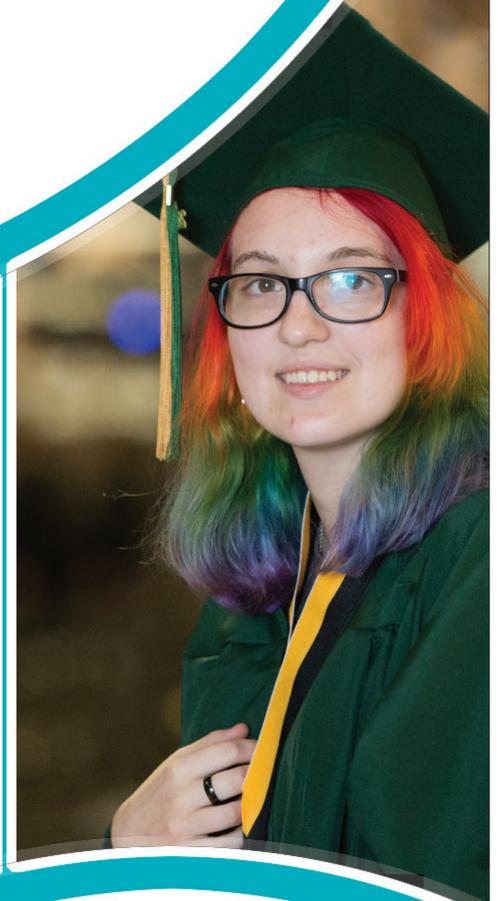


College Credit Now 2017–2018 Student Handbook



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What is College Credit Now?

The College Credit Now (CCN) program is a partnership between Chemeketa Community College and our local high schools to grant college credit for approved college-level courses being taught at the high school by high school instructors who meet the college's instructor requirements. These college credits are posted to a Chemeketa transcript and apply to certificates and degrees here at Chemeketa Community College or can be transferred straight to another college or university, based on the articulation agreements in place with them. CCN allows you to earn credits while you are still in high school for a drastically reduced rate so that you can get a jumpstart on your future, whatever your dreams may be. Another benefit of taking CCN classes comes when you are ready to be a student on a Chemeketa campus as priority registration is based on the number of credits earned at Chemeketa—including those earned as a CCN student.

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

Dual Credit, as defined by the standards, refers to a course that is:

- a) Offered as part of the high school program,
- b) Taught by a high school teacher, acting as a proxy instructor for the college/university, who has been approved by the college/university and meets the qualifications to teach the course for the college/university, and
- c) Sufficiently similar to the college/university course to enable the student to be described as "taking a course from the college or university". 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.)

The Oregon Dual Credit Standards align with nationally recognized practices and very specifically focus on replicating, to the greatest extent possible, the college or university course in the high school. This includes requiring the participating high school teacher to meet the qualifications to teach the course for the college/university.

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.

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Accelerated Learning Opportunities Defined

Dual Credit is a collaborative partnership between Oregon's colleges/universities and high schools to provide college courses for high school students. The high school instructors are pre-approved by the college/university academic departments to deliver the college-level courses. This program provides an opportunity for high school students to receive both high school and college credits. Students receive a letter grade based on work completed which will be reflected on a college transcript. Chemeketa allows the high school students access to their institutional library for research, a student ID card, and access to events on campus.

Advanced Placement College Board (AP) provides college credit based on the performance on a cumulative exam administered in May. For exam scores of 3, 4, or 5 Chemeketa awards credit or waives a specific course. For some courses with labs, the lecture portion is all a college can accept. For AP courses, no course grade or transcript is generated. Credit for AP exams will be recorded on a transcript, with a grade of "Pass". AP exams cannot be used to repeat a class already completed.

International Baccalaureate (IB) is a course of study that leads to culminating exams for highly motivated high school students. Only High Level (HL) exams will receive college-level credit, with a minimum score of 4, 5, 6 or 7 is required to receive credit.

Students are encouraged to contact Chemeketa to request information about credit transferability. Credit for IB exams will be recorded on a transcript, with a grade of "Pass". IB exams cannot be used to repeat a class already completed.

Important Contact Information

Chemeketa Office/ Direct Contact	Contact Information	What can they help with...
CCN Main Line	503.399.5239	All questions related to College Credit Now (admissions, registration, holds, K number or username lookup, registration issues, advising or testing holds, error messages, and passwords).
Marlene Hernandez, Department Specialist	503.584.7349 marlene.hernandez@chemeketa.edu	All questions or issues related to CCN. Troubleshooting registration holds or error messages.
Bruce Scanlon, Dual Credit Coordinator	503.399.3696 bruce.scanlon@chemeketa.edu	All questions or issues related to CCN.
IT Help Desk	503.399.7899	For help with My Chemeketa account log in issues or if you forgot your security question.
Enrollment Services	503.399.5001	Student change of information

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Student Responsibilities

As a student taking a dual credit course, you are expected to meet the same requirements as our college students that are taking classes on campus. As a college student, it is your responsibility to:

- Review and understand the information provided in this CCN Student Handbook.** If there are any questions, be sure to ask for clarification from your CCN Instructor or from the CCN Office at 503.399.5239.
- Be aware of registration & withdrawal deadlines.** It is your responsibility as a student to know these dates and to meet the deadlines. Refer to [CCN Calendar](#).
- Complete the online CCN Admission application for the correct term** you are planning to enroll in courses for the first time. Completing an online application generates a Chemeketa K Number (ID Number) and is the first step towards registering for credit.
- Maintain complete and accurate account information** including keeping track of your K number, username and password. If you think you may already have a Chemeketa K Number, please contact the CCN Office 503.399.5239.
- Keep track of Chemeketa K Number, Username, and Password.** This information is needed to log into the student system for registration, payment, transcripts, etc. It is very important that you write the information down and keep it in a safe place for future access.
- Register for the appropriate college course(s) within the registration period.** CRNs (course reference numbers) will be made available to you by your high school CCN instructor. Many year-long CCN courses at the high school earn multiple college credits, spread over the year. It is important that you register by the deadline when instructed by your CCN instructor.
- Verify your registration was successful.** Log in to your My Chemeketa and under Registration, click on Active Registrations.
- Read about and know about grading options** for each class you take at Chemeketa before completing your registration for classes. Refer to [Grading section](#).
- You are responsible for formally dropping or withdrawing from your class if you do not want the Chemeketa college credit.** If you fail to drop or withdrawal during the correct timeframe, you will be responsible for the grade posted on your transcript (even if it is a D or F). Refer to [Dropping/Withdrawing](#) section on page 11.
- You are responsible to know the last day to withdrawal from classes date for each term.** If you decide to withdrawal from a course before the deadline, you will not obtain a grade for the course but will receive a W mark on your Chemeketa transcript. Refer to [CCN Calendar](#).
- You are responsible for officially dropping your class if you leave your high school.
- Verify the accuracy of the final grade(s) on your Chemeketa transcript at the end of each term.
- Order official transcripts to transfer credits to another institution.
- Pay the \$25 fee per year and can take as many classes as are available at their school.** The \$25 CCN fee should be paid directly to the high school when registering for your first CCN class each year. Please pay this to your high school bookkeeper.

- ❑ **CCN students are responsible for meeting course prerequisite requirements for the CCN courses as established at the high school and at the college.** College courses must be registered for in sequence for courses that have prerequisite requirements. See the college course catalog to determine if your course has a pre-requisite:
<http://www.chemeketa.edu/classes/catalog/documents/Catalog16-17.pdf>
- ❑ **Complete the curriculum and assessments for CCN courses as approved by the college.** Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible for students with a documented disability, but all students must meet the student learning outcomes and the assessment rigor for the course in order to be eligible for college credit. If special services are needed, the student will work with the high school for these services.
- ❑ **CCN students are responsible for following the rules of conduct at their high school and at the college for CCN Classes.** Please be sure to review the [Chemeketa's Student Rights and Responsibilities webpage](#) for full details.

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Welcome to College: Student Information

As a participant in the College Credit Now Program you are considered a Chemeketa student once you apply for your Chemeketa K Number and register for your CCN courses.

As a Chemeketa college student you will have a student account, My Chemeketa, and have the opportunity to access:

- Student Gmail account
- Your student records (grades, transcripts, etc.)
- Online registration
- Library & Tutoring services
- Writing Center
- Student ID Card
- Student Discounts on restaurants, services, and more

Understanding your college transcript

This is also the beginning of your college transcript. The credit that is posted to your Chemeketa Community College transcript will be reviewed by colleges and universities that you attend in the future and can make the difference between being accepted or not and whether you may be able to receive a particular scholarship. It is very important that you protect your Chemeketa transcript and only register for college credit in courses for which you are prepared to succeed. It is recommended that you only have grades of A, B, and possibly C posting to your college transcript while still in high school. Definitely avoid having grades of D or F on your college transcript. You must meet the registration timelines or you will miss the opportunity for college credit -- late registration is not allowed.

- A student's college transcript is a permanent record of their educational experience and achievements.
- Their transcript travels with them from institution to institution and reflects the accomplishment of work produced
 - A college transcript can have either a positive or negative reflection on the student's academic record based on the courses taken and the corresponding grades awarded
 - It is important for students taking Dual Credit to understand and consider the impact the courses they choose will have on this permanent record

We encourage students to be intentional with their college credits.

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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

Overview of Student Registration Process

Detailed instructions for registration are provided under the Application Process on the CCN website at: <http://www.chemeketa.edu/mwec/ccn/apply/>. Here is a list of general steps to the process.

- Apply for a Chemeketa K Number – This will be your permanent Chemeketa student number for CCN and for all future registration and business with Chemeketa. CCN Program application is located under College Credit Now then the Application Process Tab on the CCN website.
- You will receive an automated email with your username and Chemeketa K Number.
- Write down and keep track of Chemeketa K Number, Username and Password.
- Log in to your My Chemeketa and register online for CCN classes within registration timelines for each term.
- Pay the \$25 fee directly to the high school when registering for your first CCN class each year.
- Check Chemeketa transcript to view grades and accuracy of courses listed.

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.

Dropping or Withdrawing

What is the difference between dropping and withdrawing from a course?

Drop: You do not have a record of attempting the class on your college transcript. You can only drop courses within the registration window. Once the registration window has closed then you will not have a drop option, only withdraw.

Withdraw: The course will appear on your transcript with a grade of “W”. This allows you to withdraw from the course after the registration window has closed and you will not be responsible for the grade. Withdraw dates are located on the CCN Calendar on page 14.

To Drop/Withdraw a class, you will need to:

- Log in to your My Chemeketa
- Select Registration, add/drop classes
- Select the term and submit
- Select the drop/withdraw option from the drop down box that is available next to the course you want to drop
- Click on “Submit Changes” and verify the changes by checking your class schedule

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Grading

The grading scale for your CCN course(s) will be listed in the class syllabus provided by your CCN instructor the first week of class. Some articulated courses may require a college final exam to be administered for the college credit. For courses requiring a college final exam, the grade earned on the exam is the grade that will be posted to the college transcript unless otherwise specified in the course syllabus. Most CCN college classes are graded on a letter scale: A, B, C, D, F, I (Incomplete).

A grade of "Incomplete" 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 (the 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.

To view your grades online:

- Log in to your My Chemeketa
- Select Grades & transcripts tab
- Click on Final grades

Verify Transcripts

A college transcript is an official record of the courses taken, grades earned and credits awarded at a college or university. This document is how credits are transferred from one institution to another and is often requested with employment applications when specific education requirements are needed. This document will follow you for life.

It is very important to monitor your college transcript after each term to be sure courses, grades and credits are posted accurately. Mistakes should be reported to the CCN office (503.399.5239) immediately.

When you have completed your CCN classes and the grades have been submitted by the approved high school instructors, your transcript will be updated. You can view your transcripts by logging into your My Chemeketa account, select Grades & transcripts, and click on Unofficial transcript. When you are ready to have these classes and credits transfer to a four-year school or a different college, you will need to request an official transcript be sent to the college or university you will be attending.

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How to order an Official Transcript

- Log into your My Chemeketa account
- Click Grades & transcripts
- Click on Official transcript
- Fill out the Web Official Transcript form
- Indicate whether you would like to pick up the transcript or have it mailed
You may request transcripts addressed to yourself, another individual, or institution (in the United States or abroad), or an institution from a drop down list box (within the United States)
- Pay for your transcript order with a credit card (\$7.50 per copy)

You can also order Official transcripts in person or by mail.

More detailed information is available at:

<http://www.chemeketa.edu/earncertdegree/admission/transcripts/official.html>

Note: CCN classes taken in the current year are not posted on the transcript until the course is completed and grades have been posted from the high school instructor(s). To verify registration, you can view your schedule in My Chemeketa under Active registrations, and selecting Student Detail Schedule.

Cost and Payment for CCN

The cost for credit earned through CCN is \$25 per student per year and students can take as many classes as are available to them at their school. This is a significantly reduced rate to the standard tuition/fees for regular CCC students (currently \$99.00 per credit).

The fee should be paid directly to the high school when registering for your first CCN class each year. Please pay the \$25 CCN fee to your high school bookkeeper.

If a student is not able to participate due to limited resources, please contact the high school counselor/administrator to inquire about resources that may be available through the school.

Placement Testing and Prerequisite Requirements

Chemeketa Community College is currently waiving the mandatory prerequisites for high school students who enroll in College Credit Now courses. The Placement test waiver, signed by the authorized District agent, went into effect Fall 2014. This was with the understanding and agreement that the high school will be responsible for monitoring and ensuring that students have met the mandatory prerequisites by completing the high school equivalent course prior to enrolling in a College Credit Now class.

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FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of your educational records as a student. 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 assist 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. The exception is that Chemeketa can communicate directly with high schools regarding students who are dually enrolled in programs at both institutions. Additionally, information may never be used for personal benefit of college employees.

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Chemeketa Mission-(Our Purpose)

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.

Core Themes

Academic Quality. Quality programs, instruction, and support services are provided to students.

Access. A broad range of educational opportunities and workforce training is provided to students in pursuit of their goals.

Community Collaborations. Instruction, training, and workforce development are provided through collaboration with education partners, businesses, and community groups.

Student Success. Students progress and complete their educational goals.

Academic Honesty

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Chemeketa Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole.

You can access the Chemeketa Academic Policy and Resources on the college's website at:

<http://www.chemeketa.edu/aboutchemeketa/collegelife/honesty/>

Students with Disabilities

High schools and colleges operate under different guidelines regarding students with disabilities. All eligible students are allowed to participate in College Credit Now courses, but they must meet the college requirements to be eligible for the college credit. Students must complete the curriculum and assessments for CCN courses as approved by the college. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program may be possible for students with a documented disability, but all students must meet the student learning outcomes and assessment rigor of the course in order to be eligible for college credit. If special services are needed, the student will work with the high school for these services.

For a description of the differences between high school and college academic accommodations, please see the following website: [Academic Accommodations: Differences Between High School and College](#).

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Frequently Asked Questions:

How do I get a K Number?

You will first need to complete the CCN admissions application for the term you are planning to enroll. You will submit the application and once it's processed you will receive an email with your K number and username to set up your student My Chemeketa account.

What is a username and how do I get one?

Your username is used to log in to your My Chemeketa account. This is where you will complete the registration for CCN. When you first complete the CCN admissions application you receive an email with your K number and username. If you forgot your username, the CCN office can help look it up for you. Or if you complete the forgot password process, it will be displayed for you.

What do I do if I forgot my password?

You will need to go to my.chemeketa.edu and click on "Forgot your password?" You will be asked to provide your first name, last name, social security or Chemeketa K Number, and date of birth.

Once you select the 'Get Login Information' button, an email will be sent to your email account on file with a URL address and a token that is good for 24 hours so you can set your password. During the password reset process, your username will also be displayed.

I don't remember my K Number, how do I get it?

The CCN office can search for you in our system. If you have a K Number we can provide that to you and if you do not then we can instruct you on the next steps.

How do I pay for my CCN course(s)?

CCN costs \$25 per academic year, and this payment needs to be made directly to your high school bookkeeper.

When can I register for a CCN course?

Registration depends on when the course is offered at your high school. See the [CCN Calendar](#) to registration windows, based on each term. Ask your high school instructor or give the CCN office a call.

I'm trying to register for my CCN course, but keep getting a hold/error message, what do I do?

Notify the CCN office immediately by calling 503.399.5239. You will not be able to register until this hold or error message is corrected by someone in our office. If you do not notify the CCN office, you will not be able to register to obtain the college credit.

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2017-2018 College Credit Now Calendar Student

	<u>Fall 2017</u> <i>Term 1 Trimester Schools OR 1st course in 3 term series</i>	<u>Winter 2018</u> <i>Term 2 Trimester Schools Term 1 Semester Schools</i>	<u>Spring 2018</u> <i>Term 3 Trimester Schools Term 2 Semester Schools</i>
Course Syllabus and Teacher CCN Application Deadlines Per Term Syllabi and new teacher CCN applications must be submitted by this date	September 05, 2017	September 15, 2017	January 12, 2018
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 one week prior to the end of the registration period. CCN Admission Applications must be submitted to ensure that students are able to complete Step 2: Registration			
When do you want to register for classes?	Select : Fall 2017	Select : Winter 2018	Select : Spring 2018
Step 2: Registration Period	September 11- October 10, 2017	December 5- January 9, 2018	March 20- April 20, 2018
Last Day to Withdraw from Classes: No Grade Responsibility (<i>Student will receive a W mark as a final grade posted on Chemeketa transcript.</i>)	November 3, 2017	January 19, 2018	May 11, 2018

Helpful Links:

CCN Admission Application: <http://www.chemeketa.edu/mwec/ccn/apply/>

More information regarding College Credit Now is available on our website: <http://www.chemeketa.edu/mwec/ccn/student/>