edu • 503.399.3991

❖ Physical Education

Course ID	Course Title	Credits
PE185AA	Beginning Sports Conditioning	1
PE185BJ	Beginning Basketball	1
PE185CA	Beginning Conditioning	1
PE185FD	Beginning Soccer	1
PE185VJ	Beginning Volleyball	1
PE185WK	Beginning Walking Fitness	1

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Certification you have mastered a level of discipline and a certification that you are eligible to teach the following courses: Cardio & Core, Pilates, Total Body Training, Zumba, Strength Training, Functional Training, Group Exercise, Walking/Jogging, Conditioning, Sports Conditioning, Ultimate Games AND Teaching/Coaching Experience **And** One (1) or more years of playing experience in the sport you wish to teach

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaisons:

- **PE185AA & PE185CA: Nathan Pratt** • nathan.pratt@chemeketa.edu • 503.399.2559
- **PE185BJ, PE185FD, PE185VJ & PE185WK: Raschel Larsen** • raschel.larsen@chemeketa.edu • 503.399.399

❖ Health Services Management

Course ID	Course Title	Credits
AH115	Healthcare Career Success Strategies	2
HM101	Medical Law and Ethics	3
HM120	Medical Terminology I	3
HM121	Medical Terminology II	4

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Master's Degree or coursework related to the health field, Transcripts with health and Medical Terminology classes
- At least 24 graduate hours in the discipline is required.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Dana Nolan • dana.nolan@chemeketa.edu • 503.589.7776

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Building Inspection

❖ Building Inspection Technology

Course ID	Course Title	Credits
BLD141	International Residential Code 1	3
BLD142	International Residential Code 2	3
BLD158	Construction Materials, Systems, and Drawings	2

Minimum Qualifications:

- Associates Degree in Building Inspection Technology, Construction or related field
  -AND-
  5 (five) years' experience in inspection/plan review or residential/commercial construction
  -AND-
  Current State of Oregon certification as A-level Building Inspector, A- level Plans Examiner and/or A- level Mechanical Inspector
  -OR-
- International Code Council (ICC) certified as Building Inspector (B1, or B2), Plans Examiner (R3 or B3), and/or Mechanical Inspector (M1, or M2).
  -OR-
- Ten (10) years' experience in building inspection/plan review/building official position will substitute for the minimum required education

Preferred Qualifications:

- Experience teaching Building Inspection courses at a college
- Have a current State of Oregon certification as Fire & Life Safety Plans Examiner or ICC equivalent
- Building Official Experience
- Building Official Certification
- Bachelor's Degree or higher in Engineering, Architecture, Construction Management or related field

The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Jordan Bermingham • jordan.bermingham@chemeketa.edu •503.399.5050

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Business, Social Science & Technology

Accounting • Office Management & Technology • CIS • CWE • Business Management • Social Science

❖ Business Management

Course ID	Course Title	Credits
BA100	Business Career Exploration	3
BA101Z	Introduction to Business	4

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Master's Degree in Business Administration

Preferred Qualifications:

- Current teaching experience in secondary or post-secondary institutions.
- Bilingual/Bicultural

BA100 Minimum Qualifications:

- A Bachelor's degree in business or related discipline from an accredited institution.
  And Three years of relevant teaching or training experience in business or a related field.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Karen Edwards • karen.edwards@chemeketa.edu • 503.399.3996

❖ Office Administration & Technology

Course ID	Course Title	Credits
BA115	Introduction to Accounting	4
CA121	Keyboarding & Document Production	3
CA122	Advanced Keyboarding & Document Production	3

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Master's Degree in Business Education or a related discipline, experience in teaching a variety of business/clerical subjects at secondary or college level, office/business/clerical experience; proficiency in teaching and using Microsoft Office Suite.

Preferred Qualifications:

- Current teaching experience in secondary or post-secondary institutions.
- Bilingual/Bicultural

CCN Liaison: Bryan Monson • bryan.monson@chemeketa.edu • 503.399.6151

❖ Computer Information Systems

Course ID	Course Title	Credits
CIS101	Computer Concepts	3

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Master's Degree in Business Education or a related discipline, experience in teaching a variety of business/clerical subjects at secondary or college level, office/business/clerical experience; proficiency in teaching and using Microsoft Office Suite.

Preferred Qualifications:

- Current teaching experience in secondary or post-secondary institutions.
- Bilingual/Bicultural

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Don Kraus • don.kraus@chemeketa.edu • 503.589.7685

❖ Cooperative Work Experience (CWE)

Course ID	Course Title	Credits
FE280B	Field Experience	2/33

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Bachelor's degree required

Preferred Qualifications:

- Master's degree
- Necessary credentials required by national associations, certifications or licensures

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Rebecca Salinas-Oliveros • rebecca.salinas.oliveros@chemeketa.edu • 503.589.7762

• Social Science: Chicano and Latino Studies, Geography, History

Course ID	Course Title	Credits
CLA201	Introduction to Chicano and Latino Studies 1	4
CLA202	Introduction to Chicano and Latino Studies 2	4
CLA203	Introduction to Chicano and Latino Studies 3	4
GEG106	Cultural Geography 1	4
GEG107	Development, Resources, and Sustainability	4
GEG201	World Reg Geog: Developed World	4
GEG202	World Reg Geo: Developing World	4

HST104	World Civilization: 3500 B.C. to 1450	4
HST105	World Civilization: 1450 C.E. to 1870	4
HST106	World Civilization: 1870 to the present	4
HST201Z	United States: to 1840	4
HST202Z	United States: 1840 to 1900	4
HST203Z	United States: 1900 to present	4

Minimum Qualifications:

- Master's in the Discipline or Related Field **or**
- At least 24 graduate hours in the discipline is required.
- At least 18 of these graduate credits should be directly relevant to the teaching assignment requested.

The Salem-campus lead instructor and the Social Science program Dean will review the credentials of a prospective instructor to determine approval.

Prospective CCN instructors are encouraged to teach the proposed course at Chemeketa, based on availability of sections, before they teach in the College Credit Now program. They can submit a Chemeketa adjunct faculty application in the HR office and follow-up with the Social Science program for more information.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Taylor Marrow • taylor.marrow@chemeketa.edu• 503.365.4666

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Early Childhood Education & Education

Early Childhood Education • Human Development & Family Studies • Education

❖ Early Childhood Education • Human Development & Family Studies

Course ID	Course Title	Credits
ECE150	Intro & Observation in Early Childhood Education	3
ECE155	Child Nutrition	3
HDF222	Family Relationships	3
HDF225	Prenatal, Infant & Toddler Dev.	3
HDF247	Preschool Child Development	3

Minimum Qualifications:

- Master's Degree from an accredited institution in Education, Early Childhood Education, and/or Human Development
  -OR-
- Master's Degree in a related field from an accredited institution with 24 graduate credits in Early Childhood Education and/or Human Development

Preferred Qualifications:

- College-level teaching experience
- Three years working in programs for and/or with children and families

CCN Liaison: Erika Romine • erika.romine@chemeketa.edu • 503.399.6072

❖ Education

Course ID	Course Title	Credits
ED101	Introduction to Practicum and Teaching	3
ED114	Math Instructional Strategies	3
ED216	Foundations in Education	3

Minimum Qualifications:

- A Master's degree in Education or related discipline with an authorization in Early Childhood, Elementary, Middle, or High School levels.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaisons: Karla Hale • karla.hale@chemeketa.edu • 503.399.6564

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Emergency Services & Diesel Technology

Criminal Justice • Emergency Medical Technology • Fire Protection • Diesel Technology

❖ Criminal Justice

Course ID	Course Title	Credits
CJ100	Survey of the Criminal Justice System	3
CJ101	Criminology	3
CJ125*	Public Safety Communications and Documentation	3
CJ261A*	Law Enforcement Related Experience 1	6

***CJ125 & CJ261A-**Additional program review and approval are required for these courses. CCN, High School, and CJ departments must meet to evaluate program goals.

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Five years law enforcement, ~~or~~ corrections, or parole and probation experience in Oregon.
  -AND-
- Experience teaching/instructing in a classroom or practical scenario setting for at least one year or one training cycle as a Police Training Officer (PTO), Field Training Officer (FTO), or DPSST Instructor.

The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval

CCN Liaison: Jordan Bermingham • jordan.bermingham@chemeketa.edu • 503.399.5050

❖ Emergency Medical Technology

Course ID	Course Title	Credits
EMT151	Emergency Medical Technician, Part 1	6
EMT152B	Emergency Medical Technician, Part 2	6
EMT177	Emergency Res. Comm./Doc.	2
ES172	Intro to Emergency Services	3
ES173	Principals of Emergency Services	3

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Associate of Applied Science degree in related field from an accredited institution
  -AND-
- Licensed Paramedic- State of Oregon
  -OR-
- National Registry Paramedic with ability to secure Oregon Paramedic License within 90 days of hire
  -AND-
- Five years emergency medical care experience
- Experience teaching in a variety of modalities including face-to-face, remote, hybrid, and/or online

The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.
CCN Liaison: Chris Arbuckle • chris.arbuckle@chemeketa.edu • 503.399.2663

❖ Fire Protection

Course ID	Course Title	Credits
ES173	Principles of Emergency Services (Use in place of FRP150)	3
FRP175	Hazmat Operations (use in place of FRP157)	1

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Associates degree in fire protection or equivalent; three years full- time work experience with agencies providing fire protection services; experience in Emergency Medical Services delivery
  -OR-
- Ability to earn AAS degree within 3 years of employment; Five years full-time work experience with agencies providing fire protection services; experience in Emergency Medical Services delivery.
  -AND-
- Minimum certification at National Fire Protection Agency Fire Fighter II, Fire Instructor I, or equivalent. Evidence of participation and leadership in professional organizations, conferences, and/or state and local committees relating to fire protection and/or education.
  -AND-
- Evidence of instructional development and delivery experience.

The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Josh Darland • joshua.darland@chemeketa.edu • 503.399.6241

❖ Diesel Technology

Course ID	Course Title	Credits
DSL110	Diesel Engine Diagnosis and Repair	6
DSL111	Diesel Technology Introduction to Electrical and Electronics	6
DSL 130	Diesel Technology: Introduction to Hydraulics	6
DSL 210	Diesel Technology: Heavy Duty Brakes	6

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Five years of successful occupational experience as a Diesel Technician
  -OR-
- Five years relevant experience teaching in a Diesel Technician training/education program
  -AND-
- Certification as a diesel technician with ASE or manufacturer specific (or ability to attain within 1 year)

The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison:

- **Kevin Ruby** • kevin.ruby@chemeketa.edu • 503.931.4990
- **David Samek** • Dsamek@chemeketa.edu • 503.991.7465

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Hospitality Tourism Management

Nutrition & Food Management • Vineyard Management

❖ Hospitality Management

Course ID	Course Title	Credits
HTM100	Hospitality Industry	4
HTM104	Tourism and Travel Industry	4
HTM105	Restaurant Operations	4

Minimum Qualifications:

- At least 1-year industry experience **OR**
- Current PROSTART/CHTMP Instructor.

The Dean/Director will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Eric Aebi • eric.aebi@chemeketa.edu • 503.589.7994

❖ Vineyard Management

Course ID	Course Title	Credits
VMW101	General Viticulture	3

Minimum Qualifications – Wine Studies:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Demonstrated coursework in Viticulture, Horticulture, or related field. Completion of VMW 101 and VMW 116 at Chemeketa, or equivalent.

The Dean/Director will review the credentials of a prospective instructor to determine approval

CCN Liaison: Bryan Berenguer • bryan.berenguer@chemeketa.edu • 503.584.7278

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Science, Technology, Engineering and Math

Life & Physical Sciences • Computer Science • Engineering • Mathematics

❖ Life Science

Course ID	Course Title	Credits
BI101	General Biology: Ecology and Diversity	4
BI102	General Biology: Cell Biology, Genetics, and Evolution	4
BI103	General Biology: Plant/Animal Structure and Function	4

BI121/122* While BI121 and BI122 have historically been an option for a CCN class with Chemeketa, the Life Science department is not currently offering the classes due to a change in its status as a prerequisite for another program. Please check back with us in the future to see if that class was reinstated into our curriculum.

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- At least 30 graduate quarter hours in the discipline is required
- Master's of Science (MS) or PhD in Biology **OR**
- Master's of Science (MS) or PhD in Biology-related field*
  AND
- At least 24 quarter credit hours of graduate-level coursework in biology, including graduate-level research (lab or field-based) hours in the courses with a BI or related prefix
  AND
- At least 18 graduate credits directly relevant to the teaching assignment**

Instructor qualifications are reviewed by the Dean of Life Sciences and the relevant biology course coordinator at the Salem campus. Prospective CCN instructors that meet the above requirements are encouraged to audit the proposed course at Chemeketa.

***Acceptable degrees include:** anatomy, animal behavior, animal sciences, biochemistry, botany /plant biology, ecology, entomology, environmental science, evolution / evolutionary biology, fisheries, forestry, genetics, integrative biology, marine biology, microbiology, molecular/cellular biology, natural resources, physiology, pathology, veterinary medicine, wildlife biology, zoology.

****Teaching assignment topics:**

BI 101 = ecology, biodiversity, environment

BI 102 = cells, genetics, evolution

BI 103 = plant and animal (organismal) biology with emphasis on comparative physiology

Biology CCN Facility and Equipment requirements and Instructor Expectations can be requested from our CCN office.

CCN Liaison: Jonathan Christie • jonathan.christie@chemeketa.edu • 503.399.7559

❖ General Science

Course ID	Course Title	Credits
GS104	General Science: Physics	4

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- At least 30 graduate quarter hours in the discipline is required

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Erik Jensen • erik.jensen@chemeketa.edu • 503.589.7838

❖ Physical Science

Course ID	Course Title	Credits
PH201	General Physics	4
PH214	Physics Lab for PH201 or PH211	1

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- At least 30 graduate quarter hours in the discipline is required.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Ben Frankamp • ben.frankamp@chemeketa.edu • 503.316.3267

❖ Computer Science

Course ID	Course Title	Credits
CS160	Introduction to Computer Science	4
CS161	Computer Science 1	4

Minimum Qualifications:

- Master's Degree from an accredited institution in computer science or software engineering
  OR
- Master's Degree in a related field with 30 graduate credit hours in computer science
  OR
- Bachelor's degree in computer science or software engineering with professional experience in either software development, computer science, or computer science education
  -AND-
- Ability to demonstrate effective teaching skills
- *The degrees listed above are not inclusive. The division dean will make the final determination about the applicability of a particular degree. The dean and department chair can determine the applicability of a particular degree to teaching a specific course listed above. *

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Robert Surton • robert.surton@chemeketa.edu • 503.399.6162

❖ Engineering

Course ID	Course Title	Credits
EGR248*	Graphics & 3-D Modeling	3

GE101	Engineering Orientation	3
GE102	Engineering Computations	3
GE103	Engineering Computations	3

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- Master's degree in engineering from an accredited institution
  OR
- Bachelor's degree in engineering and a master's degree in a related field with 30 graduate-level credits in engineering coursework from an accredited institution, e.g., mechanical, electrical or civil coursework
- ***EGR248:** Final Approval Requirement to Teach EGR248: It is a requirement that anyone wanting to teach EGR248 must successfully complete the course prior to teaching. Please note DRF130 is prerequisite to this course and will also need to be completed. Tuition assistance is available through our CCN office.

The Dean/Director and Liaison of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Halston Tuss • halston.tuss@chemeketa.edu • 503.399.5229

❖ Mathematics

Course ID	Course Title	Credits
MTH105Z	Math in Society	4
MTH111Z	Precalculus I: Functions	4
MTH112Z	Precalculus II: Trigonometry	4
MTH251Z	Differential Calculus	4
MTH252Z	Integral Calculus	4
STAT243Z	Elementary Statistics I	4
STAT244	Elementary Statistics II	4

Minimum Qualifications:

- A Master's Degree with at least 24 graduate quarter hours in the discipline is required for provisional approval and 30 credits for full approval.

The Dean/Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Nolan Mitchell • Nolan.mitchell@chemeketa.edu • 503.365.4667

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CCN Student Information and Processes

CCN Application & Registration Process

A participant in College Credit Now (CCN) is considered a Chemeketa Community College student once they complete the CCN Admission Application, receive their Chemeketa student account (K number), and register for their CCN course(s).

Step 1: Admission Application

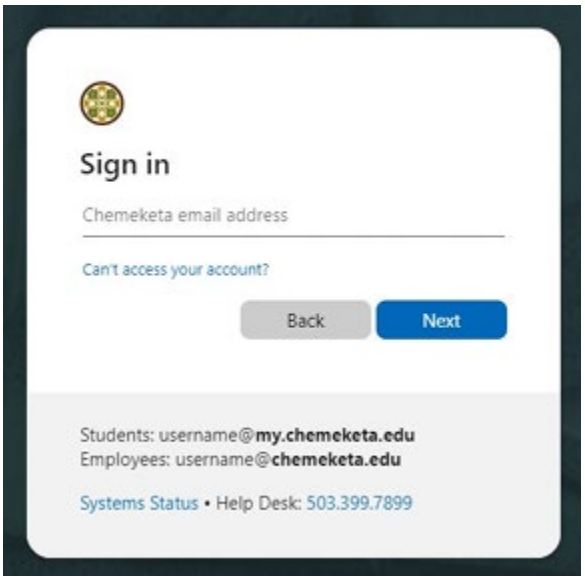
All CCN students must be admitted through the online CCN admission application. By doing so, the student will be coded with an appropriate program code that will allow them to register for a CCN course.
The admission application can be found on the College Credit Now website under the Apply section.

Once the student has completed the application, they will receive an automated confirmation email first. The second email will be received once the application is processed and contains their username and Chemeketa K number. Students should save this information to access their Chemeketa student account. If a student doesn't receive their Welcome CCN email within **3–5 business days**, please call the CCN Office at **503.399.5239**.

Setting up Chemeketa Student Account

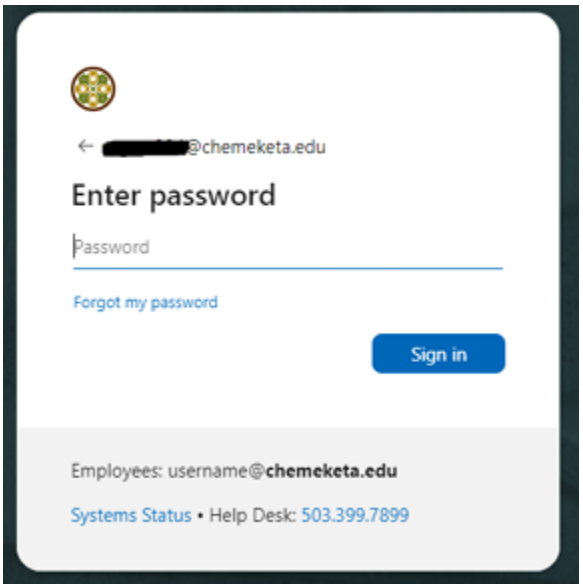
First-time user: In order to complete **Step 2: Registration** the student will need to have:
- Welcome Email containing your K number & username
- Separate Email containing your temporary password, if you did not receive one or need a new one sent to you, , please call the CCN Office at **503.399.5239**

You will visit https://student.chemeketa.edu and enter your username followed by @my.chemeketa.edu and then click on the NEXT button.



In the following screen, you will enter your temporary password and be routed to immediately change your password to something that only you know.

Your new password:
- Must be at least 12 characters in length
- Must contain a combination of uppercase & lowercase letter and numbers
- Cannot match your current password
- Cannot contain your first or last name, email address, username, or K number
- Will be compared to an exclusion list to improve the security of your account
- Can only be changed once in a 24-hour period



You'll also need to set up multi-factor authentication on your account (which is a security requirement at Chemeketa). You have 14 days to do that, but we recommend doing it right away so it doesn't slow you down later. If you are having issues claiming your account, please be sure to have your K number ready and call our IT helpdesk at 503.399.7899. They will be able to assist you!

Returning user: Visit https://student.chemeketa.edu and enter your Chemeketa email address (username followed by @my.chemeketa.edu) and password in the appropriate fields.

Students should record and keep their student information in a safe place for future reference. They will need to know their username and password to complete the registration each term they are taking a CCN course.

Step 2: Registration

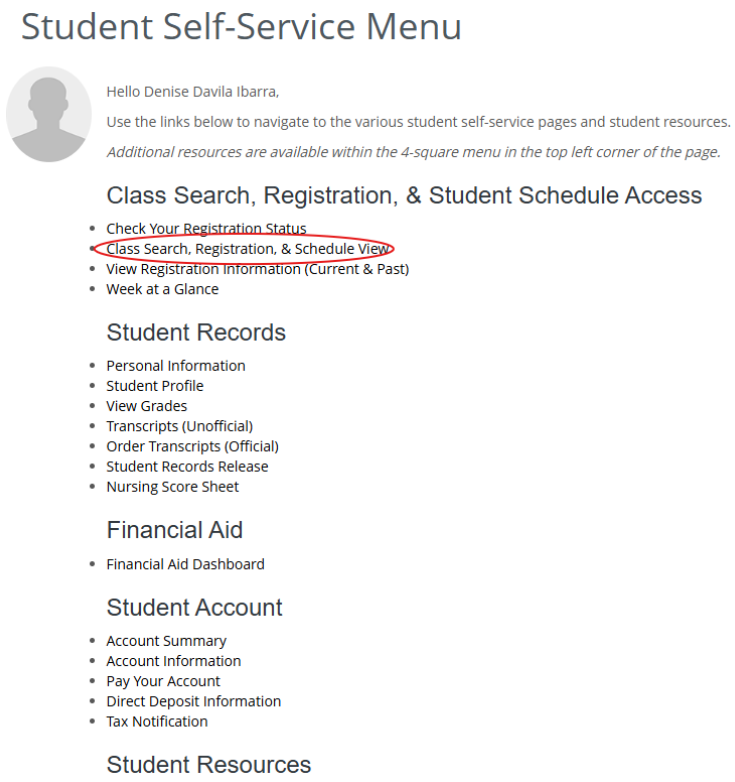
CCN students must complete registration through their **Chemeketa Student account** to obtain college credit. This step will ensure the college credit and grade are posted on their college transcript at Chemeketa.

Students will obtain the CRN (course reference number) from their CCN instructor in order to register in the appropriate course. Registration must happen during the appropriate registration window. Make sure you have met the prerequisite or placement, if your courses require it. You will then be able to meet prerequisites by completing

the Academic Survey info for College Placement embedded within the CCN application and/or Placement Assessment Form.

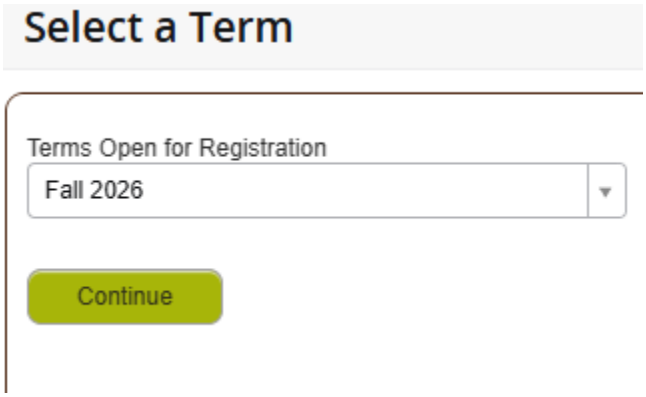
After signing in, you will be taken to "**Apps Dashboard**", which is the college's student portal, where you will see the home screen below. From there, click on "**Student Self Service**" tab.

- **Click on Registration**

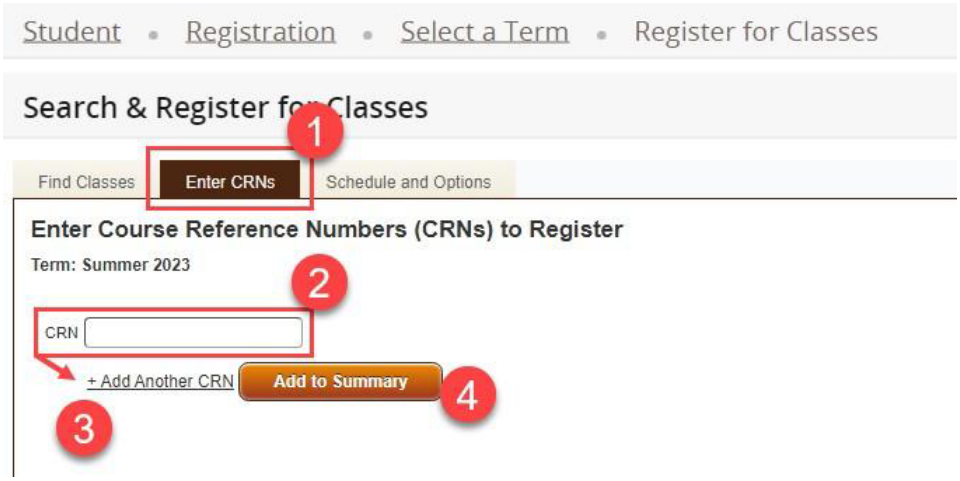


- **Click on Register for Classes**

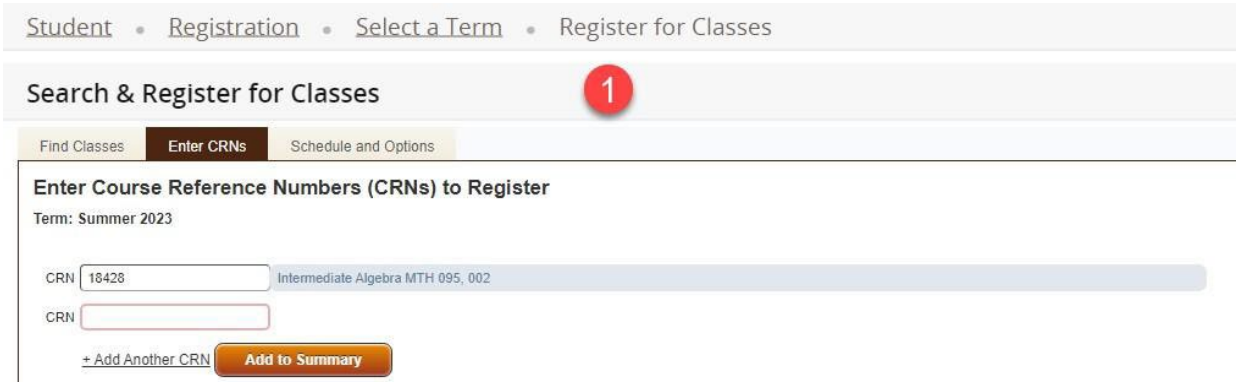
- **Select the correct term (Example: Fall 2026) and Continue**



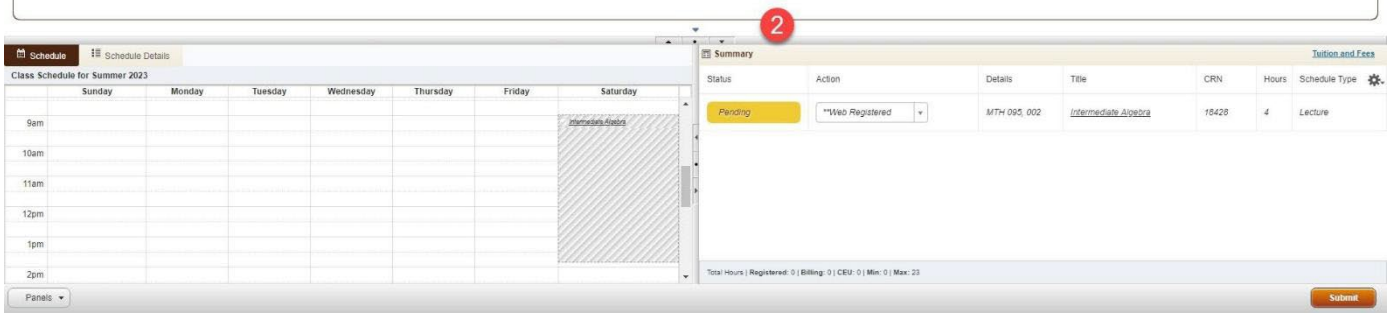
- **Click on Enter CRNs**

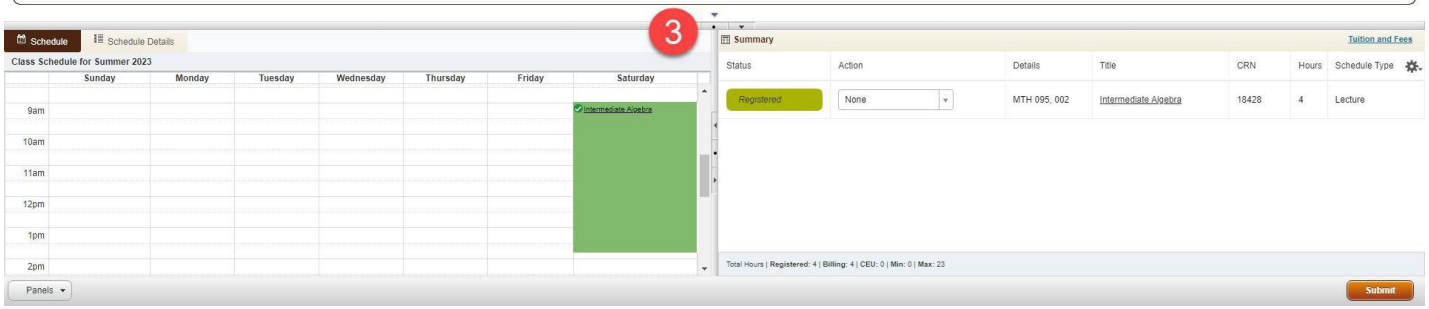


- **Enter the 5-digit CRN number given to you by your CCN instructor & click on Add to Summary**



- **Review your summary screen and click Submit**





To verify that you have successfully registered for your CCN courses you can go back to the "**Student Self Service Menu**", select "Class Search, Registration, & Schedule View**"**, select **"View Registration Information"** and if you registered correctly it should show "**Active Registration"**

If any error messages occur during the registration process, please refer students to the CCN office 503.399.5239 or email collegecreditnow@chemeketa.edu

The application and registration process instructions can be found on our website under the Apply section.

go.chemeketa.edu/collegecreditnow

Registration Timelines 2026-2027

CCN Student Calendar 2026-27

	Fall 2026 *1st Trimester* *OR* *1st course in 3 term series*	***Winter 2027*** *2nd Trimester* *1st Semester*	***Spring 2027*** *3rd Trimester* *2nd Semester*
Step 1: CCN Student Admission Applications are available at any time. Please make sure to select the correct term indicated below. Applications must be submitted at least 3 days prior to the end of the registration period.			
When do you want to register for classes?	**Select: Fall 2026**	**Select: Winter 2027**	**Select: Spring 2027**
Step 2: Registration Period	**September 8 – October 9**	**November 24 – January 8**	**March 2 – April 9**
Last Day to Withdraw from Classes: Student will receive a W mark as a final grade posted on Chemeketa transcript.	**November 6**	**January 15**	**May 7**
Grades Visible: Check college transcript	**December 16**	**March 24**	**June 16**

Overview of Student Process

For detailed instructions on the application & registration process, please visit the Apply section on our website.

Here is a list of general steps to the process.

- Complete CCN Admission Application for a Chemeketa K Number
- You will receive a confirmation email and a Welcome email with your username and Chemeketa K Number.
- Write down and keep track of Chemeketa K Number, Username and Password.
- Log in to your Chemeketa account or claim your account and register online for CCN classes within registration timelines for each term.
- Check Chemeketa transcript each term to view grades and accuracy of courses listed.
- Pay the $30 fee directly to the high school when registering for your first CCN class each year.

Please Note: Chemeketa has a limit on the number of credits a student can take in one term. If you are registering for more than 18 credits in one college term, you will need to contact the CCN Office at 503.399.5239.

Placement Assessment and Prerequisite Requirements

Chemeketa Community College uses multiple measures to determine students' current skill level via the Placement Assessment form. CCN Academic Survey Information for College Placement is integrated in the CCN application starting 2026-27. This information is collected and the students record is updated. Students must meet course prerequisites for CCN courses prior to enrolling in the college course.

In some cases, it is also necessary for students to take a prerequisite course. In these situations, those prerequisites are communicated by the high school instructor to students through individual advising and syllabus. The prerequisites required for CCN courses can be found in this handbook.

Cost and Payment for CCN

The cost for credit earned through CCN is **$30** per student per year and students can take as many classes as are available to them at their high school. This is a significantly reduced rate to the standard tuition/fees for Oregon Students at Chemeketa of currently $150 per credit. The high school will collect the fee and Chemeketa will invoice the high school at the end of the year for the total number of students (unduplicated headcount) as part of the Intergovernmental Agreement.

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College Procedures

Withdraw Policy

Students are responsible to withdraw CCN classes by the withdraw deadlines for each term if they drop the class at the high school, or if they decide not to have a class or grade posted to their college transcript. If a student misses the withdraw deadline, the course will post to the transcript and the student is responsible for the course and grade earned. If a student has any questions, please contact the CCN office at 503.399.5239 or collegecreditnow@chemeketa.edu.

To withdraw a CCN course, a student must log into their Chemeketa account and click on Add/Drop classes, select the course(s) to withdraw, and then confirm the withdraw. For a student to verify that changes have been submitted, click on Student Menu>Registration & Schedule Menu>Student Detail Schedule. The course will no longer show on the student's schedule if the withdraw was successful. **Remember, if a student does not withdraw by the posted withdraw deadlines, they will be responsible for payment and the course and grade will be assigned to the college transcript.**

Transcripts

College credits obtained through our College Credit Now program will be posted on the student's college transcript at Chemeketa. Students have 24/7 access to their unofficial transcript and online ordering of official transcripts through their Chemeketa student account. Official transcripts cost $8 and are sent electronically to the college or university requested by the student. Paper copies are also available for pick up or to be mailed, the cost is $12.

Students are strongly advised in the Student Handbook to review their unofficial transcript after each term of CCN registration to verify grades and courses are posted accurately. Courses are not posted to a student transcript until grades have been posted. Courses cannot be removed from a transcript, but if an error has occurred in a grade posting we can contact the instructor for a correction.

Financial Aid Implications for Dual Credit

The credits earned through the College Credit Now program may be considered within future financial aid awards. College credit courses completed in high school become a permanent part of the student's record and count against limits for financial aid.

- For example, the Oregon Promise grant funds the first 90 attempted college credits. Students earning a large amount of college credit in high school will see reduced opportunities for public financial assistance in college.
- Student loan subsidy is limited to 150% of the program length. If courses attempted while in high school aren't needed for their college program or are not passed, the credit limit may be reached, and the student may be responsible for interest on their loans while still in school.

This is a good reason to be very intentional about the courses and grades allowed to post to the college transcript. We recommend only having grades of A, B and possibly C post to a transcript when students are still in high school. Please refer to withdraw policies above if students are not obtaining the desired passing grade in the college class.

FERPA Privacy Policy

Chemeketa Community College, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for maintaining educational records and monitoring the release of information in those records. Chemeketa employees with access to student educational records are legally responsible for protecting the privacy of our students by using information only when necessary to instruct, advise, or otherwise assst students.

Only those records defined as “directory information” may be released without the written permission of the student. Directory information at Chemeketa includes:

- Name
- Credit hour status (enrollment status, e.g. full-time, part-time, half-time, not enrolled)
- Dates and terms of enrollment
- Certificate or degree earned and date earned (including GED certificate and Chemeketa high school diploma)
- Certificate or degree candidacy and anticipated graduation date (including GED certificate and Chemeketa high school diploma)
- Athletic honors and statistics
- Honors, awards and scholarships*

*released only to other academic institutions

No other information contained in a student’s educational record(s) at Chemeketa may be released to persons or organizations without the student’s prior written approval. Information beyond “directory information” is not to be released to anyone including relatives, friends, police officers, schools or colleges, other students, or prospective employers, who may wish to contact the student. Additionally, information may never be used for personal benefit of college employees. Chemeketa may communicate with the high school at which a CCN student is enrolled regarding the student’s CCN participation.

Student Accessibility Services

High schools and colleges operate under different guidelines for students with disabilities. All eligible students are allowed to participate in College Credit Now courses, but they must meet the college requirements in order to be eligible for the college credit. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program, may be possible, but all students must meet the student learning outcomes and the assessment rigor of the course in order to be eligible for college credit. If accommodation services are needed, the student must contact the high school. Chemeketa will determine appropriate accommodations and work with the high school for implementation.

Differences between HS and College for dual credit students

High schools follow the IDEA mandates, which require modifications to course curricula. These mandates ensure students with disabilities pathways to success that correspond with/are compatible with their individual abilities.

Examples of accommodation for success include:

- Reduced number of assignments
- Extended deadlines and due dates
- Reduced number of questions on exams
- Permit test retakes
- Alternate test-delivery methods, e.g. oral or multiple-choice tests instead of essays

College provides access to course materials, facilities, and college-sponsored activities without modification of academic of course materials, learning objectives, or assignments.

Examples of accommodation for access include:

- Provision of course materials including those in alternate format e.g., braille, large print, electronic
- Change of classroom location to accommodate mobility needs
- Provision of reduced distraction testing environment
- Communication access e.g., CART/Typewell, Sign Language interpreters

For more information contact our Student Accessibility Services office located in Bldg.2 Room 174 Phone: 503.399.5192 or email studentaccess@chemeketa.edu.

Student Conduct and Cheating/Plagiarism Policies

CCN students are earning both high school and college credit for the CCN classes offered at the high school, students are expected to follow student conduct policies of both the high school and the college. Student policies are found in the college's website: www.chemeketa.edu/students/student-rights-responsibilities/ or in the CCN Student Handbook.

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Academic Honesty

Student Services Series—5000

ACADEMIC HONESTY

Prevention/Philosophy

As members of a community of people seeking to foster growth through education, Chemeketa students are expected to act in a manner that promotes the college's mission, vision and values. In addition, choosing to join the college community obligates each member to adhere to the College's Community Standards, which includes Academic Honesty and Personal Integrity.

All faculty, staff, and administrators can aid in creating a culture of academic integrity by sharing their commitment to these values with students. Faculty are encouraged to share the value of academic integrity and the importance of trust and respect on the syllabus for each course they teach. To assist students in choosing ethical behavior, faculty can remind students before major assignments and exams about Chemeketa's commitment to maintaining a culture of honesty. Continuing college-wide professional development and active student involvement in academic integrity initiatives create awareness and support for Chemeketa's culture of integrity.

Action/Steps by Faculty

1. If a faculty member suspects a violation of the Chemeketa Community College Academic Honesty Policy, the faculty member shall collect evidence documenting the alleged act of academic dishonesty. The evidence may include various samples of the student's work, SafeAssign results, and copies of resources used but not cited.
2. The faculty member observing or investigating an apparent violation of academic honesty meets with the student whenever possible and shares the Chemeketa Community College Academic Honesty Policy and guidelines. The faculty member explains to the student the procedures and penalties for violation of academic honesty.
3. The faculty member provides the student an opportunity to explain the incident.
4. If, after initial investigation, the faculty member determines that there was no violation of academic honesty, the process is concluded and no further action is required.
5. If, after initial investigation, the faculty member reasonably believes that there has been some violation of academic honesty, the faculty member will determine an appropriate course of action, which may include:
    a) Oral or written disciplinary admonition and warning
    b) Temporary exclusion from class, lab, clinical not to exceed one class session
    c) A grade of "F" or a zero for the assignment, project, or examination
    d) A lower grade or grade of "F" or "No Pass" for the course (which overrides a student's ability to withdraw from the course)
    e) Requirement to complete an Academic Integrity Seminar (online or in person)
    f) Requirement to meet with the Academic Integrity Coordinator
    g) Referral to support services such as Tutoring and/or Peer Mentoring
6. The violation is documented using the online Academic Honesty Concern Report form. All supporting documentation should be submitted with the Concern Report form.
7. If the faculty member suspects, but has no documenting proof of a student's violations of the Academic Honesty policy, the faculty member is still encouraged to document the suspected incident using the online Academic Honesty Concern Report form as a Potential Concern. If repeated reports of suspected Academic Honesty violations are reported, the student will be referred to the Academic Integrity Coordinator.
8. Upon submission of the online Academic Honesty Concern Report form and supporting documentation, it is automatically routed to the office of the Executive Dean of Students and the appropriate Academic Dean or Director.
9. If the sanction includes an "F" or "No Pass" for the course, the student is prohibited from dropping the course. When an Academic Honesty Concern Report is received with this sanction, the office of the Executive Dean of Students will place a temporary "HOLD" on the student's account preventing the student from dropping the course to avoid being awarded an "F" or "No Pass". If for any reason the student is able to drop the course, they will be administratively added back into the course and the grade of "F" or "No Pass "will be reflected on the transcript.

Complete Academic Honesty Procedure

CCN Calendar 2026-2027

	Fall 2026 1st Trimester OR 1st course in 3 term series	Winter 2027 2nd Trimester 1st Semester	Spring 2027 3rd Trimester 2nd Semester
Course Syllabus and New CCN Teacher Application Deadlines Per Term	September 4	September 4	January 8
Step 1: CCN Student Admission Applications are available at any time. Please make sure to select the correct term indicated below. Applications must be submitted at least 3 days prior to the end of the registration period.			
When do students need to register for classes?	Select: Fall 2026	Select: Winter 2027	Select: Spring 2027
Step 2: Registration Period	September 8 - October 9	November 24 - January 8	March 2 – April 9
Last Day to Withdraw from Classes: Student will receive a W mark as a final grade posted on Chemeketa transcript.	November 6	January 15	May 7
Grade Entry Due by 10 am	December 14	March 22	June 14

Contact us! collegecreditnow@chemeketa.edu 503.399.5239:

Helpful Websites:

CCN Website contains information, resources and steps on how to apply and register in CCN courses: go.chemeketa.edu/collegecreditnow

Learn more about accelerated learning and how your college credits transfer: https://c3-oregon.org/accelerated-learning

Connect With Us **@ChemeketaCCN** on Instagram

Chemeketa Sponsored Dual Credit (SDC) Procedure

PURPOSE

Chemeketa Community College's College Credit Now program is expanding dual credit offerings to include Sponsored Dual Credit (SDC).

By providing this additional dual credit opportunity, Chemeketa hopes to:

1. Reduce the equity gap on which high school students in our district have access to college credits.
2. Ensure access to quality instruction guided by our faculty and curriculum in areas where dual credit opportunities have been historically underrepresented within our service area.
3. Offer specific college credit to high schools which will provide students who attend Chemeketa the first courses in their Guided Pathways.

Sponsored Dual Credit emphasizes effective learning and student outcomes. Instructor credentials at the high school level are not identical to college required qualifications. Therefore, guidance and interaction with college faculty are built into the SDC model to assure academic standards and quality.

SDC, together with our Traditional DC, will provide broader access to college credits for students who have been underserved through AP and IB programs, and data show a higher rate of underserved students participating in CCN when compared to IB/AP. Furthermore, students who have participated in DC and SDC have performed at a higher level upon transfer to Chemeketa (with higher GPAs and faster degree completion). DC and SDC courses also increase FTE at Chemeketa within the terms offered, and support a future enrollment pipeline for transfer to Chemeketa after high school. In fact, 45% of students who participate in Chemeketa dual credit in high school come to Chemeketa following HS.

High schools are our partners and working collaboratively is vital to the overall student success in transition to a post-secondary institution. High Schools are the source of our future students, and our alignment with them will assure longer term student success.

SUMMARY

Chemeketa Community College will grant college credit for equivalent college courses offered at high schools, taught by approved high school instructors who meet college standards and procedures, as stipulated by the respective academic departments and based on the Oregon Dual Credit and Sponsored Dual Credit Program Standards.

PROCEDURE #4051 PRO

Educational Program Series—4000

COLLEGE CREDIT NOW SPONSORED DUAL CREDIT

The Office of College Credit Now will:

1. Serve as the initial point of contact for the high schools, and will compile the necessary materials and coordinate with appropriate college staff, department Deans/Directors and faculty liaisons for review.
2. Coordinate registration and data collection processes.
3. Administer agreements entered into by the college and high schools.
4. Maintain documentation for all signed College Credit Now agreements.
5. Track Dual Credit and Sponsored Dual Credit (SDC) instructors in the high school to ensure compliance with the following standards:
    a. Minimal required interactions between high school instructors and college faculty have occurred and are documented;
        i. Interactions may include: email, phone, video conference, in-person site visits, classroom visits, and professional development activities.
        ii. Frequency of interactions is determined at time of approval to teach within the SDC program and in consultation with the approving department.
    b. Syllabi are submitted each term the class is offered.
    c. Course level outcome assessment submitted at least once a year as defined by the College academic department.
    d. Textbook adoptions/changes, curriculum alignment and norming activities completed at least once a year as defined by the College academic department.
2. Complete the following if SDC instructors are found to be out of compliance:
    a. Send an informal warning to CCN instructor stating compliance issue within 15-days of being found out of compliance.
    b. Send a formal written warning to CCN instructor, administrator, and college department chair stating required actions and timeline within 45-days of non-compliance.
    c. Suspend the agreement and post a notification on the CCN website, blocking registration if corrective action has not been taken within 90-days from the initial notification.
    d. May reauthorize suspended agreements once the CCN instructor has addressed the compliance issue.

Chemeketa Department Deans/Directors and SDC Faculty Liaisons will:

1. Review and approve/deny potential SDC instructors and courses based on state, college, and departmental standards.
2. Determine if the CCN instructor qualifies for Sponsored Dual Credit (SDC):
    a. Dual Credit (For Reference)
        i. Master's degree in content area,
        ii. Master's degree with 24/30 graduate credits in the content area, or
        iii. In cases where the high school instructor has demonstrated competencies or served in professional fields and can show documentation (e.g., Associate's or Bachelor's degree, industry

certifications, or licensure) to support the individual's high level of proficiency, the Master's degree requirement may be waived by the academic department.

iv. Same criteria as a full-time or adjunct instructor; work experience in related field.

b. Sponsored Dual Credit (SDC):

i. Specific qualifications as determined by the department.

ii. Qualifications may include, but are not limited to:

1. Master's degree in Teaching/Education
2. Content area specific graduate level credits (# of credits), emphasis area
3. Work experience
4. Industry recognized credential

3. Determine the appropriate SDC level for SDC instructors with SDC Faculty Liaison:

Level 3: For new instructors to the program. An individualized plan with regular interactions. Includes site visits to high school classrooms, and review of student outcomes on common assessments.

At level 3, Chemeketa and High School instructors will meet at least once per month. Additional meeting time may be necessary if determined by the college.

Level 2: For instructors who are not new to the program, and have some areas of successful teaching but have not fully met the expectations of the College faculty.

At level 2, Chemeketa and High School instructors will meet once monthly.

Level 1: For experienced HS teachers who have had consistent curriculum alignment, collegial interaction with liaisons, and have met participation expectations in the SDC model for at least 3 classes within the SDC model.

At level 1, Chemeketa and High School instructors meet at a minimum of twice quarterly in an interactive synchronous manner. This can occur via email, phone, video or in person. Interactions should be varied and not dependent solely on email or phone.

Engagement in regular interactions with CCN instructors is required by Dual Credit and SDC standards, as appropriate. Regular interactions may occur via email, phone, video conference, in-person site visits, classroom visits, and through department sponsored professional development activities. These interactions will consist of program updates and/or substantive interactions between the CCN high school instructor and college faculty.

4. Document regular interactions with SDC instructors.
5. Conduct site visits. Site visits will be used to provide an opportunity for the college faculty to visit the CCN instructor during class, to discuss course content, curriculum, and

assessments, and to provide feedback on course alignment. College faculty will conduct site visits and submit completed visit reports in accordance with guidelines and forms maintained by the College Credit Now Office.

6. Review CCN agreements every year.
7. Compensation for participating SDC Faculty Liaisons for the 20-21 year will be documented via timesheet submission monthly to their department at the determined College meeting rate.

CCN Instructors will:

1. Engage in regular interactions with College faculty under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions will consist of program updates and/or substantive interactions between the CCN instructor and college faculty.
    a. Dual credit instructors must interact with College faculty at least once annually
    b. SDC instructors must interact with College faculty at least once quarterly.
1. Participate in site visits at the discretion of the SDC Faculty Liaison. Site visits will be used to provide an opportunity for the college faculty to visit the CCN instructor during class, to discuss course content, curriculum, and assessments, and to provide feedback on course alignment.
2. Maintain compliance with required interactions, syllabus submission, and assessment requirements. CCN instructors will be found out of compliance for missed interactions, an incomplete syllabus (a syllabus that does not include all elements, as listed on the Syllabus Checklist), or incomplete assessment materials.
3. Take action to correct compliance issues in a timely manner.
    a. Corrective action options for interaction requirements will be department specific and may include:
        i. Meeting with the department chair/lead faculty; or
        ii. Submitting a written reflection on assessment results.
    b. Corrective action options for a missing or incomplete syllabus include:
        i. Submitting the missing syllabus; or
        ii. Modifying and submitting the incomplete syllabus so that it is deemed complete.

June 5, 2020 .

Adopted College Council

Approved College Credit Now Courses

Course ID	Course Title	Credits	Course ID	Course Title	Credits
AH115	Healthcare Career Success Strategies	2	DSL110	Diesel Engine Diagnosis and Repair	6
APR101	Trade Skills Fundamentals	6	DSL111	Diesel Technology Introduction to Electrical and Electronics	6
AUM151	Basic Automotive Engines	5	DSL 130	Diesel Technology: Introduction to Hydraulics	6
AUM157	Automotive Brake Systems	6	DSL 210	Diesel Technology: Heavy Duty Brakes	6
AUM168	Automotive Electrical Systems I	5	ECE150	Intro & Observation in ECE	3
AUM184	Automotive Materials & Resources	2	ECE155	Child Nutrition	3
BA100	Business Career Exploration	3	ED101	Introduction to Practicum and Teaching	3
BA101Z	Introduction to Business	4	ED 114	Math Instructional Strategies	3
BA115	Introduction to Accounting	4	ED 216	Foundations in Education	3
BI101	General Biology 1	4	EGR248	Graphics & 3D Modeling	3
BI102	General Biology 2	4	ELT100	Electronic Fundamentals for Non-majors	4
BLD141	International Residential Code 1	3	EMT151	Emergency Medical Technician, Part 1	6
BLD142	International Residential Code 2	3	EMT152B	Emergency Medical Technician, Part 2	6
BLD158	Construction Materials, Systems, and Drawings	2	EMT177	Emergency Res. Comm./Doc.	2
CA121	Keyboarding & Document Production	3	ES172	Intro to Emergency Services	3
CA122	Advanced Keyboarding & Document Production	3	ES173	Principals of Emergency Services	3
CH121	College Chemistry	5	FR101	First Year French, 1st Term	4
CIS101	Computer Concepts	3	FR102	First Year French, 2nd Term	4
CJ100	Survey of the Criminal Justice System	3	FR103	First Year French, 3rd Term	4
CJ101	Criminology	3	FR201	Second Year French, 1st Term	4
CJ125*	Public Safety Communications and Documentation	3	FR202	Second Year French, 2nd Term	4
CJ261A*	Law Enforcement Related Experience 1	6	FR203	Second Year French, 3rd Term	4
CLA201	Introduction to Chicano and Latino Studies 1	4	FRP175	Hazmat Operations	1
CLA202	Introduction to Chicano and Latino Studies 2	4	GE101	Engineering Orientation	3
CLA203	Introduction to Chicano and Latino Studies 3	4	GE102	Engineering Computations	3
COMM111Z	Fundamentals of Public Speaking	4	GE103	Engineering Computations	3
CS160	Introduction to Computer Science	4	GEG106	Cultural Geography 1	4
CS161	Computer Science 1	4	GEG107	Development, Resources, and Sustainability	4
DRF130	CAD 1	3	GEG201	World Reg Geo: Developed World	4
DRF131	CAD 2	3	GEG202	World Reg Geo: Developing World	4

DRF150	Architectural Drafting 1	3	GS104	General Science: Physics	4
HDF222	Family Relationships	3	MTH112Z	Precalculus II: Trigonometry	4
HDF225	Prenatal, Infant, & Toddler Development	3	MTH251Z	Differential Calculus	4
HDF247	Preschool Child Development	3	MTH252Z	Integral Calculus	4
HM101	Medical Law and Ethics	3	MUS100	Music Fundamentals	3
HM120	Medical Terminology I	3	MUS161	Music Appreciation	3
HM121	Medical Terminology II	4	PE185AA	Sports Conditioning-Beginning	1
HOR111	Intro to Horticulture	3	PE185BJ	Basketball-Beginning	1
HOR211	Plant Propagation	4	PE185CA	Conditioning-Beginning	1
HOR286	Organic Gardening Summer Practices	2	PE185FD	Soccer-Beginning	1
HPE184	Sports Medicine: Prev. & Care of Athletic Injuries	3	PE185VJ	Volleyball-Beginning	1
HPE270	Sports Psychology	3	PE185WK	Walking Fitness-Beginning	1
HPE285	Advanced Prevention & Care of Athletic Injuries	4	PH201	General Physics	4
HPE295	Health & Fitness for Life	3	PH214	Physics Lab for PH201 or PH211	1
HST104	World Civilization: 3500 B.C. to 1450	4	SOIL205	Soil Science	4
HST105	World Civilization: 1450 C.E. to 1870	4	SPN101Z	First Year Spanish, 1st Term	4
HST106	World Civilization: 1870 to the present	4	SPN102Z	First Year Spanish, 2nd Term	4
HST201Z	United States: to 1840	4	SPN103Z	First Year Spanish, 3rd Term	4
HST202Z	United States: 1840 to 1900	4	SPN201	2nd Year Spanish, 1st Term	4
HST203Z	United States: 1900 to Present	4	SPN202	2nd Year Spanish, 2nd Term	4
HTM100	Hospitality Industry	4	SPN203	2nd Year Spanish, 3rd Term	4
HTM104	Tourism and Travel Industry	4	SPN211	Intermediate Spanish Conversation, Term I	3
HTM105	Restaurant Operations	4	SPN212	Spanish Conversation-Intermediate, Term II	3
JPN101	First Year Japanese, Term 1	4	SPN213	Spanish Conversation-Intermediate, Term III	3
JPN102	First Year Japanese, Term 2	4	SPN214	Heritage Spanish 1	4
JPN103	First Year Japanese, Term 3	4	SPN215	Heritage Spanish 2	4
JPN201	Second Year Japanese, Term 1	4	SPN216	Heritage Spanish 3	4
JPN202	Second Year Japanese, Term 2	4	STAT243Z	Elementary Statistics I	4
JPN203	Second Year Japanese, Term 3	4	STAT244	Elementary Statistics II	4
MT105	Introduction to Robotics	3	VC130	Photoshop 1	2

MTH105Z	Math in Society	4	VC139	Illustrator 1	2
MTH111Z	Precalculus I: Functions	4	VMW101	General Viticulture	3

Course ID	Course Title	Credits
WLD177	Welding Processes	4
WLD197	Welding	2
WR115	Introduction to Composition	4
WR121Z	Academic Composition	4
WR122Z	Argument, Research, and Multimodal Composition	4

See our Course Catalog for course descriptions. *If you would wish for a new course to be considered for College Credit Now, please contact the CCN office.*

Prerequisite List for Approved CCN Courses

Course ID	Course Title	Prerequisites	Credits
AH115	Healthcare Career Success Strategies	No prerequisite listed.	2
APR101	Trade Skills Fundamentals	No prerequisite listed.	6
AUM151	Basic Automotive Engines	No prerequisite listed.	5
AUM157	Automotive Brake Systems	AUM151 and AUM158, each with a grade of C or better; or consent of instructor.	6
AUM168	Automotive Electrical Systems I	AUM151 and AUM158, each with a grade of C or better; or consent of instructor.	5
AUM184	Automotive Materials & Resources	No prerequisite listed.	2
BA100	Business Career Exploration	No prerequisite listed.	3
BA101Z	Introduction to Business	Recommended: Placement into WR121Z.	4
BA115	Introduction to Accounting	No prerequisite listed.	4
BI101	General Biology: Ecology and Diversity	Placement into WR 115 (or higher), or completion of WR 90 (or higher) with a grade of C or better, or consent of an instructor	4
BI102	General Biology: Cell Biology, Genetics, and Evolution	Placement into WR 115 (or higher), or completion of WR 90 (or higher) with a grade of C or better, or consent of an instructor	4
BLD141	International Residential Code 1	No prerequisite listed.	3
BLD142	International Residential Code 2	Prerequisite: BLD141 with a grade of C or better; or consent of instructor.	3
BLD158	Construction Materials, Systems, and Drawings	No prerequisite listed.	2
CA121	Keyboarding & Document Production	No prerequisite listed.	3
CA122	Advanced Keyboarding & Document Production	CA121 with a grade of C or better; or touch keyboarding ability of 25 words per minute (30 words per minute recommended); or consent of instructor.	3
CH121	College Chemistry	Placement into WR 115 (or higher), or completion of WR 090 (or higher); and placement into MTH 111Z (or higher), or completion of MTH 095 (or higher, except MTH 098 and MTH 105Z); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	5
CIS101	Computer Concepts	Recommended: Placement into RD090 (or higher).	3
CJ100	Survey of the Criminal Justice System	No prerequisite listed.	3
CJ101	Criminology	No prerequisite listed.	3
CJ125	Public Safety Communications and Documentation	No prerequisite listed.	3
CJ261A	Law Enforcement Related Experience 1	Admission restricted to the students chosen through an application process and CJ103 with a C grade or better with criminal history clearance specific to Department of Public Safety Standards and Training employment standards.	6
CLA201	Introduction to Chicano and Latino Studies 1	Placement into WR 115 (or higher), or completion of WR 090 (or higher) with a grade of C or better; or consent of instructor.	4
CLA202	Introduction to Chicano and Latino Studies 2	Placement into WR 115 (or higher), or completion of WR 090 (or higher) with a grade of C or better; or consent of instructor.	4

CLA203	Introduction to Chicano and Latino Studies 3	Placement into WR 115 (or higher), or completion of WR 090 (or higher) with a grade of C or better; or consent of instructor.	4
COMM111Z	Public Speaking	Placement into WR 115 or completion of WR 090 with a grade of C or better; or consent of instructor. Recommended placement into WR121Z (or higher); or completion of WR115(or higher) with a grade of C or better; or consent of instructor.	4
CS160	Introduction to Computer Science	Placement into WR 115 or completion of WR 090 with a grade of C or better; or consent of instructor. Placement into MTH112Z (or higher) or MTH111Z (or higher) or concurrent enrollment or consent of instructor. All Prerequisites must be completed with a grade of C or better	4
CS161	Computer Science 1	Placement into WR115 (or higher), or completion of WR90 (or higher) and placement into MTH112Z or higher; or MTH111Z or higher and CS160, or GE102, or DATA101, or CIS133SC or consent of instructor. All Prerequisites must be completed with a grade of C or better	4
DRF130	CAD 1	No prerequisite listed.	3
DRF131	CAD 2	DRF130 with a grade of C or better; or consent of instructor.	3
DRF 150	Architectural Drafting 1	DRF131 with a grade of C or better; or consent of instructor.	3
DSL110	Diesel Engine Diagnosis and Repair	Placement into WR080 and MTH052; or consent of instructor. Concurrent: DSL111	6
DSL111	Diesel Technology Introduction to Electrical and Electronics	Placement into WR080 and MTH052; or consent of instructor. Concurrent: DSL110	6
DSL 130	Diesel Technology Introduction to Hydraulics	Prerequisite: DLS120 and DSL121 each with a grade of C or better; or consent of instructor. Concurrent: DSL131	6
DSL 210	Diesel Technology Heavy Duty Brakes	DSL130 and DSL131 each with a grade of C or better; or consent of instructor. Concurrent: DSL111	6
ECE150	Intro & Observation in ECE	No prerequisite listed.	3
ECE155	Child Nutrition, Health, and Safety	Placement in to WR090; or consent of instructor.	3
ED101	Introduction to Education	No prerequisite listed.	3
ED114	Instructional Strategies in Math	MTH060 with a grade of C or better; or consent of instructor.	3
ED216	Foundations of Education	Placement into WR 115 or completion of WR 090 with a grade of C or better; or consent of instructor.	3
EGR248	Graphics & 3D Modeling	Placement into WR 115 or completion of WR 090 or higher and completion of DRF130 or consent of instructor. All Prerequisites must be completed with a grade of C or better.	3
ELT100	Electronic Fundamental for Non-majors	MTH070 with a grade of C or better; or consent of instructor.	4
EMT151	Emergency Medical Technology, Part 1	Completion of placement testing for writing skills at WR080 (or higher), and math at MTH052 (or higher). Must be concurrently enrolled BLS Health Care Providers CPR course. Must meet standards set by the Oregon State EMS Office for licensure which includes health, driving, immunizations, and criminal record check.	6

EMT152B	Emergency Medical Technology, Part 2	EMT151 with a grade of C or better. Must meet standards as set by the Oregon State EMS Office for licensure which includes health, driving, immunization, and criminal record check.	6
EMT177	Emergency Res. Comm./Doc.	No prerequisite listed.	2
ES172	Intro to Emergency Services	No prerequisite listed.	4
ES173	Principals of Emergency Services	No prerequisite listed.	3
FR101	First Year French, 1st Term	Placement into WR115 (or higher); or WR090 (or concurrent enrollment or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
FR102	First Year French, 2nd Term	Recommended: FR101 or one year of high school French. (With a grade of C or better.) Placement into WR115 (or higher); or WR090 (or concurrent enrollment or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
FR103	First Year French, 3rd Term	Recommended: FR102 or two years of high school French. (With a grade of C or better.) Placement into WR115 (or higher); or WR090 (or concurrent enrollment or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
FR201	Second Year French, 1st Term	Recommended: FR103, or three years of high school French; Placement into WR115 (or higher); or completion of WR090 or concurrent enrollment or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
FR202	Second Year French, 2nd Term	Recommended: FR201 or four years of high school French (With a grade of C or better.) Placement into WR115 (or higher); or WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed in a grade of C or better.)	4
FR203	Second Year French, 3rd Term	Recommended: FR202 or four years of high school French; (With a grade of C or better.) Placement into WR115 (or higher); or WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed in a grade of C or better.)	4
FRP175	Hazmat Operations	No prerequisite listed.	1
GE101	Engineering Orientation	Placement into WR115 (or higher); or completion of WR090 or higher) and placement into MTH112Z (or higher); or completion of MTH111Z, MTH112Z, or MTH251 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	3
GE102	Engineering Computations	Placement into WR115 (or higher); or completion of WR090 or higher) and placement into MTH112Z (or higher); or completion of MTH111Z, MTH112Z, or MTH251 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	3

GE103	Engineering Computations	Placement into WR115 (or higher); or completion of WR090 or higher) and completion of GE101 with a grade of C or better; or consent of instructor.	3
GEG106	Cultural Geography 1	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
GEG107	Development, Resources, and Sustainability	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
GEG201	World Reg Geog: Developed World	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
GEG202	World Reg Geo: Developing World	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
GS104	General Science: Physics	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
HDF222	Family Relationships	Placement into WR090; or consent of instructor.	3
HDF225	Prenatal, Infant, & Toddler Development	Placement into WR090; or consent of instructor.	3
HDF247	Preschool Child Development	Placement into WR090; or consent of instructor.	3
HM101	Medical Law and Ethics	No prerequisite listed.	3
HM120	Medical Terminology I	No prerequisite listed.	3
HM121	Medical Terminology II	HM120 with a grade of C or better; or consent of instructor.	4
HOR111	Intro to Horticulture	No prerequisite listed.	3
HOR211	Plant Propagation	No prerequisite listed.	4
HOR286	Organic Gardening Summer Practices	No prerequisite listed.	2
HPE184	Sports Medicine: Prev. & Care of Athletic Injuries	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	3
HPE270	Sports Psychology	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	3
HPE285	Advanced Prevention & Care of Athletic Injuries	Placement into WR115 (or higher); or completion of WR09and completion of HPE184 consent of instructor. All prerequisite courses must be completed with a grade of C or better.	4
HPE295	Health & Fitness for Life	No prerequisite listed.	3
HST104	World Civilization: 3500 B.C. to 1450	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
HST105	World Civilization: 1450 C.E. to 1870	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
HST106	World Civilization: 1870 to the present	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
HST201Z	United States: to 1840	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4

HST202Z	United States: 1840 to 1900	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
HST203Z	United States: 1900 to Present	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
HTM100	Hospitality Industry	No prerequisite listed.	4
HTM104	Tourism and Travel Industry	No prerequisite listed.	4
HTM105	Restaurant Operations	No prerequisite listed.	4
JPN101	First Year Japanese, Term 1	Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
JPN102	First Year Japanese, Term 2	Recommended: JPN101or one year of high school Japanese. (With a grade of C or better.) Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
JPN103	First Year Japanese, Term 3	Recommended: JPN102 or two years of high school Japanese. (With a grade of C or better.) Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
JPN201	Second Year Japanese, Term 1	Recommended: JPN103, or three years of high school Japanese (With a grade of C or better.) Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
JPN202	Second Year Japanese, Term 2	Recommended: JPN201 or four years of high school Japanese. (With a grade of C or better.) Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
JPN203	Second Year Japanese, Term 3	Recommended: JPN202 or four years of high school Japanese. (With a grade of C or better.) Placement into WR115 (or higher); or completion of WR090 or higher with a grade of C or better; or consent of instructor.	4
MT105	Introduction to Robotics	No prerequisite listed.	3
MTH105Z	Math in Society	Placement into WR 115(or higher), or completion of WR 090(or higher); and placement into MTH 105Z (or higher), or concurrent enrollment in MTH 105A, or equivalent course as determined by instructor; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
MTH111Z	Precalculus 1: Functions	Placement into WR 115 (or higher), or completion of WR 090 (or higher); and placement into MTH 111Z (or higher), or completion of MTH 095 (or higher) or equivalent course as determined by instructor; or consent of instructor or concurrent enrollment in MTH 111A (All prerequisite courses must be completed with a grade of C or better.)	4
MTH112Z	Precalculus 2: Trigonometry	Placement into WR 115(or higher), or completion of WR 090(or higher); and placement into MTH 112Z(or higher), or completion of MTH 111Z(or higher) or	4

		equivalent course as determined by instructor; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	
MTH251Z	Differential Calculus	Placement into MTH251; or completion of MTH112Z with a grade of C or better; or equivalent course as determined by instructor; or consent of instructor.	4
MTH252Z	Integral Calculus	Placement into WR 115(or higher), or completion of WR 090(or higher) and placement into MTH251Z (or higher) or completion of MTH112Z or higher or equivalent course as determined by the instructor; or consent of instructor. All prerequisite courses must be completed with a grade of C or above)	4
MUS100	Music Fundamentals	Placement into WR 115 (or higher), or completion of WR 090 (or higher) with a grade of C or better; or consent of instructor.	3
MUS161	Music Appreciation	Placement into WR 115 (or higher), or completion of WR 090 (or higher) with a grade of C or better; or consent of instructor.	3
PE185AA	Sports Conditioning-Beginning	No prerequisite listed.	1
PE185BJ	Basketball-Beginning	No prerequisite listed.	1
PE185CA	Conditioning-Beginning	No prerequisite listed.	1
PE185FD	Soccer-Beginning	No prerequisite listed.	1
PE185VJ	Volleyball-Beginning	No prerequisite listed.	1
PE185WK	Walking Fitness-Beginning	No prerequisite listed.	1
PH201	General Physics	Placement into WR 115(or higher), or completion of WR 090(or higher)	4
SOIL205	Soil Science	No prerequisite listed.	4
SPN101Z	First Year Spanish, 1st Term	Recommended: SPN101Z: None; SPN102Z: SPN101Z, or one year of high school Spanish; SPN103Z: SPN102Z, or two years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN102Z	First Year Spanish, 2nd Term	Recommended: SPN101Z: None; SPN102Z: SPN101Z, or one year of high school Spanish; SPN103Z: SPN102Z, or two years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN103Z	First Year Spanish, 3rd Term	Recommended: SPN101Z: None; SPN102Z: SPN101Z, or one year of high school Spanish; SPN103Z: SPN102Z, or two years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All	4

		prerequisite courses must be completed with a grade of C or better.)	
SPN201	2nd Year Spanish, 1st Term	Recommended: SPN201: SPN103, SPN151, or three years of high school Spanish; SPN202: SPN201, or four years of high school Spanish; SPN203: SPN202, or four years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN202	2nd Year Spanish, 2nd Term	Recommended: SPN201: SPN103, SPN151, or three years of high school Spanish; SPN202: SPN201, or four years of high school Spanish; SPN203: SPN202, or four years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN203	2nd Year Spanish, 3rd Term	Recommended: SPN201: SPN103, SPN151, or three years of high school Spanish; SPN202: SPN201, or four years of high school Spanish; SPN203: SPN202, or four years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN211	Intermediate Spanish Conversation Term 1	Recommended: SPN113, or two years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 or higher with a grade of c or better; or consent of instructor.	3
SPN212	Spanish Conversation-Intermediate, Term II	Recommended: SPN211, or three years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 or higher with a grade of c or better; or consent of instructor.	3
SPN213	Spanish Conversation-Intermediate, Term III	Recommended: SPN212, or three years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 or higher with a grade of c or better; or consent of instructor.	3
SPN214	Heritage Spanish 1	Prerequisite: Placement into WR115 (or higher); or completion of WR090 or higher with a grade of c or better; or consent of instructor and Native Spanish speaker (grew up speaking Spanish at home) Students are expected to be familiar with the written language.	4
SPN215	Heritage Spanish 2	Prerequisite: Placement into WR115 (or higher); or completion of WR090 or higher with a grade of c or	4

		better; or consent of instructor and Native Spanish speaker (grew up speaking Spanish at home) Students are expected to be familiar with the written language. Recommended: SPN214 with a grade of C or better	
SPN216	Heritage Spanish 3	Prerequisite: Placement into WR115 (or higher); or completion of WR090 or higher with a grade of c or better; or consent of instructor and Native Spanish speaker (grew up speaking Spanish at home) Students are expected to be familiar with the written language. Recommended: SPN215 with a grade of C or better	4
STAT243Z	Elementary Statistics I	Placement into WR 115 (or higher), or completion of WR 090 (or higher); and placement into MTH 243 (or higher), or completion of MTH 105Z or MTH 111Z or equivalent course as determined by instructor; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
STAT244	Elementary Statistics II	Placement into WR 115 (or higher), or completion of WR 090 (or higher); and completion of STAT 243Z (or higher) or equivalent course as determined by instructor; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
VC130	Photoshop I	Previous computer experience; or consent of instructor.	2
VC139	Illustrator 1	Previous computer experience; or consent of instructor.	2
VMW101	General Viticulture	No prerequisite listed.	3
WLD177	Welding Processes	No prerequisite listed.	4
WLD197	Welding	Sixth-term standing in Automotive Technology program; or consent of program chair.	2
WR115	Introduction to Composition	Placement into WR115;or concurrent enrollment in WR115A or completion of WR090 with a grade of C or better.	4
WR121Z	Academic Composition	Placement into WR121Z; or completion of WR115 (or higher), with a grade of C or better.	4
WR122Z	Argument, Research, and Multimodal Composition	WR121Z with a grade of C or better	4

See our Course Catalog for course descriptions.

*If you wish to have a new course be considered for College Credit Now, please call the CCN office at 503.399.5239

College Credit Now Contact Information

Chemeketa Community College

Building 49

PO Box 14007, Salem, OR 97309

College Credit Now: Main Line: 503.399.5239 collegecreditnow@chemeketa.edu

Staff:

HSP CCN Advisor: **Denise Davila Ibarra** 503.399.5235, denise.davila@chemeketa.edu
Program Coordinator: **Maira Garcia** 503.584.7352, maira.garcia@chemeketa.edu
Dean of HSP: **Sara Hastings** 503.399.5293, sara.hastings@chemeketa.edu

Chemeketa Program Liaisons 2026-27:

Department: Course(s)	Liaison	Dean/Director
Apprenticeship (APR)	Shelly Tracy	Nol Cobb
Automotive (AUM)	Sam Olheiser	Larry Cheyne
Behavioral Health & Health Promotion, Health Sciences (AH115, HM101, HM120/121)	Dana Nolan	Shaunah Steele
Building Inspection (BLD)	Jordan Bermingham	Jordan Bermingham
Business Administration (BA100, BA101)	Karen Edwards	R. Taylor
Communication (COMM)	Josie Wood	Keith Russell
Computer Info Systems (CIS)	Don Kraus	R. Taylor
Computer Science (CS)	Andrew Scholer	Timor Saffary
Cooperative Work Experience (FE)	Rebecca Salinas-Oliveros	R. Taylor
Criminal Justice (CJ)	Jordan Bermingham	Jordan Bermingham
Diesel Technology (DSL)	Kevin Ruby, David Samek	Jordan Bermingham
Drafting (DRF)	Andrew Frank	Larry Cheyne
Early Childhood Education (ECE, HDF)	Erika Romine	Karla Hale
Education (ED)	Karla Hale	Karla Hale
Electronics (ELT)	Chuck Sekafetz	Larry Cheyne
Emergency Medical Technology (EMT/ES)	Chris Arbuckle	Jordan Bermingham
Engineering Transfer (EGR,GE)	Halston Tuss	Timor Saffary
English (WR)	Jeremy Trabue	Keith Russell

Filmmaking (FLM)	Peter Hoelter	Keith Russell
Fire Protection (FRP)	Josh Darland	Jordan Bermingham
Health /Physical Education (HPE184, HPE285)	Marty Limbird	Shaunah Steele
Health /Physical Education (HPE270)	Nathan Pratt	Shaunah Steele
Health /Physical Education (HPE295)	Raschel Larsen	Shaunah Steele
Horticulture/Agriculture (HOR, VMW)	Joleen Schilling	Tim Ray
Hospitality & Tourism Management (HTM)	Eric Aebi	Paul Davis
Languages (FR, JPN, SPN)	Silvia Herman	Keith Russell
Life Science: Anatomy & Biology (BI)	Jonathan Christie	Marie Gabbard
Math (MTH)	Nolan Mitchell	Timor Saffary
Network Technology & Robotics (NET,MT)	Chuck Sekafetz	Larry Cheyne
Office Administration & Technology (BT, CA & BA115)	Bryan Monson	R. Taylor
Physical Education (PE185BJ, PE185FD, PE185VJ & PE185WK)	Raschel Larsen	Shaunah Steele
Physical Education (PE185AA & PE185CA)	Nathan Pratt	Shaunah Steele
Physical Science: Chemistry (CH) & Physics: Astronomy (PH, GS104)	Ben Frankamp	Timor Saffary
Social Science (CLA, GEG & HST)	Taylor Marrow	R. Taylor
Visual Communications (VC)	Peter Hoelter	Keith Russell
Viticulture (VMW)	Bryan Berenguer	Paul Davis
Welding (WLD)	Mike Myers	Larry Cheyne

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Instructor Resources

Final Grade Entry

Grading Deadlines;

- **Fall 2026 – December 14**
- **Winter 2027 – March 22**
- **Spring 2027 – June 14**
- **The deadline for submitting grades is 10 am on Monday.**

Missing Grades

1. Enrollment Services enters a place holder grade of ‘M’ when grades aren’t submitted on time.
2. Missing grades negatively impact students’ financial aid, transcripts, scholarships, applications to other schools/programs, etc.
3. Use the Electronic Grade Change process to change the ‘M’ to the appropriate grade as soon as possible.

Preparation for Grade Entry

Log into your Employee Chemeketa account (https://employee.chemeketa.edu) account and confirm all of your
assigned courses are available.

If you’re unable to login:

1. Click on “Need Help?” located in the top right corner of the login box
2. Click ‘Forgot My Password?’ and follow the steps

If this does not work call the Technology Help Desk; available weekdays from 8 am to 5 pm (503-399-7899).

Steps for Entering Final Grades

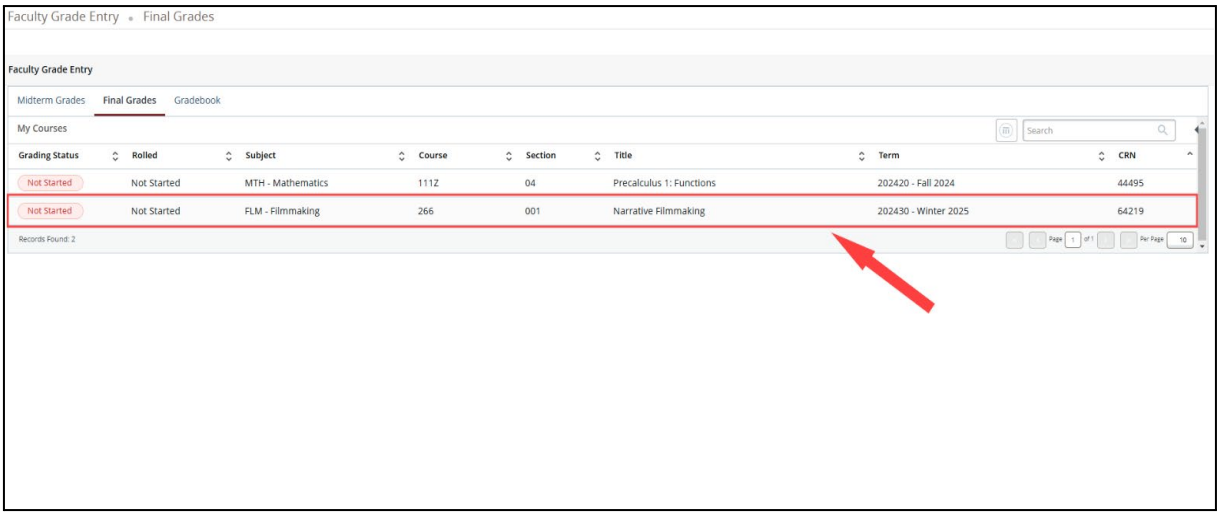
You will enter grades through the Faculty Self-Service tile via https://employee.chemeketa.edu. If you don't see Faculty Self-Service as a tile on your account, you may be in logged into the student apps versus the employee apps. You can switch between apps by using the organizational tree icon located in the upper right of the page.

In the Grading section of the Faculty Self-Service Menu, click on Final Grade Entry

Entering your Grades

Step 1

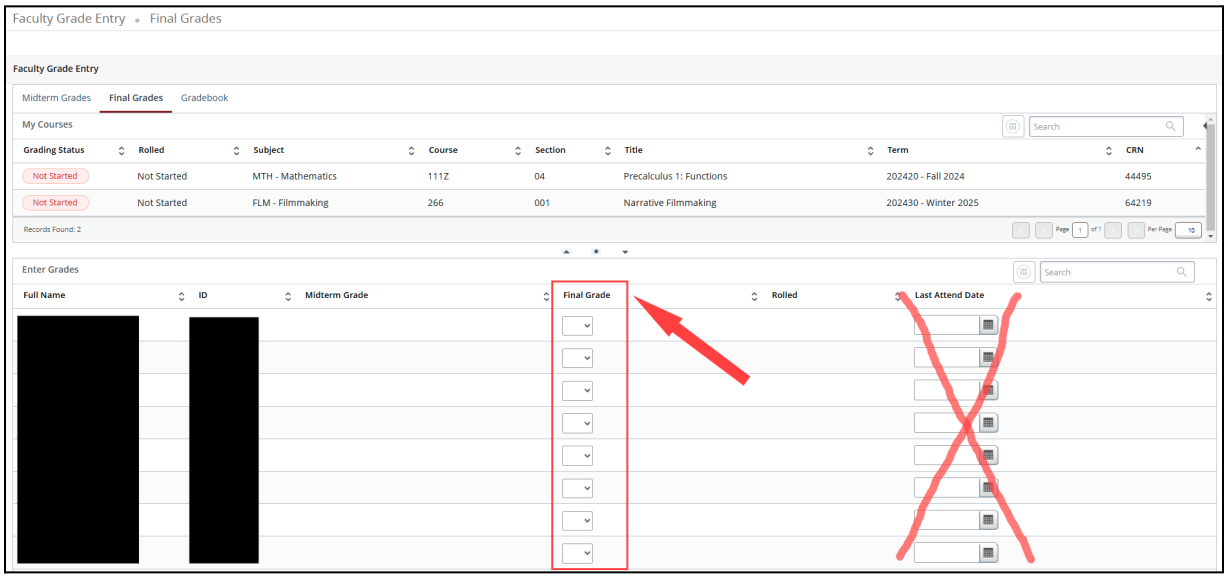
In the full screen Final Grade entry page, select the course you intend to grade by clicking on it. You can click anywhere in the area indicated in red below. *(Note: you may also see courses from previous terms listed here and that is okay.)*



Step 2

Clicking on your course will make your class list appear below. *(Note: if not using full screen mode, you may need to scroll all the way down with both scroll bars in order to see your full class list)*

Use the drop down menus in the Final Grade column to select the appropriate grade for each student. ***(Note: Do not enter anything in the 'Last Attend Date" field.)***



Step 3

Review your entries and when you are satisfied, scroll to the bottom and click **Save**. (Note: you can click Save frequently to avoid any timeout issues.)

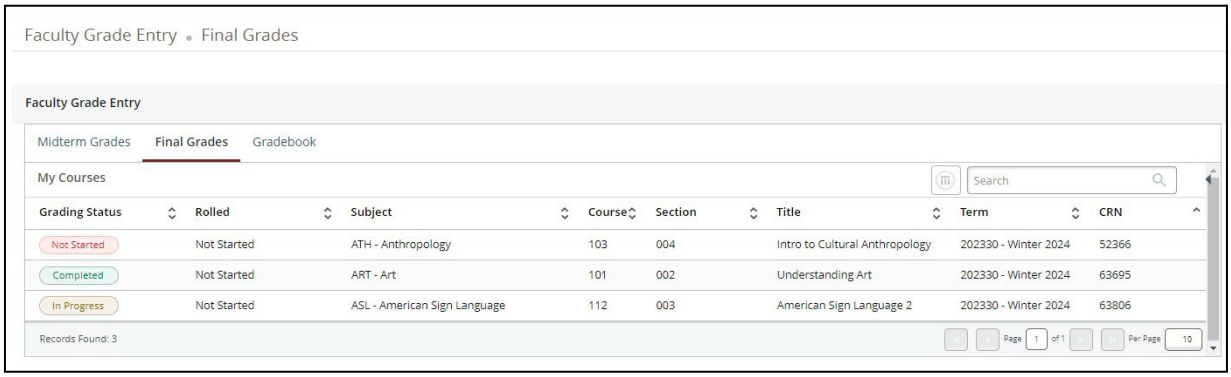
Step 4

If you have more than 25 students enrolled in your class, there will be multiple pages to grade. Scroll to the bottom of the list of students and click the arrow button to go to the next page of students.

Repeat these steps for every course you're teaching this term.

Notice the **Grading Status** indicator – this can assist you with tracking which courses have been graded or may need your attention.

- **Not Started** – None of the students have grades assigned
- **In Progress** – Some students have grades assigned
- **Complete** – All students have grades assigned



Helpful Hints

- Grades can be entered from anywhere as long as you have a computer and internet access.
- Use the Full Screen option for the best view of the grade entry page.
- If you do not use the Full Screen, be sure to scroll down with both scroll bars (see right side of your screen) in order to see your full class list.
- When using the scroll wheel to select a grade from the dropdown, be aware that selecting a grade and then rolling the wheel will scroll through the grade choices and you may inadvertently choose the wrong grade. Check your grade entries carefully.
- Only the primary instructor of record may enter grades for a course.
- Contact your academic department if you're unable to enter Final grades
- Submitted grades can be changed using the grade entry steps outlined above as long as it is before the deadline for grade submission.

- To alter student grades after the grade submission deadline has passed, follow the steps in the Electronic Grade Change.

Chemeketa Community College's Grading System

For additional clarification or questions, please contact your Dean's office.

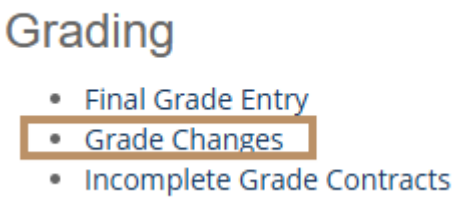
Grade	What It Means
A	**Excellent.** An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrative mastery or required knowledge and skills.
B	**Very Capable.** An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.
C	**Competent.** An indication that the student has met the stated outcomes and course criteria but with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
D	**Limited Success.** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
F	**Failure.** An indication that the student has not adequately met the stated outcomes and criteria of the course.
IB **IC** **ID** **IF**	**Incomplete.** An 'I" must be requested by the students and is given at the instructor's discretion when some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. A contract will specify the length of additional time to complete the course material (standard is one-term). If the contract is not fulfilled then the "I" grade will revert to the specified letter grade. An "I" does not entitle a student to satisfy a prerequisite requirement for another course.
P	**Pass.** Acceptable performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better on the regular grading scale, but is given instead of a letter grade. A maximum of eight "P" credits are allowed toward an associate's degree.
NP	**No Pass.** Unacceptable Performance. Does not satisfy requirements for entry into courses where prerequisites are specified.
PL	**Pass.** This grade is used to indicate satisfactory achievement of course outcomes and criteria for Credit for Prior Learning and Credit for Prior Certification.
X	**Audit.** This mark is used when a student participates in the course but does not wish to receive a grade or credit for the course.

M	**Missing Grade.** This mark appears when an instructor neglects to enter a grade for the course. Students receiving an "M" should contact the instructor as soon as possible to request that their grade be entered. Instructors use the online grade change function to change the “M” to the appropriate grade.

Electronic Grade Changes

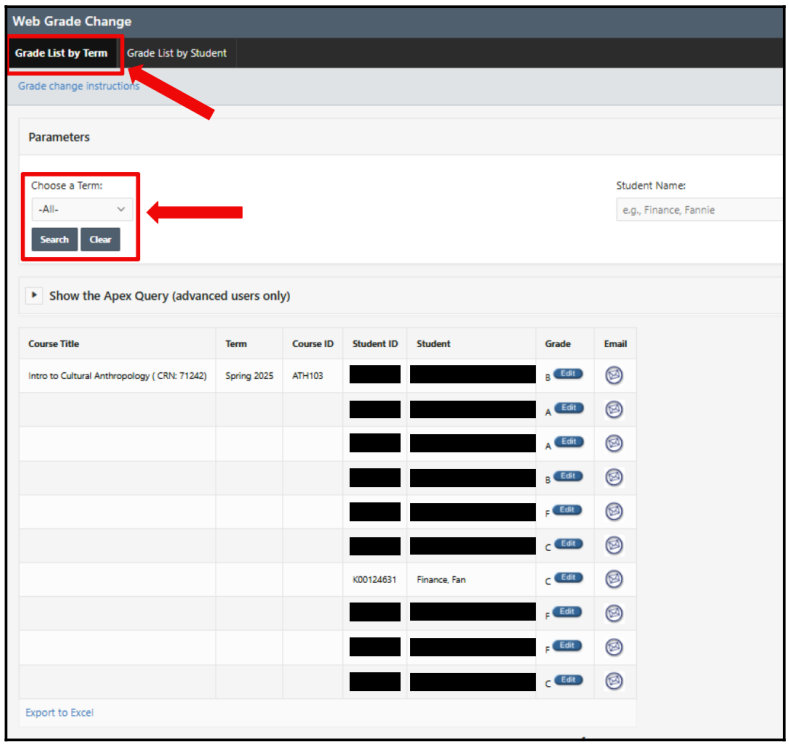
You will enter grades through the Faculty Self-Service tile via https://employee.chemeketa.edu. If you don't see Faculty Self-Service as a tile on your account, you may be in logged into the student apps versus the employee apps. You can switch between apps by using the organizational tree icon located in the upper right of the page.

Grade changes can be submitted by the primary instructor assigned a course for up to one year from when it was offered. In the Grading section of the Faculty Self-Service Menu, click on Grade Changes



Locating the student or course

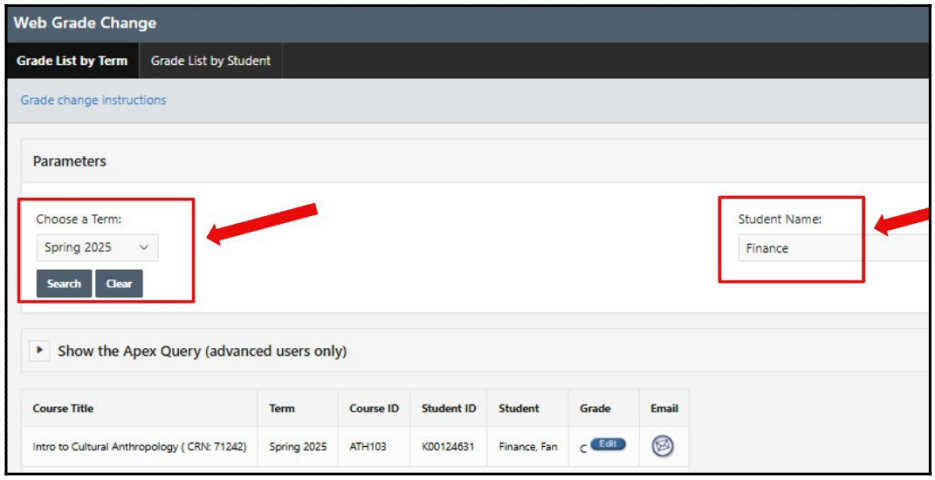
By default the list displayed is Grade List by Term and will display all terms available. To display a particular term, select it from the pull down menu available.



Selecting the Grade List by Student will alphabetize all students taught in the last 12 months. A particular term selection can also be displayed from within this view and each

individual heading can be selected to change the sort of the list.

Searching for a particular student name or course title is also available in each view option. Type in the information to search for in the appropriate search box and click the Search button. To go back to the entire list, select the back button in your browser or select a different display view to refresh the screen.

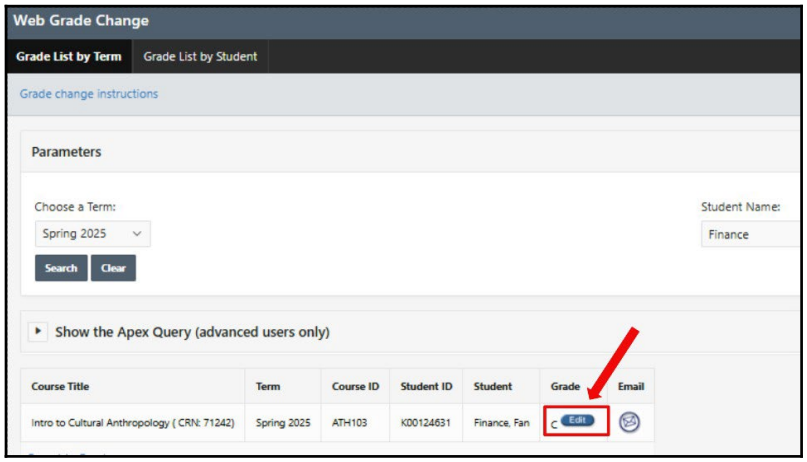


Changing Grades

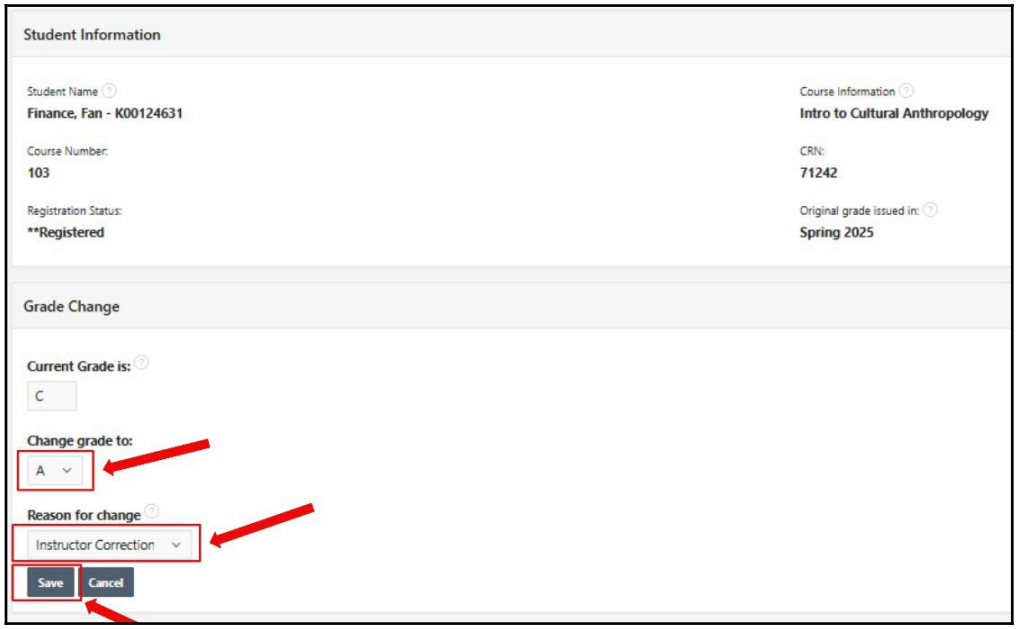
***NOTE**: The grade change options will vary depending on the type of grade submitted at the original term grade entry time.*

- A, B, C, D, F, IB, IC, ID, and IF grades can be changed to other standard letter grades
- M grades will also have the option of IB, IC, ID, or IF (Incomplete)
- CEU and NOC can be changed to either NOC or CEU
- If an X (Audit), P (Pass), or NP (No Pass) grade is displayed, no changes can be made electronically. Contact Enrollment Services directly if a change needs to be made.

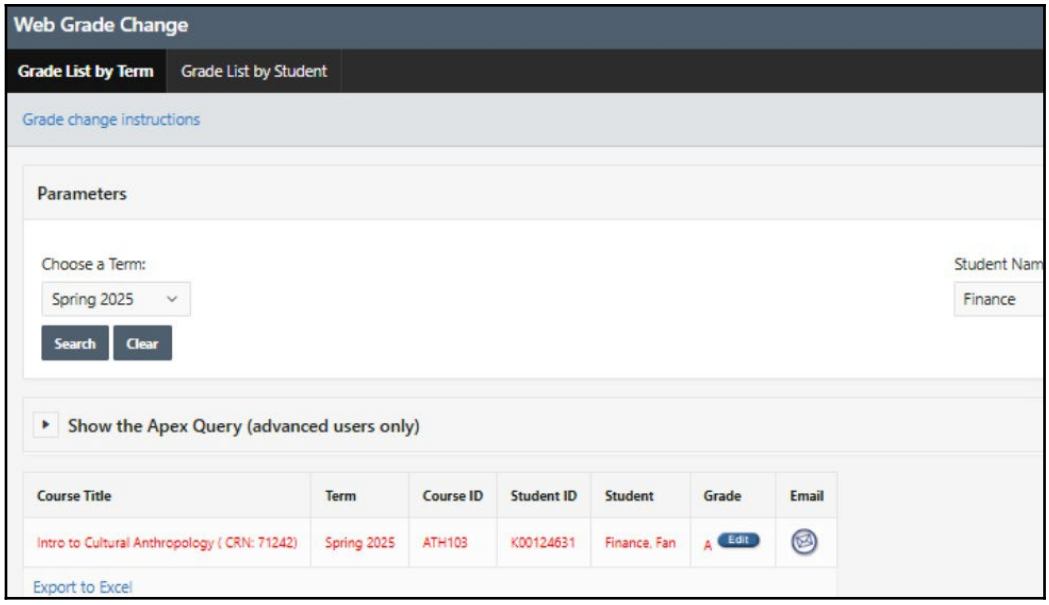
Click **Edit** for the student grade you need to change.



The Grade History window will display. **Select the new grade** from the grade option pull down list and select a **Reason for change** from the available options and click **Save**. You will see a message to “Please Wait” while the system updates the grade.



The student information where the change has been made will display in red when you return to the student list.



The student will receive an automated email to their My Chemeketa email account notifying them of the grade change.

Return to top

Incomplete Grade Contract Entry

Overview

Incompletes should be mutually agreed upon by the instructor and student. An incomplete contract must be created between the student and instructor to outline what work must be completed to earn a higher grade than the incomplete grade. The incomplete grade must be entered first before an incomplete contract can be created and stored correctly.

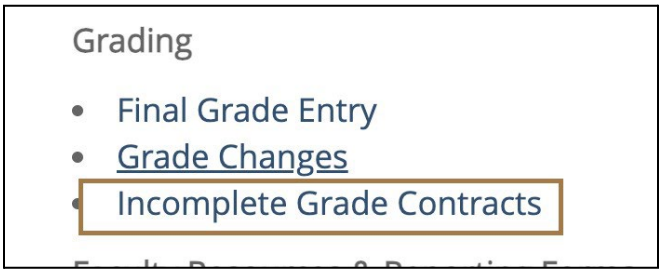
There are two parts to the process, which must be completed in this order:

1. Assign the incomplete grade via the Final Grade Entry from the Faculty Self-Service menu.
2. Create and submit the incomplete contract.

Note: Incomplete grades do not fulfill prerequisite requirements for future courses and may negatively impact a student's registration or financial aid in a future term.

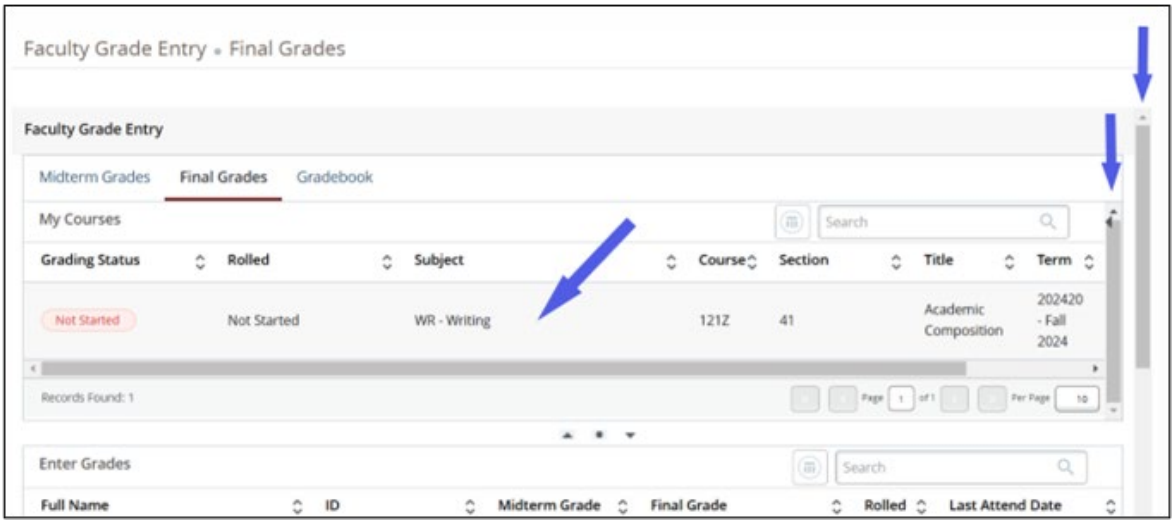
You will enter grades through the Faculty Self-Service tile via https://employee.chemeketa.edu. If you don't see Faculty Self-Service as a tile on your account, you may be in logged into the student apps versus the employee apps. You can switch between apps by using the organizational tree icon located in the upper right of the page.

In the Grading section of the Faculty Self-Service menu, click Incomplete Grade Contracts.



Step 1

Select the course in which the student is enrolled, and then scroll down with both scroll bars to see the list of students in the course.



Step 2

Find the student's name and select the appropriate incomplete final grade from the drop down list. The grade chosen should reflect the grade that the student would receive if they do not complete the incomplete contract.

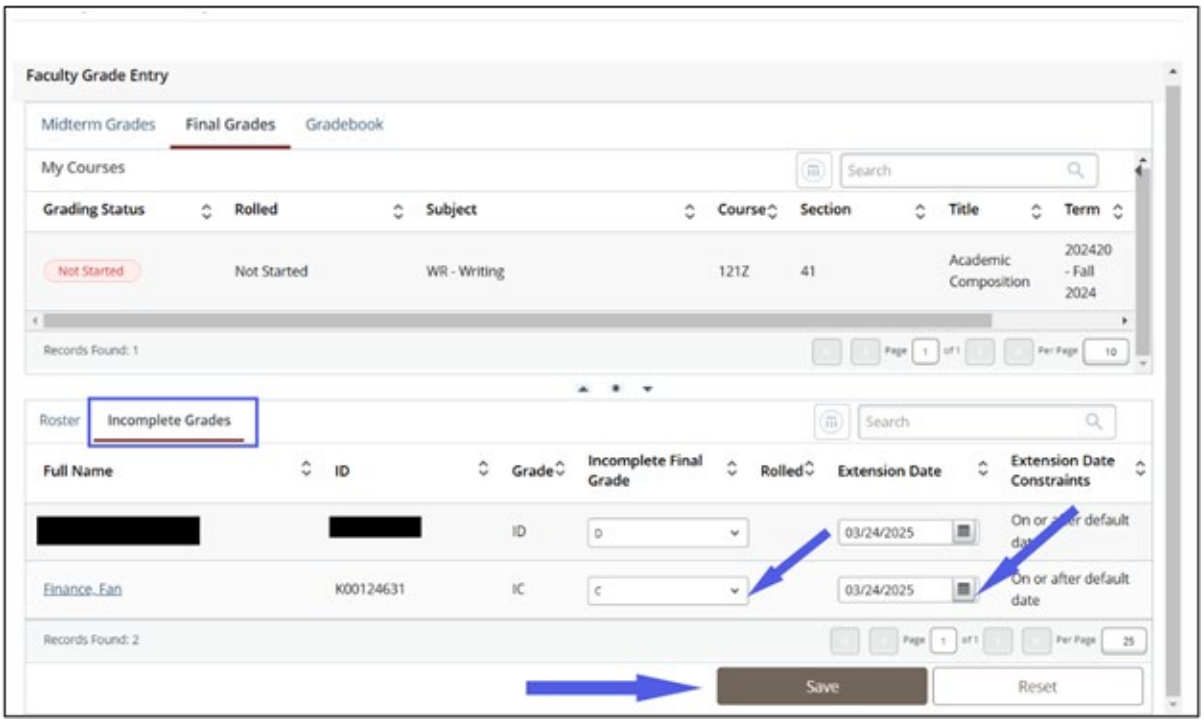
"IB", "IC", "ID", "IF" will revert respectively to a "B", "C", "D", "F" if the outstanding work is not completed by the deadline. Choose the incomplete grade combination where the letter grade corresponds with the grade the student will receive if they complete no additional work.

Step 3

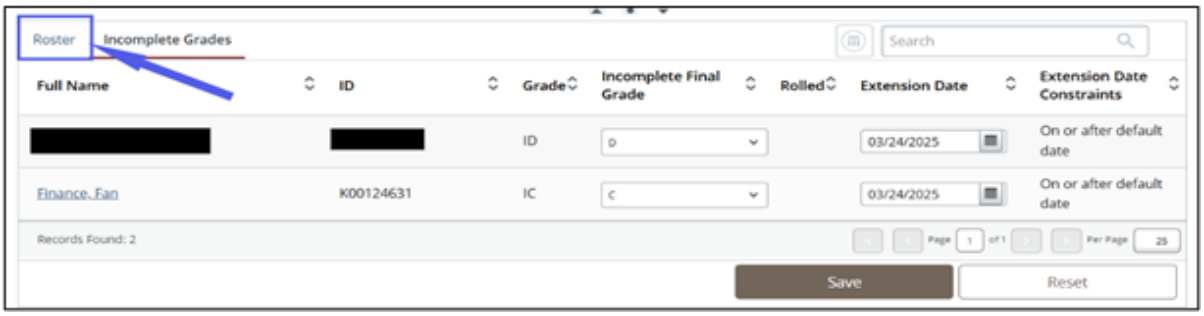
After selecting the appropriate incomplete grade, the grade entry screen will take you to the Incomplete Grades tab where you can see all students for whom you have entered incomplete grades in the class.

This is where you can review the info to confirm that the Incomplete Final Grade is the final grade the student should receive if they do not complete their missing work (e.g. an IF will revert to F if a higher grade is not given before the extension date).

This tab is also where you designate an Extension Date (how much additional time the student will have to complete the coursework). The extension date defaults to one term in the future. It can remain as is or you can extend it up to one year in the future. The extension date cannot be sooner than the default, though you can set an earlier deadline day in your incomplete contract, but be aware that the grade will not revert until the end of the following term.



Note: If you realize you made a mistake and entered the wrong incomplete grade, click the ***Roster*** *button to return to the list of students in the class and use the drop down to assign the correct incomplete grade.*



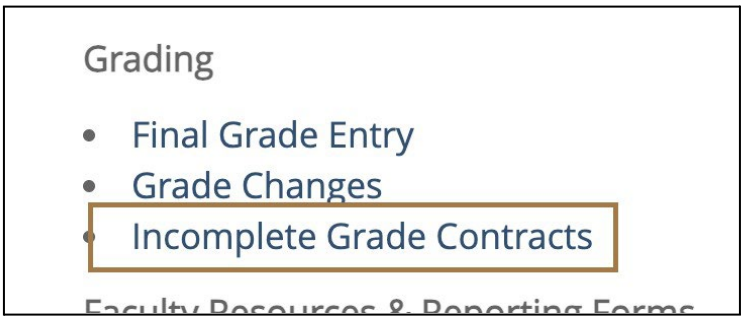
Step 4

Once all of the info is correct in the Incomplete Grades tab, click Save. Now, you can create an Incomplete Grade Contract for the student.

Note: if you do not submit an incomplete grade for the student first, you will not be able to create an incomplete contract. The Incomplete Contract system will display an error message "no data found" if you attempt to search for a student and create a contract before you have submitted an incomplete grade.

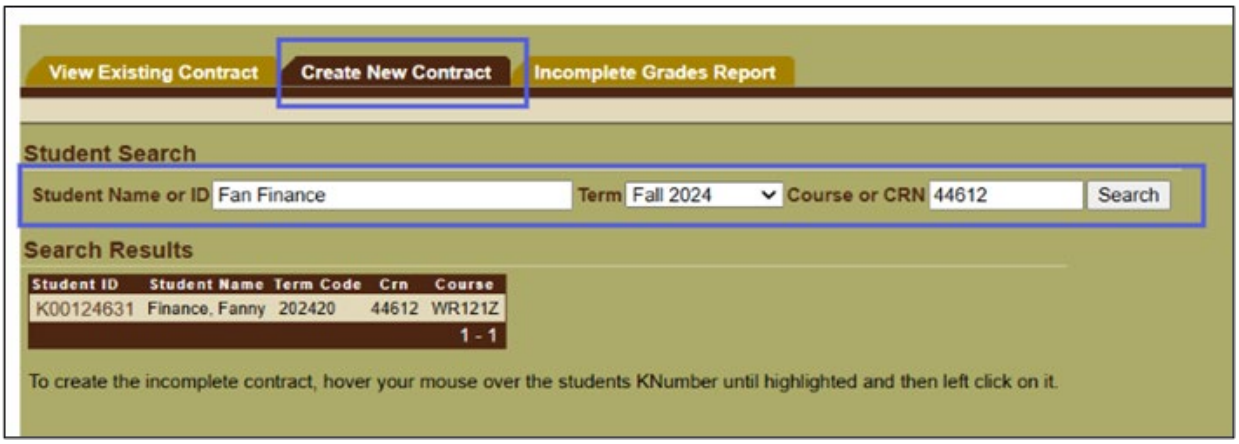
Part 2 - Submitting the Incomplete Grade Contract

Incomplete Grade Contracts are in the Grading section of the Faculty Self-Service menu.



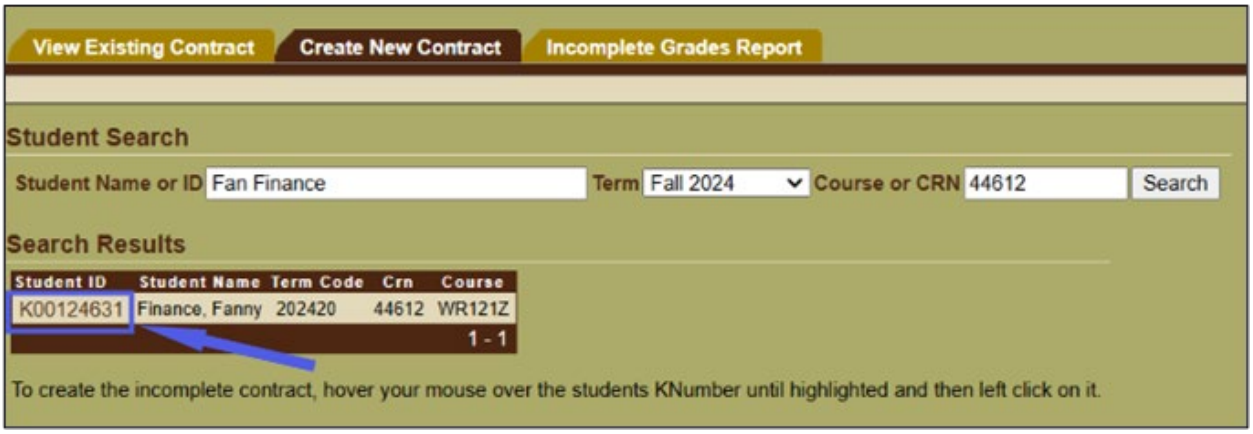
Step 1

Click on the Create New Contract tab. Enter the Student Name or ID, select the correct term, enter the course or CRN and click Search. *The student should appear in the search results if the Incomplete Grade was assigned correctly in Assigning an Incomplete Grade.*



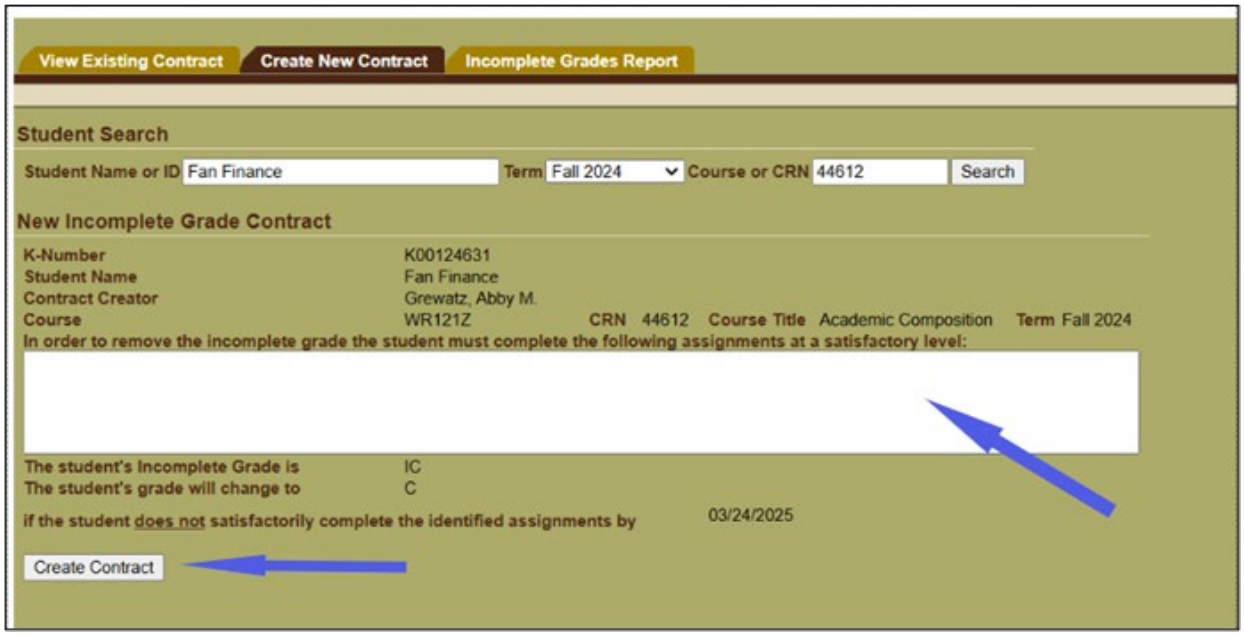
Step 2

Click on the student's K# under Search Results.



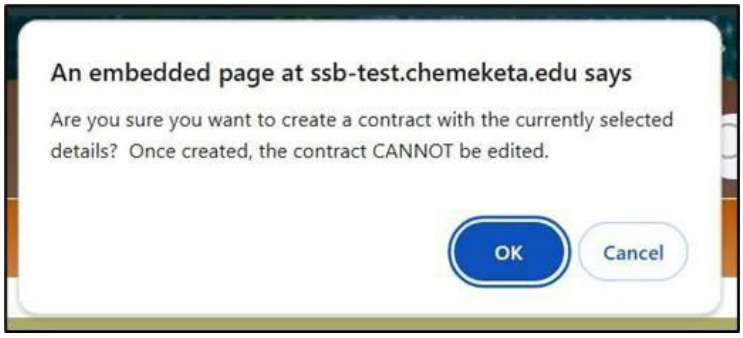
Step 3

In the text box provided, enter the items that the student must complete in order to have the incomplete grade be replaced with a different grade (e.g final exam, term paper, project, essay, etc.)



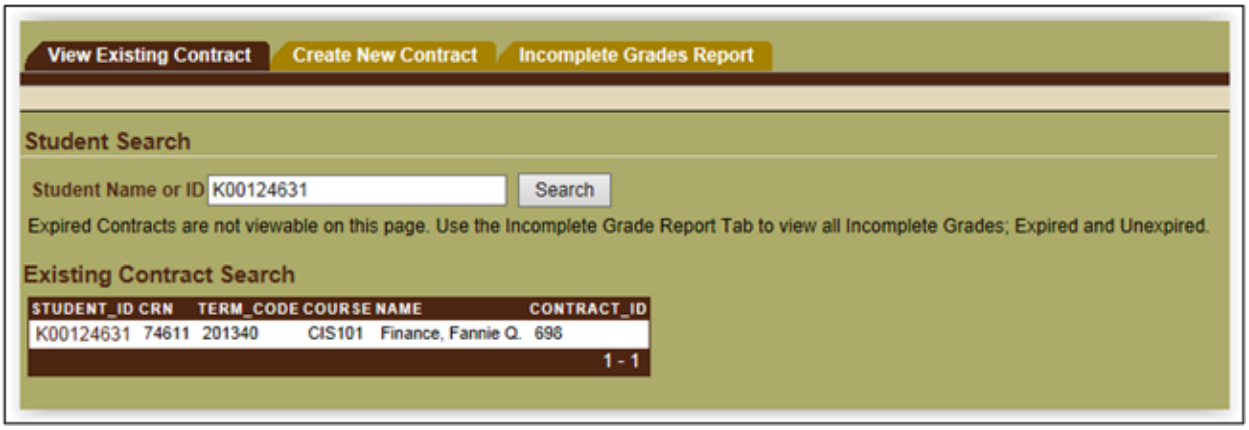
Click, **Create Contract** to save it

Note: You may see this pop-up message on your screen. Note that incomplete contracts can not be edited after they have been created. Click OK if you are ready to submit your contract.



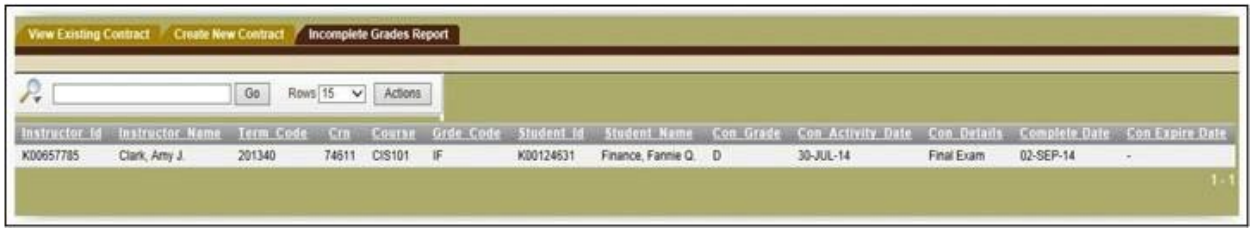
Step 4

To view all existing active Incomplete Contracts click on the View Existing Contracts tab and then search for the student by their name or ID.



Step 5

To view every incomplete contract that you have ever created, click on the Incomplete Grades Report tab. The report will automatically load and you can filter as needed. If you do not see any contracts in your list, then the contract may not have been correctly created.



Assigning a Grade

After the student has submitted the missing coursework, refer to the Grade Changes instructions to update a student's grade from the incomplete to whatever grade they earned.

Note: If the student does not complete the coursework by the incomplete deadline, their grade will automatically revert at the next end of term, so you do not need to change their grade if they do not complete the coursework (e.g. an IF for Fall 2024 and a default deadline at the end of Winter 2025 will revert to F at the end of Winter 2025).

FAQs

1. Can I change the incomplete contract after submitting it?
    a. Officially no; unofficially yes. You can not change an incomplete contract within the incomplete contract system after it's been submitted. However, if you choose, you can grant the student more time beyond the original deadline to complete the coursework. Their incomplete grade may revert in the meantime, but you can still change it using the Grade Changes process up to one year after the course in question was taken.
2. Does the Registrar or Enrollment Services have a copy of my student's incomplete contract?
    a. No. Incomplete contracts are only visible to the instructor who created them.
3. What if I want to extend the deadline for a student?
    a. See FAQ 1. An incomplete contract can not be edited after you submit it, but you can still work with the student and grant them more time beyond the original deadline to complete the coursework. Their incomplete grade may revert in the meantime, but you can still change it using the Grade Changes process up to one year after the course in question was taken.
4. Does the student receive a copy of the contract?
    a. Yes. After you submit the incomplete contract, the student receives an email notification with the incomplete contract information.
5. What if the student submits their coursework before the final grade entry deadline for the term?
    a. Refer to the Final Grade Entry instructions to change their grade from the incomplete to whatever grade they earned.
6. How do I update my student's grade after they submit the course work?
    a. Refer to the Grade Changes instructions. Grades can be changed up to one year after the student took the course.

7. What if I put the wrong incomplete grade in for my student (e.g. I selected IC but it should have been ID)?
    a. See Part 1, Step 5 above. This can only be modified before the deadline for entering final grades.

For any other questions, please work with your department technician or call Enrollment Services at 503-399-5001 or email registrar@chemeketa.edu.

Grade the student should receive if they do not complete their missing work (e.g. an IF will revert to F if a higher grade is not given before the extension date).

Course Syllabus Checklist

As the official learning plan for the course, the syllabus provides comprehensive information about learning outcomes, learning activities, course operations, assessment requirements, and support services. The following minimum components need to be included in every course syllabus:

College Information

- College name
- Term and year

Course Information

- Course identification (e.g., SOC204)
- Course title (e.g., General Sociology)
- Course description (directly from approved course outline- may be expanded upon)
- Course registration number (CRN)
- Credit hours
- Class location (include lab location as applicable)
- Meeting times (include day(s) and time(s) class/lab meet)
- Prerequisite(s): (Minimum course, technology, and student skill requirements, and, if applicable, Prerequisite knowledge clearly stated)
- Course format/delivery method if applicable (online, hybrid, etc.)

Instructor Contact Information

- Instructor name
- Office location (full-time faculty)
- Mailbox location (part-time)
- Office hours (full-time and part-time faculty)
- Phone*
- E-mail address - College designated email required for all emails to students
- Web site address (if applicable)

Specify expected response time to student messages. For example, within 24 hours. The college encourages faculty to respond within 48 hours.

*Part-time faculty without a dedicated extension are not required to provide a personal phone number. They may use their department's phone number.

Textbook, Software, Supplies, Equipment and Tools

- Required textbooks, software packages or equipment students must purchase
- Recommended texts, supplies, equipment, tools, software that enhances student learning

General Education Outcomes (Required for General Education courses)

- Copy verbatim the applicable state of Oregon (AAOT) general education outcomes(s) from the course description in the College catalog
- (Include this bullet, the hyperlink, and the website address) Chemeketa's General Education Outcomes (https://catalog.chemeketa.edu/content.php?catoid=9&navoid=671)

Student Learning Outcomes

- Copy verbatim from the approved course outline or course description in the course catalog. Check for updates every term.

Grading Criteria

- Specify grading scale and standards
- Specify overall criteria for assigning a course grade (in class and/or online participation, exams, projects, etc)
- Extra credit options (as applicable)
- Indicate grading options: Audit, A-F, Pass/No Pass

Generative AI Course Policy

If the use of generative AI is permitted, then provide clear guidelines for which tools are permitted, how they may be used, and for what reason.

Likewise, if GenAI is prohibited in your course, state that clearly and provide your reasons.

We have curated examples of syllabus statements addressing generative artificial intelligence and you are encouraged to modify any to fit your own course.

AI-Detector Use Disclosure

Using a GenAI detection tool can be problematic due to risks of false positives and concerns around equity. If you choose to use an AI detector as a monitoring tool, be aware that it does not constitute indisputable proof that a student cheated. It is a starting point for a conversation with the student about his or her use or misuse. Additional evidence will be necessary to demonstrate misuse.

If you use an AI detector, disclose it. For example:

If I have reason to believe your work was inappropriately generated by an AI tool, I will analyze it with an AI-detector. If the detector flags your work as suspected of using AI, I will follow up with you for further discussion

Course Calendar or General Plan of Class Meetings and Assignments

- Dates for learning activities (assignments, projects, readings, etc.) – specify in class vs online for hybrid courses
- Dates for learning assessments (quizzes, exams, etc.) – specify in class vs online for hybrid courses
- Dates for special in-class activities (guest speaker, films, etc.)

- Lecture and discussion topics

No Show/Drop Policy

- Describe attendance requirements for the first two class meetings.

    1. Identify the second class session and communicate this date with students

    2. Define attendance and participation in your syllabus

        In an on-campus, hybrid class, or remote class, participation is attendance and engagement in classroom activities. Methods to gather attendance by the second class session could include:
            - Completing a first assignment
            - Asynchronous attendance tracking in the LMS
            - Taking attendance in person

        In an online class, participation is the active engagement in an online activity such as:
            - Complete eLearn Start Guide
            - Complete Syllabus Quiz
            - Participate in a discussion or post an introduction
            - Successfully complete a Getting Started quiz

        NSD Guidelines & Best Practices.pdf (Chemeketa Connects - SSO required)

Instructor Absence Protocol

- Instructions to students if you are unexpectedly absent and will provide an alternative activity or assignment to make up for the missed class

Online and Hybrid Course Regular and Substantive Interaction

- Specify preferred method of communication (e.g. email, phone, office appointments) and timeframe within which you will respond to students.
- Clearly describe how the instructor will interact with students online (e.g. providing feedback, participating in discussions, hosting synchronous online meetings, etc.)
- Examples of RSI to describe in your syllabus
    - Online discussion with regular and appropriate instructor participation, based on course content
    - Regular announcements
    - Regular email or messages
    - Frequent and substantive feedback throughout the course
    - Virtual online office hours
    - Participation in “Introductions” discussion forum
    - Request student feedback on course design and content

Required Institutional Policy Statements

- Academic Honesty

Academic honesty is an important building block of any learning community. Students and instructors demonstrate academic honesty when they participate truthfully, fairly, and respectfully. Being dishonest in your academic work not only interferes with your personal growth as a learner, it has a negative impact on your class community.

Chemeketa takes academic dishonesty seriously. If you are found in violation of Chemekta's academic honesty policy (POL 5020), you may be subject to the disciplinary process as reflected in Chemeketa's academic honesty procedure (PRO 5020) and the Student Rights and Responsibilities. Violations of academic honesty include but are not limited to plagiarism, cheating, falsification, tampering, and getting inappropriate assistance. Violations also include using any form of generative artificial intelligence (such as text, image, or code generators like ChatGPT or Bing Chat) to complete your assignments or exams for this class, unless I specifically allow it.

To learn more about academic honesty, visit the Academic Honesty webpage: https://www.chemeketa.edu/students/student-rights-responsibilities/academic-honesty/

Suggested, optional addendum:

Two of the main reasons students choose to cheat are pressure to do well and feeling overwhelmed. If you are experiencing anxiety and overwhelm to a degree that you are tempted to cheat, please communicate with me, a counselor, or a tutor to get help.

- Academic Advising

Community college students who seek out academic advising are more likely to meet their educational goals than those who do not. An advisor helps you develop your educational plan, select and register for classes, and prepare to transfer to a four year university. Academic advisors also help you understand college procedures and identify helpful resources. Academic advising is available for any Chemeketa student.

Make an appointment through your Navigate App or contact us at advising@chemeketa.edu or call 503.399.5120.

[For applicable Career and Technical Education Courses only]
As a student in the *[name CTE program]*, meet with your faculty advisor to develop and monitor your educational plan. Faculty advisors are best equipped to guide you in selecting and registering for the appropriate sequence of courses. They also help you understand college procedures and identify helpful resources.

Email your advisor directly to schedule an appointment. [*If this is not accurate based on your program's processes, provide specific information about how a student meets with faculty advisors*.]

If you do not know who your faculty advisor is or if you have changed your major, make sure you have notified the college of your current academic major or intent. Use the form titled "Change of Major/Academic Intent and Graduation Catalog."(https://www.chemeketa.edu/students/student-forms/). Then, meet with a general academic advisor to have them assign you to the appropriate faculty advisor.

Student Resources Center

Success at Chemeketa Community College means knowing and using your resources. If you are having difficulty affording food, lack reliable transportation, or are struggling to meet another need visit the Student Resources Page (go.chemeketa.edu/resources) for information and support. Your Resources Navigator, Jasmine Kaur, is available to meet with you to discuss more options. Make an appointment via your Navigate app and choose Resources Navigator or reach out at studentresources@chemeketa.edu. The Student Resources Center is located in Building 2 Room 230-Salem Campus. Remote services are available to students at outreach campuses.

Counseling Services

Chemeketa offers free, confidential, short-term counseling services to currently enrolled students. Counselors assist students with academic, personal and career counseling and work with students to improve life skills, reduce anxiety and manage stress, choose a career and locate community resources. Counselors also help students manage barriers and personal matters related to college success. Make an appointment with a Counselor via Navigate app and choose Counseling Services or reach out at counseling@chemeketa.edu. Counseling Services is located in Building 2 Room 230-Salem Campus. Remote services are available to students at outreach campuses.

Crisis Counseling

If you are in immediate crisis, our On-Call Counselor may be seen without an appointment Monday - Friday 8:00 am - 5:00 pm and is located in building 2, Room 230 or remote. The on-call counselor can be reached by calling 503-399-5129.

If you are experiencing a crisis when counseling services are not available, contact the Crisis Hotline (503-581-5535) or the Psychiatric Crisis Center (503-585-4949) which have qualified individuals to respond to mental health emergencies at all hours.

Student Accessibility Services

Accommodations are determined by Student Accessibility Services on a case-by-case basis through an interactive process. If you have already met with and been approved for accommodations through Student Accessibility Services and requested them for this term, both you and I receive a Letter of Accommodation by e-mail. Students are encouraged to contact their faculty member early in the term to discuss the implementation of their approved accommodations in each class. Students who believe they are eligible for accommodations but who have not yet obtained approval through Student Accessibility Services should phone 503.399.5192, visit the office in Building 2/174, or visit the Student Accessibility Services website (https://www.chemeketa.edu/students/student-services/student-accessibility-services/)

Diversity

We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute to our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

Affirmative Action & Equal Opportunity Statement

Chemeketa Community College prohibits unlawful discrimination based on the following:

- Race
- National Origin
- Disability
- Gender
- Pregnancy
- Domestic Abuse Victim
- Protected Hairstyle (CROWN Act)
- Victims of Domestic Violence (sexual assault, stalking, and/or harassment)
- Color
- Sex
- Protected Veteran Status
- Gender Identity
- Whistleblowing
- Expunged Juvenile Record
- Political Affiliation or Belief
- Religion
- Marital Status
- Age
- Sexual Orientation
- Genetic Information
- Injured Workers
- Tobacco Use During Work Hours

Or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose. All persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr. NE, Salem OR 97305.

Persons having questions or concerns about Title IX, which includes gender based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503-584-7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or http://go.chemeketa.edu/titleix.

Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

To request this publication in an alternative format, please call 503.399.5192.

RECOMMENDED Institutional Statements

Attendance

To successfully complete this course, you should expect to attend and participate consistently. Every class meeting includes important instruction and guidance on class assignments. Every class meeting allows you to learn collaboratively with your peers and clear up any misunderstandings you may have.

[If applicable] Labs give you essential hands-on experience with the skills and concepts of the course.
[If applicable] Field trips are rich experiences that lead to high-impact learning.

If you must be absent for an important personal or academic reason, please contact me before your absence so we can make arrangements that keep you on track with the course. *[Add your absentee policy/procedure here.]*

If you are absent due to illness, *[Add your policy/procedure for illness here.]*

[If applicable] Attendance in a Dual Delivery Course

To successfully complete this course, you should expect to attend and participate consistently. Every class meeting includes important instruction and guidance on class assignments. Every class meeting allows you to learn collaboratively with your peers and clear up any misunderstandings you may have.

This course is offered in a special format. One section of the class attends in person, onsite while the other section attends through Zoom video conferencing.

Managing the class activities is challenging with two groups of students attending in two different formats. Knowing who is attending and in what manner helps me manage the class activities. So, this is not a flexible attendance class.

In-Person, Onsite Students
If you have registered for the in-person section, I expect you to attend in-person. Still, if you need to attend remotely due to illness or some other extraordinary reason, please contact me as soon as possible and I may be able to accommodate you.

Remote Students
If you have registered for the remote section, I expect you to attend via Zoom. If you would like to attend in person and on site, please contact me no later than [24 hours] prior to the class meeting to see if this is possible.

Smartphones

To reduce distractions in the learning environment, silence your smartphone or similar mobile device and put it away. Smartphones may be used as tools for in-class activities and/or as part of an approved accommodation.

Laptop or Tablet computers

Laptops or tablets may be used for completing in-class activities, such as note-taking, researching, or accessing resources.

[If you do not allow laptops or tablets to be used, then indicate that and explain why. For example: Unless being used for an approved accommodation, do not bring a laptop or tablet to our class meetings. A laptop or tablet will not be useful, based on the way the class meetings are conducted. They are more likely to distract you than help you.]

Salem Campus Student Services and Resources (resources, websites, College services for student success)

- Library & Student Computer Center: Bldg. 9, Rm. 200, 503.399.5043 https://library.chemeketa.edu/
- Tutoring & Study Skill Services (includes online tutoring): Bldg. 9, Rm. 200, 503.399.5190 https://www.chemeketa.edu/students/student-services/academic-support/tutoring-study-skills/
- Writing Center (includes online help): Bldg. 9, Library, 503.399.7179 https://www.chemeketa.edu/students/student-services/academic-support/writing-center/
- Math Hub Bldg. 3, Rm. 277, 503.399.3998 https://www.chemeketa.edu/students/student-services/academic-support/math-learning-center/
- Veteran's Services: Bldg. 2/200, 503.399.5004 https://www.chemeketa.edu/students/student-services/veterans-services/
- Canvas FAQs: https://online.chemeketa.edu/student-services/faq/
- Affordable Textbook and Course Materials: https://www.chemeketa.edu/students/student-services/student-resources/affordable-textbooks/
- Online resources *[Add web resources that will benefit your students*]
- Other [*Add miscellaneous resources that will benefit your students*]

YVC Campus Student Services and Resources

- Library, Computer Lab, and Tutoring Services: YVC Bldg. 1, Rm. 200, 503.316.3238
- Testing Center: YVC Bldg. 1, Rm. 203, 503.316.3240

Additional Instructor Policies and/or Procedures

Updated April 2025

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Financial Aid Implications for Dual Credit

FINANCIAL AID IMPLICATIONS FOR DUAL CREDIT

College credit courses completed in high school become a permanent part of your college record and count against limits for financial aid. For example, the Oregon Promise grant funds the first 90 attempted college credits. Students earning a large amount of college credit in high school will see reduced opportunities for public financial assistance in college.

Dual credit students should –

Be intentional about which courses and grades are recorded on your college transcript. We recommend that you take CCN courses that will apply to both your high school diploma and your college program.

Work hard to earn an A, B, C or P (passing) grade in each course. If you are concerned about passing a course, consider withdrawing prior to the deadline. The withdrawn credits will still count as attempted, but will not impact your GPA, as would a D or F.

Grades of D, F and W on a college transcript put you at risk of not meeting Satisfactory Academic Progress standards when you apply for aid. You may lose out on support from federal and state grants, student employment and student loans.

Earning dual credit is a great opportunity to –

- Get a head start on college
- Save time and money
- Gain college experience and confidence

We want you to reach all your educational goals, so be smart about how you earn college credit in high school.

College Credit Now
Chemeketa Community College

EO/AA/ADA/Title IX institution

Center for Academic Innovation

The Center for Academic Innovation provides a variety of services to support instruction, professional development and the use academic technology.

Instructional Design/Pedagogy

Our experienced faculty can help you with the methods and practice of course design, teaching, learning activity creation, course reviews and much more.

Creating Accessible Materials

Creating accessible materials while developing your course content will benefit all students including those with visual, hearing, mobility and learning disabilities. Our Digital Accessibility Advocate can help guide you through the ever-changing world of accessibility guidelines and best practices.

Media Production

Our Media Production Specialist can help you with consultations on individual projects, recommendations on the use of media and tools, assistance with content acquisition, multimedia authoring, animation, graphics, video and audio production, integration with learning management systems and more.

Training and Events

We provide trainings and workshops on academic technology, pedagogy and other topics important to your teaching. We also run various events throughout the academic year, including New Faculty Orientation, the Faculty Retreat and Sara Varnum Conference.

Workshop Collaboration

Do you have an idea for a workshop? We can help make your idea a reality. We provide guidance on putting together successful workshops and can even provide some space for you to run your workshop.

Contact us to inquire about these and other instructional services available.

Instruction

Here you'll find many resources to help you with teaching at Chemeketa Community College. Process documentation, syllabus templates, the Faculty Handbook and much more are located below.

Have a question? Head over to our **support** page for ways to get a hold of us.

- **Faculty Commons Website** – a compilation of resources related to teaching (policies, procedures, planning, instruction, student support, grading, record keeping, curriculum), and other college related information.
- **Faculty Handbook 2023-24** 5th edition- Updated January 2025
- **Program Chair Handbook** – guidance to Program Chairs at Chemeketa.
- **College Copyright Manual** – guidelines for use of copyrighted material.
- **Canvas** – our Learning Management System.

Teaching at Chemeketa

- **Services** – we support instruction with instructional design, accessibility resources, media development and other academic technology.
- **Course Outlines** – college-approved credit and non-credit course outlines *(requires Employee Dashboard login).*
- **Syllabus Templates and Checklist** – templates for various teaching modalities that include everything for a syllabus *(revised January 2026).*

- **Institutional Syllabus (IS)** – is designed to consolidate and communicate essential information, resources, and policies that are universal to all Chemeketa students. The IS includes statements that you will recognize as the required statements listed on the syllabus checklist.
- **Outcomes and Assessment** – resources for advancing work around program and course learning outcomes assessment.
- **Course Interaction** – effective online courses include regular and substantive interaction (RSI) with students to promote a strong sense of instructor presence in the online classroom.
- **Course Reviews** – we provide opportunities for instructors to gather feedback about their online courses with **QOI** and for face-to-face courses with **GIFT.**

Grading

- **Final Grades** – instructions for entering final grades in the My Apps employee site.
- **Incomplete Grades** – instructions on entering incomplete grades in the My Apps employee site.

Class List Management

- **Accessing Class Lists & Wait Lists** – view instructions for how to view class lists and wait lists in the My Apps employee site.
- **Registration Overrides** – are used when a course is full or when special permission is required for a student to register in a particular course.
- **Electronic No Show Drop** – is a college policy when a student does not attend a standard course or come to a mutual agreement with the instructor, either electronically or in person, by the start of the second class session or, for online courses, participate by Thursday of the first week of the term, they **must** be dropped by the instructor using the electronic No Show Drop process. View the **No Show Drop Guidelines and Best Practices** for more info.

For more info please visit: facultyhub.chemeketa.edu
Visit the Center for Academic Innovation in person in Bldg 9, Rm. 106 on the Salem Campus or by phone at 503.589.7710
academicinnovation@chemeketa.edu

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For concerns, inquires or complaints regarding student disability accessibility and accommodations contact:

Section 504/ADA Coordinator Students

Karen Alexander, Director, Student Accessibility and Testing Services

503.399.5276

Section 504/ADA Coordinator Employees

For concerns, inquires or complaints regarding employee disability accessibility and accommodations contact:

Courtney Saldivar, Associate Vice President, Human Resources

503.315.4586

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All persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.315.4586, 4000 Lancaster Dr. NE, Salem OR 97305.

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