

**STUDENT ID NUMBER**

**MyCGCC PASSWORD**

**CGCC EMAIL ADDRESS**

**MOODLE PASSWORD**

Other Important Information:

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## **Student Handbook**

The Student Handbook includes information about student rights and responsibilities, details about grading policies, safety procedures, and more. Printed copies of the handbook are available in Student Services, or access online at [www.cgcc.cc.or.us/StudentServices/documents/Handbook\\_2013.pdf](http://www.cgcc.cc.or.us/StudentServices/documents/Handbook_2013.pdf)

# Welcome to Columbia Gorge Community College!

[cgcc.us/advising](http://cgcc.us/advising)

**CGCC Advisors are here to help you create an academic plan that is right for you!**

Welcome to your first year at CGCC! The Navigator contains vital information for first year success. You will find planning pages, step by step instructions, student success resources, and information on support programs and services to aid you on your educational journey. We want you to know us as your partners on this journey and encourage you to come see us whenever you have a need.

**All advisors listed are able to help you with general academic advising needs.**

Certain advisors have specialties which are noted below their name.

<b>Mike Taphouse</b> Director of Advising TDC	<b>Ann Harris</b> Career Counselor HRC/TDC	<b>Loren Mason-Gere</b> Transfer, Business, High School Outreach TDC
<b>Kaylene Herman</b> Health Occupations, EEFS HRC/TDC	<b>Michal Kawka</b> (Mee-how Kafka) RET, High School Outreach TDC	<b>Kristen Kane</b> RET, Running Start TDC
<b>Shayna Dahl</b> Disability Resources, PASS TDC HRC by Appt. Only		

## **Scheduling an Appointment with an Advisor**

Please call or come to Student Services to make an appointment. Please call to reschedule if you will be more than 10 minutes late. Drop-in appointments are also available with specific advisors during regular business hours.

### **The Dalles Campus**

541-506-6011

#### **Office Hours:**

M-TH 8:00-6:00, Fri. 8:00-12:00

### **Hood River Campus**

541-308-8211

#### **Office Hours:**

M-TH 8:00-5:30, Fri. 8:00-11:30

### **Advising Resources available online at [cgcc.us/advising](http://cgcc.us/advising):**

- College Catalog
- Student Handbook
- Program Advising Guides
- Class schedule

*Please bring your advising folder and your Navigator to all appointments.*

# Your Journey Begins at CGCC!

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Continue on Your Pathway to Success!

# A Look at Your First Year

## 2013-2014 Calendar of Instruction

### SUMMER TERM 2013 (11 weeks)

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Registration begins	May 28 (Monday)
<b>Classes begin</b>	<b>June 24</b>
Last Day to Drop with Tuition Refund	June 28
Late fees begin	July 1
INDEPENDENCE DAY HOLIDAY (College Closed)	July 4 (Thursday)
Last Day to Withdraw from Classes	August 16
<b>Summer term ends</b>	<b>September 8</b>
Final grades submitted ( <u>no later than 12:00 noon</u> )	September 9

### FALL TERM 2013 (12 weeks)

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Registration begins	July 29 (Monday)
LABOR DAY HOLIDAY (College Closed)	September 2 (Monday)
Fall Faculty In-Service ( <b>All Day</b> )	September 21
<b>Classes begin</b>	<b>September 23</b>
Last Day to Drop with Tuition Refund	September 27
Late fees begin	September 30
VETERAN'S DAY HOLIDAY (College Closed)	November 11 (Monday)
Last Day to Withdraw from Classes	November 15
THANKSGIVING DAY HOLIDAY (College Closed)	November 28, 29 (Th-F)
<b>Fall term ends</b>	<b>December 15</b>
Final grades submitted ( <u>no later than 12:00 noon</u> )	December 16
WINTER HOLIDAYS/CLOSURES (College Closed)	December 24, 25, 26 (T-R)

### WINTER TERM 2014 (11 weeks)

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Registration begins	November 25
NEW YEAR'S HOLIDAY (College Closed)	January 1 (Wednesday)
<b>Classes begin</b>	<b>January 6</b>
Last Day to Drop with Tuition Refund	January 10
Late fees begin	January 13
MARTIN LUTHER KING HOLIDAY (College Closed)	January 20 (Monday)
Last Day to Withdraw from Classes	February 28
<b>Winter term ends</b>	<b>March 23</b>
Final grades submitted ( <u>no later than 12:00 noon</u> )	March 24
<b>SPRING BREAK</b>	<b>March 24-28</b>

### SPRING TERM 2014 (11 weeks)

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Registration begins	March 3
<b>Classes begin</b>	<b>March 31</b>
<b>COMMUNITY COLLEGE MONTH</b>	<b>APRIL</b>
Last Day to Drop with Tuition Refund	April 4
Spring Faculty In-Service ( <b>All Day</b> )	April 5
Late fees begin	April 7
Last Day to Withdraw from Classes	May 23
MEMORIAL DAY HOLIDAY (College Closed)	May 26 (Monday)
<b>GRADUATION</b>	<b>June 13</b>
<b>Spring term ends</b>	<b>June 15</b>
Final grades submitted ( <u>no later than 12:00 noon</u> )	June 16

### SUMMER TERM 2014 (11 weeks)

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Registration begins	May 27
<b>Classes begin</b>	<b>June 23</b>
Last Day to Drop with Tuition Refund	June 27
Late fees begin	June 30
INDEPENDENCE DAY HOLIDAY (College Closed)	July 4 (Friday)
Last Day to Withdraw from Classes	August 1
<b>Summer term ends</b>	<b>September 7</b>
Final grades submitted ( <u>no later than 12:00 noon</u> )	September 8

# What Can We Offer You?

## CGCC Degrees and Certificates

### Transfer Degrees:

Associate of Arts Oregon Transfer  
Associate of Science Oregon Transfer – Business  
Associate of Science  
Oregon Transfer Module

### Associate of Applied Science Degrees:

Accounting  
Administrative Professional  
Business Management  
Early Education and Family Studies  
Nursing  
Renewable Energy Technology

### General Studies Degree

### Certificate Programs:

Accounting Clerk  
Computer Applications/Office Systems  
Early Education and Family Studies  
Emergency Medical Services  
Marketing  
Practical Nurse  
Renewable Energy Technology  
Retail Management

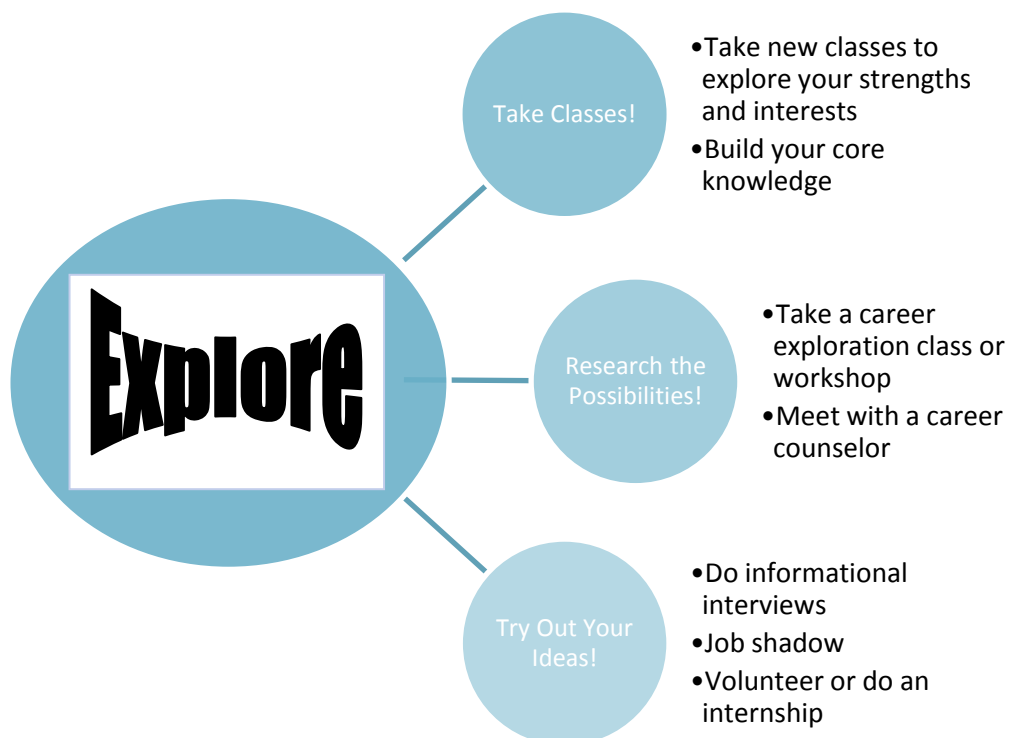
### Career Pathways Certificates:

Basic Computer Literacy  
Word Processing  
Spreadsheet  
Office Assistant

Degree/certificate advising guides online: [cgcc.us/advising/guides](http://cgcc.us/advising/guides)

Advisors can also assist you in transferring to other community college and university programs.

## Undecided? Find Your Path at CGCC!

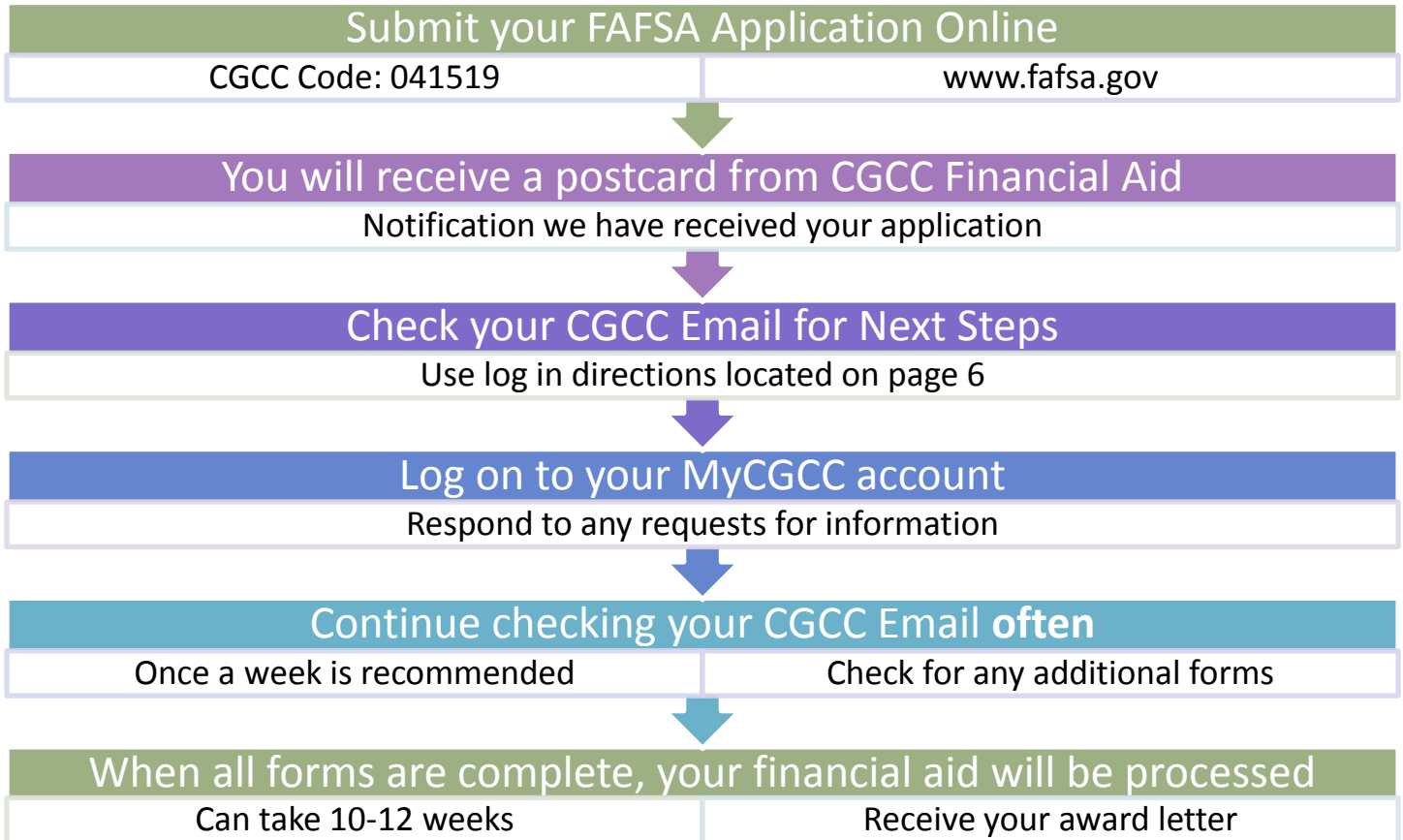


For more information see page 19.

# Financial Aid Information

[cgcc.us/financial-aid](http://cgcc.us/financial-aid)

Here is an overview of applying for financial aid and the award notification process.



If you have any questions, contact the Financial Aid office at [financialaid@cgcc.cc.or.us](mailto:financialaid@cgcc.cc.or.us), call (541)506-6021 or stop in to Student Services at The Dalles or Hood River Campus.

## CGCC Foundation & Other Scholarships

[cgcc.us/financial-aid/scholarships](http://cgcc.us/financial-aid/scholarships)

Various scholarships are available to CGCC students throughout the year and are listed on the website. The Columbia Gorge Community College Foundation Scholarships are based on need and available to any student who is not funded by an outside agency.

### 13-14 Full Year Scholarship

*Application Available: May 20, 2013*

*Due: August 8, 2013*

### 13-14 Winter & Spring Scholarship

*Application Available: September 23, 2013*

*Due: November 21, 2013*

# Accessing Your CGCC Email Account

[cgcc.us/mycgcc](http://cgcc.us/mycgcc)

**NOTE: CGCC uses your email as the PRIMARY way of communicating important information such as college and financial aid updates, advising and registration information, workshops and student activities.**

Go to  
[www.cgcc.cc.or.us](http://www.cgcc.cc.or.us)  
Click on MyCGCC

Enter your Student  
ID or Social Security  
Number & Password

Email address will  
appear at the top of  
the page.

The **first time** you log in, your password will be your four digit birth date (MMDD). Reset your password to something you will remember and write on the inside cover of this book for easy reference.

**Be sure to check your CGCC email OFTEN!**

# Reading the Class Schedule

Online or Hybrid courses are noted.

Course Name & Number

CR indicates number of credits.

Class Description. Bold type indicates special skills or class dates. Prerequisites, audit ability, special instructions and additional fees are noted.

**HYBRID**

## CG 100C College Survival & Success

1 cr.

HYBRID COURSE combining classroom meetings and on-line activities. **Mandatory sessions on 4/4 & 6/6.** Provides basic information on time management and goal setting for college success. Develop skills in communicating with instructors and accessing online and in-person college resources and services. Tuition free to all students.

TDC 3.203

W

12:30-1:20pm

11 wks

Kane

Campus, building, floor and room number.

Days for the course:

The time & number of weeks for the course.

Instructor name. "Staff" = the instructor was not assigned at schedule printing.

TDC=The Dalles; HRC=Hood River  
First Number=Building Number  
Numbers after decimal=the floor (i.e. 2<sup>nd</sup> floor) and full room number (i.e. 203)

**M** = Monday  
**T** = Tuesday  
**W** = Wednesday  
**TH** = Thursday  
**F** = Friday  
**S** = Saturday

This class is on The Dalles Campus,  
Building 3, Second floor, Room 203

# Schedule Planning & Time Management

Class Day Options:	Part time and Full time Enrollment Status
Monday/Wednesday	¼ time = 3-5 credits per term
Tuesday/Thursday	½ time = 6-8 credits per term
Mornings, afternoons or evenings	¾ time = 9-11 credits per term
Saturday	Full time = 12 or more credits per term
Distance/Online learning/Hybrid	
Taking approximately 15-16 credits per term is the minimum to graduate in two years.	

## How much time do I need to be successful in college?

- One credit is equal to 1 hour of class or online time per week (i.e. a 4-credit class=4 hours in class )
- For every hour in class, plan for 1½ -2 hours for homework time

College Commitment		
How many credits do you plan to take this term?	____ x 1 hour (more if lab)	= ____ Hours per week <b>(Classroom Time)</b>
How many hours of study time will you need for each course?	____ credits x 2 hours	= ____ Hours per week <b>(Study Time)</b>
How many hours will you spend getting to and from classes?	____ hours x ____ days	= ____ Hours per week <b>(Travel Time)</b>
<b>Total:</b>		= ____ Hours per week for school

## Finding balance between school and life will help you succeed in both!

- There are 168 hours in a week. Do you have enough time for all of your commitments?
- Make adjustments. Be flexible. Say “No” to over-commitment!
- Be Realistic - Consider attending college part-time if you have other heavy commitments

# College Survival and Success Classes

Research shows that students who take a College Success or Study Skills class are more likely to accomplish their goals, earn better grades, and graduate!

### CG101-103: Personal Responsibility, Goal Setting & Self-Management 1-credit each

Give yourself the best chance of success with the help of one or more classes in this series. Learn time management techniques and goal setting. Understand and connect to important college resources. Gain skills for note taking and test preparation. These classes will give you the skills and confidence to successfully meet your educational goals!

### CG 111A- Study Skills for College Learning 3 credits

This class provides information, techniques and strategies to help become more efficient in studying, note taking, textbook reading and taking exams. You will identify your preferred learning style and develop study skills to complement your style. This course is more intensive and goes into greater depth than CG101-103.



# Planning Your First Term

Starting at the correct level is essential to your success. If your courses are too difficult, you will struggle and may not gain the skills you need for the next level. If your courses are too easy, you may become bored. By now, you should have received an education plan based on your placement scores. It indicates what courses you need to begin with. If you have questions or concerns about your education plan, see an advisor.

A typical full-time first term education plan includes the following courses:

- Writing (Pre-College-WR, WR90,WR115 or WR121)
- Math (Pre-College-MTH, MTH20, MTH60, MTH65m MTH95, MTH111 or higher)
- Reading (Pre-College-RD, RD90, RD115 or no reading needed)
- CG101-103/111 College Survival & Success or College Study Skills

If you wish to take additional classes, but tested below WR115, RD 115 and/or MTH20, here are some suggestions:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• CAS 103 – Intro to Windows</li> <li>• CAS133—Basic Computer Skills</li> <li>• CAS121—Beginning Keyboarding</li> <li>• HPE 295—Health and Fitness for Life</li> </ul> | <ul style="list-style-type: none"> <li>• HPE 113—First Aid</li> <li>• PE 182—Adult Fitness</li> <li>• Studio Art or Theater Classes</li> </ul> |
|---|--|

Use the space chart below to list your classes for next term. Use the education plan given to you by an advisor, as a guide. Need help? Call an Academic Advisor.

## TERM PLANNER

CRN#	Course Number	Credits	Title	Days/Times	Location

**ALTERNATES** (if a class is full or you are placed on waitlist)

CRN#	Course Number	Credits	Title	Days/Times	Location

# Weekly Planner for Your First Term

Chart your weekly activities below including:

⊕ **Work time**

⊕ **Family and volunteer activities**

⊕ **Social or recreational activities**

⊕ **Meals, travel, exercise, etc.**

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.							
8:00							
9:00							
10:00							
11:00							
12:00p.m.							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

# Steps to Registration

[cgcc.us/mycgcc](http://cgcc.us/mycgcc)

Now that you have mapped out your first term courses, here's how to register:

## Receive "OK" to Register\*

Group Advising

Advising Appointment

## Access MyCGCC on Homepage

Login: Enter Student ID/SSN and Password

Update Information if prompted

## Click on "Register for Classes"

Enter course information into search

Choose course sections that best fit your schedule

## Advance to Checkout

Read Tuition Policy & Choose Payment Option

Print Your Schedule of Classes

\*OK

You must receive an "OK" to register from an advisor each term. Your initial "OK" will be given when you attend your Group Advising Session. Additional terms will be given the "OK" after you attend your OnTrack 1 appointment (see pg.15).

## Registration Changes

If you need to add, change or drop a course for which you have registered, you may make changes in person or online anytime during the first week of the term.

To add a class after the first week of the term, you must obtain a signature from the instructor on a registration form (located in Student Services and online). Submit the registration form to Student Services for processing.

For more information on dropping courses, please see page 17.

# Moodle Registration for Online/Hybrid Classes

<http://cgccmoodle.com/login/index.php>

Go to CGCC Homepage and  
Click on "Moodle Log-In"



Click on "Log-In" at the Top,  
Right-Hand Corner



Click on "Create New Account"  
and Follow Instructions

## Moodle Tips

- Use your CGCC Email account as your email contact. This will prevent multiple class postings becoming mixed in with your regular email.
- **Log in to your class on the FIRST DAY.** You are not completely enrolled until you do this! Email your instructor if you receive a "class is not enrollable at this time" message.
- Call the Student Helpdesk immediately if you have any problems. 541-506-6084

# Online Learning 101

[cgcc.us/online](http://cgcc.us/online)

As with all classes, what you get out of an online class is directly related to how much you put into it. Expect to spend the same amount of time and energy on your online class as you would a traditional class. In many cases online learning will take *more* time and effort than a regular class.

## Successful online students:

- Schedule time to "go to" their online class, just like you would go to a traditional class. Plan for a minimum of 3 online sessions per week
- Have good time management skills to create and follow a schedule for finishing readings and assignments
- Are active class participants. Participate in forums and other online exchanges of information
- Use a fast, reliable computer or use the college computers, or another reliable source
- If problems arise, they are proactive and ask for help immediately
- They do not give up if they have trouble reaching the instructor or another student
- Have solid research skills, including how to effectively use the online library and Internet

# Connect to Resources

## Where to go for help if...

### You are a veteran:

CGCC Veterans, thank you for your service! Veteran students should contact the CGCC Veteran's Affairs Certifier in Student Services at The Dalles Campus or by appointment in Hood River.

Mary Martin

541-506-6013; [mmartin@cgcc.cc.or.us](mailto:mmartin@cgcc.cc.or.us)

For more information regarding veteran benefits and **Oregon Department of Veterans' Affairs** contact information visit [cgcc.us/veteran-resources](http://cgcc.us/veteran-resources)

### You are a student with a disability:

**Disability Resources** strives to maximize opportunities for all students to achieve educational success and personal growth in college programs. We are available to provide information, assistance, support and accommodations to students with documented disabilities. Contact us with questions or visit our webpage for more information on requesting services and documentation requirements.

Shayna Dahl, Advisor

Building 3, Rm. 228 (in Student Services)

541-506-6046; [sdahl@cgcc.cc.or.us](mailto:sdahl@cgcc.cc.or.us) ; [cgcc.us/disability-resources](http://cgcc.us/disability-resources)

### You need childcare:

Child care demands often pose challenges that are important to address before they become barriers to your academic success. If you or anyone you know needs help in finding child care, **Child Care Partners** can help. Personalized childcare referrals and information on state regulations, types of care, assistance with costs and a quality care selection are available. Questions? Our trained staff are here to assist you!

Building 2, Rm. 176

Monday- Thursday from 9:00-4:00

541-506-6131; [ccp@cgcc.cc.or.us](mailto:ccp@cgcc.cc.or.us) Referral information can also be submitted online at [cgcc.us/childcare](http://cgcc.us/childcare)

### You need transportation:

**Public Transportation Serving the College and Columbia Gorge**

**Includes: LINK Transportation Network – Wasco County and Columbia Area Transit (CAT)**

Fixed route transportation is available in each community and between Hood River and The Dalles.

Monday—Friday (except for Holidays) \$3.00 each way

Visit: [www.gorgetranslink.com](http://www.gorgetranslink.com) or call 877-875-4657 for more information & complete schedule

**CGCC Healthy Commute Program** – consider taking other forms of transportation to class.

[cgcc.us/commuting](http://cgcc.us/commuting)

# Connect...

## You need a library card and help with library resources:

The **CGCC Library** is here to help you find and use books, articles and other materials. Library cards are free and can be obtained in person or via [our website](#). Many of our resources are online and can be accessed from off-campus with a library card. We also have thousands of books and other items that you can check-out, including many textbooks for use in the library. If you need something and can't find it, just ask! We're happy to help you find what you're looking for. See you in the library!

Building 1; 2<sup>nd</sup> Floor; The Dalles Campus  
Limited services available at the Hood River campus.  
541-506-6081  
[library@cgcc.cc.or.us](mailto:library@cgcc.cc.or.us)

## You want to purchase books or other materials for class:

The **CGCC Bookstore** is dedicated to serving the academic needs of the college community. We have two locations; the main store at The Dalles campus and there a small outlet at the Hood River center. Our main function is to provide textbooks at a reasonable price. We also carry many school materials including backpacks, paper, office supplies, calculators, artist's supplies and fun college apparel.

Building 1; Rm.163; Near the Cafeteria; The Dalles Campus  
Hood River outlet is located at the front desk  
541-506-6061  
[bookstore@cgcc.cc.or.us](mailto:bookstore@cgcc.cc.or.us)

## You want to find out about important school notices and/or closures due to weather or other circumstance:

Columbia Gorge Community College uses **FlashAlert** to inform students, faculty, and staff of emergency communications such as early school closings, storm & health alerts and more. Messages are sent directly to subscribers' home computers and personal cell phones.

**Please Note: Some people have calling plans in which they are charged for each text message they receive, while others have unlimited texting plans. Please remember that, depending on your plan, you may be charged extra for receiving a text message.**

To get started, go to [www.FlashAlert.net](http://www.FlashAlert.net) and click on our region on the map. Choose our organization category and then our name. You start the subscription process by filling in your email address.

# ...to Resources

# First Term Success

## Be Organized

- Use a planner-Don't rely on memory, write down important dates, assignments, appointments, etc.
- Keep records - Class work and all school-related documents
- Use your time efficiently - make "to do" lists, make use of "down" time, learn to say "no"

## Succeed in the Classroom

- Attend every class – Arrive on time – Come prepared
- Read and understand the course syllabus and grading standards
- Sit in front – Be an active participant
- Get contact information from classmates – Form a study group
- Make presentations early
- For group projects – Form your group early –Join a group of other motivated students
- Turn off your cell phone!
- Know the withdrawal procedures and rules

## Study Smart

- Study in your own "quiet place" – avoid distractions like music, TV, texting, Facebook, etc.
- Complete assignments early – have work edited by a tutor or friend before submitting
- Study the most challenging stuff first
- Study between classes - utilize the tutoring center and study groups for enhanced learning
- Take frequent small breaks – 30-45 minutes followed by a 5 minute break
- Study according to your body clock – Morning or Night person? Study when you are most alert
- Become a Word expert- Efficiently using Microsoft Word will save you time
- Back up all computer files

## Make an Academic Plan

- Meet with an academic advisor early and often
- Bring this booklet and your education plan to all advising appointments
- Discuss your degree and career interests
- Ask how the majors you are considering connect to career possibilities
- Having trouble with a class? Talk with an advisor immediately!

## Know your Instructors

- Instructors are here to help you learn-Ask them questions! Engage them in conversation!
- Instructors are great resources for career information – Ask them about careers you are considering!
- Instructors can be great mentors- A mentor can help you successfully navigate your educational and career journey!

# OnTrack 1 Advising Appointment

## Your First Term Check-In

You will need to schedule an **OnTrack 1 Advising Session** during the 3<sup>rd</sup>-5<sup>th</sup> week of your first term. During this one-hour session you will get to know your advisor, discuss how your first term is going and your future goals, and make an educational plan that will map out the classes necessary to reach your goal. This meeting is **required** to receive your "OK" to register for the next term.

Prepare by writing three questions/topics and three goals that you want to discuss with your advisor.

Questions or Topics:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Goals for my first term:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

You will schedule an **OnTrack 2 Advising Session** once you have completed 56-67 credits.  
See page 21 for more information.

## Degree Audit System

[cgcc.us/mycgcc](http://cgcc.us/mycgcc)

Starting Fall 2013, you will have access to a degree audit system. The CGCC Degree Audit system is an effective new tool to help you plan for your academic goals and track progress toward completing your degree or certificate throughout your CGCC experience. You will be trained on how to use this system during your OnTrack 1 appointment. Afterward, you can continue to access your Degree Audit by logging onto your MyCGCC account and clicking on the Degree Audit tab.



# Troubleshooting

<http://cgcc.us/advising/student-success-resources>

We all experience hurdles in the journey toward reaching our goals. Many things can occur during your first term that threaten to derail your path. We are here to help.

## What if you are struggling with your classes?

### Tutoring Services

Successful students regularly get help! Free drop-in tutoring assistance is available for CGCC students in math, science, and writing. Tutoring is available at both The Dalles and Hood River Campuses. The schedule is posted on campus and online at the beginning of each term. 15 hours of tutoring in a term can earn you a FREE ½ credit! See an advisor for details.

## What if a personal, family or other issue is affecting your ability to be successful in school?

### Promoting Access to Student Success (PASS)

Sometimes college can be overwhelming. If you find you are struggling academically for any reason, you are encouraged to contact any advisor at CGCC for help. We are here to listen and support you. The PASS program provides additional support and guidance to help identify what might be keeping you from success, get back on track, and possibly connect you to other CGCC and/or community resources.

CGCC Faculty/Staff may also refer students for assistance. If you are concerned about another student, you can make a confidential referral as well.

Shayna Dahl

Building 3, Rm. 228 (in Student Services)

541-506-6046; [sdahl@cgcc.ccc.or.us](mailto:sdahl@cgcc.ccc.or.us)

**A list of community resources can be found on pages 22-23**

*The people who get on in this world,  
are the people who get up and look for the  
circumstances they want...*

# Need to Drop or Withdraw from Class?

[cgcc.us/mycgcc](http://cgcc.us/mycgcc)

## Dropping a Class

You must officially **drop** a course via the online registration system. If a class is dropped within a specified time period, nothing is transcribed and you will receive a tuition refund for your class(es).

- 8-12 week classes: by the **end of the first Friday** of the term
- 2-7 week classes: by the **end of the first day** of the class
- Less than 2 week classes: **before the first day** the class meets

## Withdrawing from a Class

**By the 8<sup>th</sup> Week of Classes:** After the above drop times, you must **withdraw** from a class using the online registration system, *but you will still have to pay for the class*. Withdrawing from a class will show as a “W” on your transcript. Always check the academic calendar (pg. 3) for the withdraw deadlines. You will not be able to withdraw from classes after the 8<sup>th</sup> week of the term.

1. **Log on to MyCGCC**
2. Click on “Drop or Withdraw Class(es)”
3. Click on the box to the left of the course(s) that you wish to drop/withdraw from
4. Choose a reason for dropping/withdrawing
5. Print your updated schedule of classes

**IMPORTANT NOTE:** You must drop or withdraw from your classes online. If you do not drop or withdraw from the class, you will receive a grade in the class, whether you have attended or not.

## ***What are some of the possible consequences of dropping/withdrawing from courses?***

- Dropping classes might delay your ability to complete your educational goal in a timely manner.
- Completing fewer credits a term could affect your financial aid. Contact a Financial Aid Specialist for specific information related to your individual situation. The Financial Aid Specialist is located in Student Services, Bldg. 3, 2<sup>nd</sup> floor or at the Hood River Center.
- Dropping below full-time status could affect benefits such as Workforce Investment Act Training Funds, TAA funds, Vocational Rehabilitation Benefits and Health/Auto Insurance.

*...and, if they can't  
find them,*

~ George Bernard Shaw

**MAKE THEM.**

# Enhance Your First Year & Invest in Your Success

One of the best ways to enhance your success, enjoy your college experience, and gain leadership skills for your future is to become involved with your campus and your community.

## Student Life at CGCC. Get Involved!!

Students who find ways to connect to campus through activities and organizations tend to have higher success, satisfaction and graduation rates. Not only does it enrich your college experience and broaden your social circle, joining groups and participating on campus and in the community provides useful skills that can help win scholarships or entrance into competitive programs and transfer into your career.

CGCC offers groups for students with diverse interests and we are always looking for passionate and committed student leaders who want to contribute to making CGCC a great place!! Volunteer, be a leader, start a new club or group...Dare to make a difference!

Questions?? Contact Michelle Cochran, Student Life Advisor at 541-506-6027 or [mcochran@cgcc.cc.or.us](mailto:mcochran@cgcc.cc.or.us) for more information.



Do you want to be part of organizations that have fun, work hard and win awards? Do you want to make friends, gain leadership skills and be a part of something bigger than yourself? Student Government and Phi Theta Kappa International Honor Society are two groups that give you the opportunity to be involved!

<i>Student Government</i>	<i>Phi Theta Kappa</i>
<p>The Associated Student Government strives to provide student activities that are fun and exciting. We are here for you! We encourage participation in events such as:</p> <ul style="list-style-type: none"> <li>✓ On Campus Events</li> <li>✓ Community Celebrations</li> <li>✓ Community Service</li> </ul>	<p>The Alpha Sigma Xi Chapter of Phi Theta Kappa is an award winning chapter that works hard to promote Scholarship, Leadership, Service and Fellowship.</p> <p>Opportunities for involvement:</p> <ul style="list-style-type: none"> <li>✓ Gain Leadership Skills</li> <li>✓ Service Projects</li> <li>✓ Academic &amp; Personal Excellence</li> </ul>
<p>Come visit us in the Student Life Center! Located in Building 1 on the 2<sup>nd</sup> Floor near the library. Email us at <a href="mailto:studentcouncil@cgcc.cc.or.us">studentcouncil@cgcc.cc.or.us</a> or <a href="mailto:phithetakappa@cgcc.cc.or.us">phithetakappa@cgcc.cc.or.us</a>. We would love to hear from you.</p>	

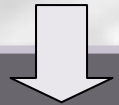
# Pathfinder Career and Transfer Center

## Map Your Career Journey

A clear career path will guide your educational plan and make the most of your time and money. The Pathfinder Career & Transfer Center is a great resource for mapping your career journey. A career counselor can help guide you through these four steps:

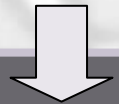
### 1. Self Discovery

- What are your unique interests, skills, strengths and values? What about your personality? All of the things that make us unique need to be fully understood in order for us to find careers that would be satisfying. When we know ourselves we can identify occupations that may be a good fit.



### 2. Career Exploration

- Research and get all of the facts about the occupations that interest you. There are many web-based and print resources available at The Pathfinder Center. After reading about occupations, it's time to talk to real people who do them! Informational interviews, volunteering and job shadowing are great ways to do this. You can also take related classes and see how you like them.



### 3. Decision Making

- Now, you have the self-knowledge and the accurate occupational information that you need. it's time to weigh all the factors and make your initial decision.



### 4. Taking Action

- Take the leap and commit to your chosen path. Set your course... create your education or training plan and you are on your way! If you run into "road blocks" or feel lost, check back with a Pathfinder advisor. They can help you make course corrections and navigate rough spots!

## Pathfinder Center Services are available in The Dalles and Hood River

#### The Dalles

Building 3, 2<sup>nd</sup> Floor

Mon–Thurs: 8:00-6:00; Fri: 8:00-3:00

#### In Hood River – by appointment

Mon & Wed: 8:00-6:00

### Services Available

- Career Exploration/Interest Assessments
- Resume/Interview Assistance
- Job Search Skills and Resources
- Transfer Planning
- Career Central Network

# Looking Ahead: Planning to Transfer

[cgcc.us/transfer](http://cgcc.us/transfer)

The number one rule for planning to transfer is to PLAN EARLY! Your decisions will impact admissions, financial aid and scholarships. Begin talking with an advisor about your career and education plans right from the start of your first term at CGCC.

## Define Your Career Goals and Create Your Educational Plan

- Have you made a career decision? If not, see page 19
- If so, what are the educational and/or training requirements to begin in that career?
- Access online and in-person assistance to help research schools and programs
- Work with an advisor to determine what classes you need to take at CGCC to meet your admissions requirements
- Take a class: **CG225, Transferring to a 4-year University or College**, will guide you through the process

## Research Colleges, Universities or Other Training Programs

- Work with advisors and the College Fish online transfer planning system to find schools or programs that will meet your needs
- Connect with Transfer Advisors at schools of interest to you. Ask questions and get recommendations for transferrable courses to take while you are at CGCC
- Consider apprenticeships for on-the-job paid training

## Apply for Admission and Scholarships

- Review all application requirements and note what items are required for each application
- Research scholarships given by the schools as well as local, state and nationwide sources; collegefish.org is a great resource for this as well as transfer schools
- Create a timeline with application deadlines and things to do

## Apply for Financial Aid

- Submit your FAFSA including codes for all schools you will apply to
- Review all requirements and include these tasks on your timeline things to do

## Make Plans for a Smooth Transition

- Choose the school or program to which you will transfer
- Secure financial aid
- Make housing plans, if necessary
- Plan to participate in New Student Orientation events

# Looking Ahead: Job Search Preparation

[cgcc.us/career-center](http://cgcc.us/career-center)

It's not too early to begin planning for a successful job search!

## Take a Class!

- **CG130 Today's Careers**

If you haven't decided on a career yet, this course will help you to learn more about yourself and explore occupations that might be a good fit for you.

- **CG209 Job Search Skills**

This course covers all of the essentials of a successful job search. You will practice networking and interviewing and at the end of the course, you will have a resume and cover letter ready to go!

## Visit CollegeCentral.com

- Online career development and job search site.
- Helps put together all pieces of a job search including: resume writing, interview skills, networking, job search and more.
- FREE!

## Connect with Pathfinder Advisors

- Can assist with the entire career development process from determining your direction, to resume writing to succeeding once you have the job!
- Make an appointment to ensure adequate time with the counselor; 541-506-6024.

# Looking Ahead: OnTrack 2 Advising Appointment

You will need to schedule an **OnTrack 2 Advising session** after you have completed 56-67 credits. During this one-hour session you will confirm your career and/or academic goal, plan your next steps, and make an educational plan that takes you through completion of your certificate or degree. Students who are still undecided about their future path, can discuss options with an advisor and given resources to make an informed decision on how to proceed. This meeting is required to receive your "OK" to register for the next term.

# Community

This list is a basic overview of some resources in our area that may be able to help meet your needs. It is in no way an exhaustive list of all of the options available to you. If you would prefer to talk to someone for assistance with a need, please see an advisor.

Some services listed provide for multiple needs outside their placed category. Call or visit their websites for a more comprehensive understanding of what they may be able to offer you.

## Oregon Department of Human Services

- Houses the offices of child welfare, vocational rehabilitation, self-sufficiency (includes: food stamps-SNAP program, cash for families-TANF, health care coverage-OHP, housing and refugee services), and assistance for seniors, and individuals with developmental and physical disabilities.

541-296-4661

## Counseling Services and Helplines

- Mid Columbia Center for Living (TD)
- Mid-Columbia Center for Living (HR)
- Suicide Prevention Lifeline

541-286-5452

541-386-2620

800-273-TALK (8255)

## Food and Clothing

- Salvation Army
- St. Vincent de Paul
- FISH Food Bank (HR)
- Mid-Columbia Community Action Council (multiple services)

541-296-6417

541-296-9566

541-386-FISH (3474)

541-298-5131

## Housing and Shelters

- Mid-Columbia Housing Authority (OR)  
& Columbia Gorge Housing Authority (WA)
- Mid-Columbia Community Action Council
- Helping Hands Against Violence (domestic violence)
- HAVEN (domestic violence)

888-356-8919

541-298-5131

541-386-6603

800-249-4789

Auxiliary aides and services are available upon request to individuals with disabilities. Please contact Shayna Dahl, Disability Resources Advisor at 541-506-6046 (711 Relay) in a timely manner.

# Resources

OR for more comprehensive information on social service centers and resources in the Gorge area,

*Dial 211*

or do an online search of 211 agencies at <http://211info.org/community-resource-database>

## Medical, Financial and Legal Assistance

- Oregon Legal Aid 800-228-6958
- Oregon Health Plan 800-359-9517
- Family Health Insurance Assistance Program 888-564-9669
- La Clinica del Carino 541-296-4610
- Wasco/Sherman Public Health Department 541-506-2600
- Consumer Credit Counseling 800-634-2227

## Employment and Transportation

- Oregon Employment Department 541-386-6020
- Mid-Columbia Council of Governments (multiple-has food assistance) 541-298-4101

## Pregnancy and Child/Family Resources

- Columbia Gorge Pregnancy Resource Center 800-891-0917
- Women, Infants, Children (WIC) 800-SAFENET
- Families First (new parent support) 541-386-6665

Columbia Gorge Community College is an equal opportunity educator and employer. It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact:

Employment:  
Robb Van Cleave  
Chief Operating Officer  
Office: Building 2, Room 2.422  
Phone: 541-506-6151

Educational Program:  
Chief Academic Officer  
Office: Building 2, Room 2.191  
Phone: 541-506-6031

Student Programs, Activities, and Services:  
Lori Ufford  
Chief Student Services Officer  
Office: Building 3, Room 3.223  
Phone: 541-506-6025



