



COLUMBIA GORGE
COMMUNITY COLLEGE

COLLEGE NOW



STUDENT HANDBOOK

2018-2019

Columbia Gorge Community College

The Dalles Campus (TDC) • 400 East Scenic Drive • The Dalles, OR 97058 • 541-506-6011
Hood River-Indian Creek Campus (HRC) • 1730 College Way • Hood River, OR 97031 • 541-308-8211

www.cgcc.edu





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What is College Now?

Welcome to Columbia Gorge Community College (CGCC) and the College Now program!

This handbook is designed to answer student and parent or guardian questions about College Now and its requirements and expectations.

College Now, through the collaboration of CGCC and local high schools, offers high school students the opportunity to earn college credits at the same time they are meeting high school graduation requirements. This process is called “dual credit” - where college credit, as well as high school credit, is granted for the same course.

College Now courses – taught by qualified high school instructors during regular school hours at your high school – have the same content and outcomes as the courses at CGCC. Each College Now instructor has gone through an approval process to become a College Now faculty and align their courses to CGCC content in order to offer college credit.

We are delighted that you are interested in getting a head start on your college education by considering participation in the CGCC College Now program. Many of the courses you can take through this program are transferable to public colleges and universities in the State of Oregon and generally transferable to colleges and universities throughout the United States.

Your high school counselor or advisor can tell you which courses at your high school are CGCC College Now courses.

If you have questions about College Now that your high school cannot answer, or if you would like additional information about Columbia Gorge Community College, please feel free to contact Student Services at 541-506-6011 or 541-308-8211 or studentservices@cgcc.edu.

NOTE: Foreign Exchange students or anyone in the United States on a J-1 Visa may not take college level courses from Columbia Gorge Community College.

Becoming a College Now Student

College Now (dual credit) classes are usually limited to seniors and qualified juniors with a minimum age of 16. Exceptions may be made for other students deemed by their instructors to meet the prerequisite skills/aptitudes for each particular course (OAR 589-007-0200).

Students wishing to take College Now courses should:

- Be currently enrolled in a high school in the CGCC service area (Oregon and Washington).
- Talk with your parent or guardian about your interest in taking College Now courses to help you determine if it's something you wish to pursue.
- Check with your high school counselor or College Now instructor to determine what College Now courses are available at your high school and what courses you are ready to take.
- Your placement into College Now courses may be based on your high school grade point average, your smarter balanced score (or other state test score) and/or instructor recommendations. You are no longer required to take a college placement test.

Registering for College Now Courses

Registration for College Now courses is done online through the CGCC student portal – MYCGCC. If you do not already have a CGCC student record, you must complete the online admissions process which is located on our website at <http://www.cgcc.edu/admissions>. There is no admissions fee at CGCC.

Click on the “Apply” button for High School Students. The system will ask for your Social Security Number (SSN). If you do not know your SSN, check the box indicating that you prefer not to provide it.

Upon successful admission, you will be provided a 7-digit student ID number. You will need this ID number or your SSN, if you provided it, in order to access your account for the first time. During the initial login you will be asked to create a password. You will need to input your password every time you login to your account. If you have any problems with the admissions or login process, contact CGCC Student Services at 541-506-6011 or 541-308-8211.

Once you have set up your student record, you can then register for courses.

Your College Now instructor will provide you with a 4-letter “permission code” that allows you to register for the College Now course. **Please see step-by-step instructions for registering and payment beginning on page 14.**

The College Now courses taken at your high school will have the same course description, outcomes and assessment expectations as those at Columbia Gorge Community College. Some courses require pre-requisites. Prerequisites are conditions that must be met in order to be admitted to a particular course. These conditions are usually the completion of other courses or the results of your placement exam scores. Please talk to your high school counselor or instructor about specific course requirements and prerequisites.

If you are taking a sequence of courses (e.g., Writing 121, 122) you must pass each course with a grade of ‘C’ or better in order to enroll in the subsequent course. Your enrollment for high school credit will not change.

Cost of College Now Courses

One of the highlights of the College Now program is the low cost of tuition.

The 2017-18 tuition for College Now courses is \$49.00 per course.

You can pay online with a debit or credit card when you register or you may choose to be billed by CGCC and pay by mail. The cost of the College Now courses is non-refundable.

Withdrawing from a College Now Course

College Now students are responsible for their College Now coursework and completing all course materials. Grades earned in a College Now course become part of your permanent college transcripts. If you don't want a low grade to appear on your transcript, you must withdraw from the course by the **end of the eighth week** of the CGCC term in which you are registered.

For example, if you are not doing well in a College Now course and do not want a low grade to appear on your transcript, it is your responsibility to withdraw from the course and notify your instructor that you have done so.

To withdraw, follow these simple instructions: Log in to your MyCGCC account. Click the “drop or withdraw from classes” link, select the class you wish to withdraw from, and select withdraw.

Accessing College Now Grades and Transcripts

Grades

A syllabus from your instructor will be provided the first week of class that includes all course expectations, including grading guidelines. Grades are posted to student records the week after the end of the CGCC term and are available online only.

To view your grades and/or print an unofficial transcript:

- Go to www.cgcc.edu and click the “MYCGCC” button.
- Login using your student ID and password. Trouble logging in? Call 541-506-6011 or 541-308-8211 for help.
- Under Additional Resources on the menu, click on “Unofficial Transcript”. This will display your most recent term grades. Click on “Unofficial Transcript” at the bottom of the page to view and/or print your entire transcript.

Official Transcripts

Requests for official transcripts must be submitted in writing using the [Official Transcript Request Form](#). There is no charge for official transcripts unless a rush order is requested. Rush Order Processing is optional and the fee is \$30.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Under FERPA, schools must have written permission from the parent or eligible student in order to release any information from a student's education record including but not limited to:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information, such as social security numbers and birth dates

In order for your parent/guardian or counselor to obtain some or all types of this protected information, you must sign the Consent to Release Information form included in this handbook.

Turn the form into your College Now instructor or send it directly to:

Registrar

Columbia Gorge Community College

400 East Scenic Drive

The Dalles, OR 97058

Important Things to Know

Syllabus

The course syllabus – given to you by the instructor the first day the class meets - will include what topics will be covered in the course, what assignments must be completed and when they're due, and what you can expect to learn from the course. Pay close attention to your instructor's method for assigning grades.

Don't be afraid to ask

Your instructor is available to answer your questions about course materials or class policies. If you have any concerns about your performance in the course or you are not sure whether you understand an assignment, please talk with your instructor.



Issues or Concerns

For any other questions or concerns you have about CGCC College Now courses, please feel free to call the Instructional Services office at 541-506-6031 or talk to your high school counselor.

CGCC Services available to College Now Students

Bookstore

The CGCC Bookstore has two locations to serve you!

The Dalles Campus – 541-506-6061

Hood River-Indian Creek Campus – 541-308-8211

<http://www.cgcc.edu/bookstore>

Or email us at bookstore@cgcc.edu

Library

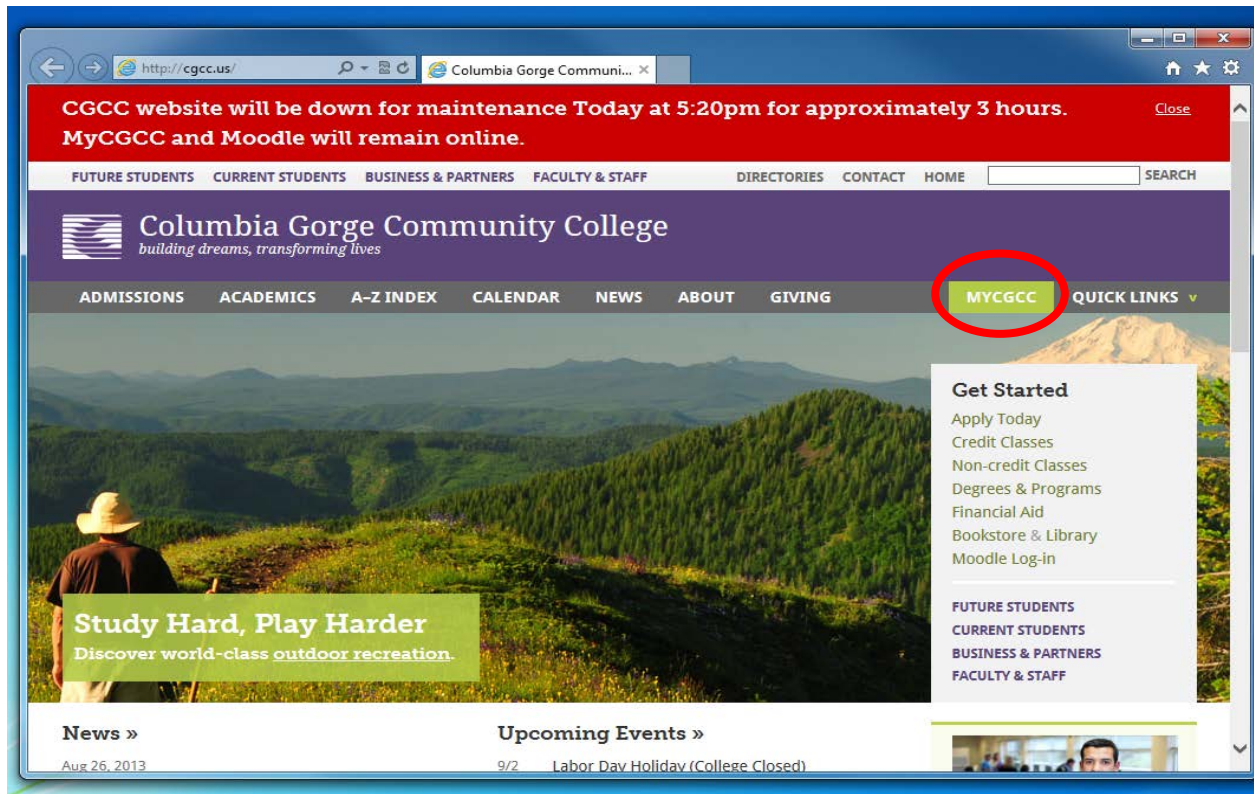
The library offers extensive resources and services, including personalized research help, technical assistance and interlibrary loans.

<http://www.cgcc.edu/library>.

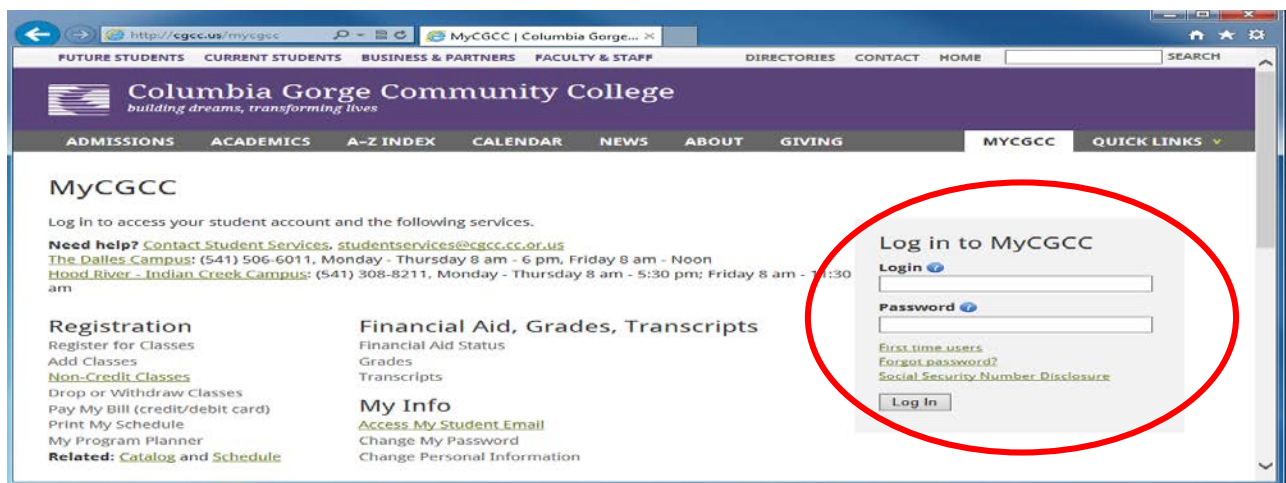
541-506-6081

Registration Instructions

1. Go to www.cgcc.edu
2. On the home page, click on the button that says “MYCGCC”

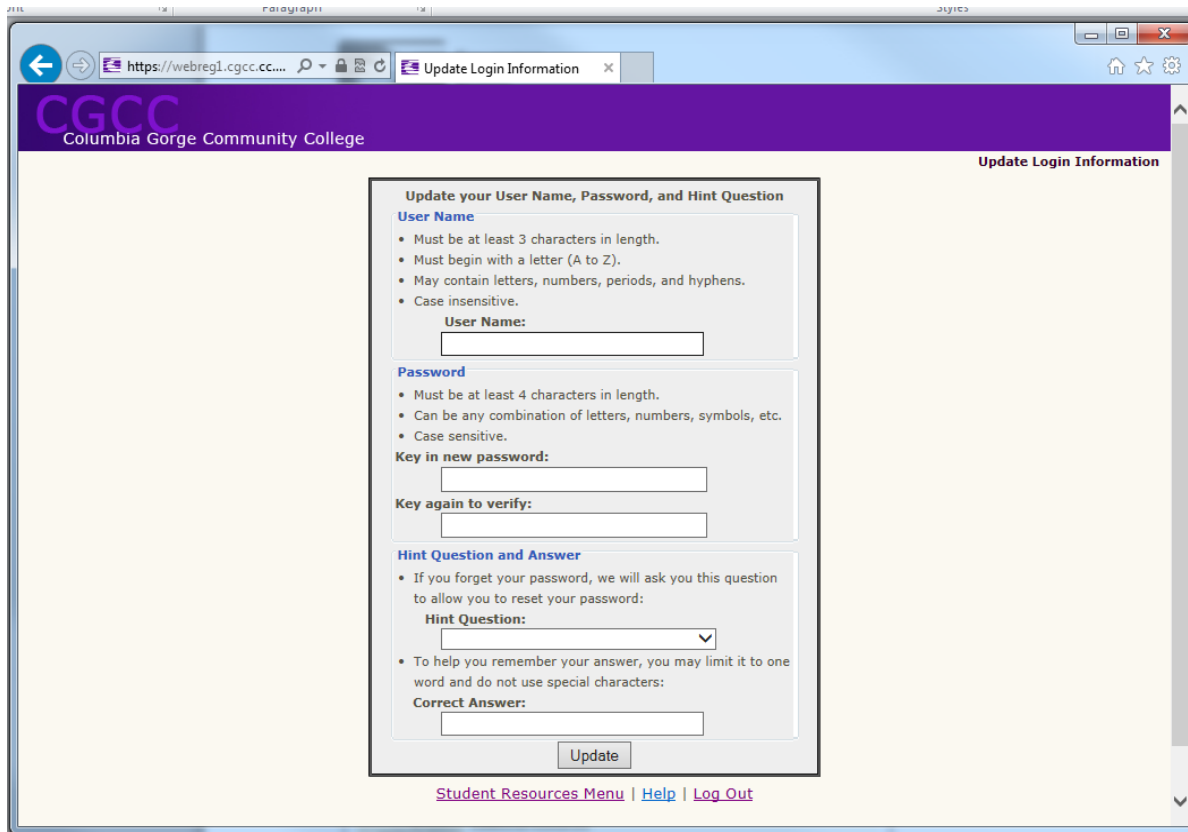


3. Log in using your SSN or 7-digit student ID. The first time you login, your password is the Month and Day of your date of birth (MMDD)

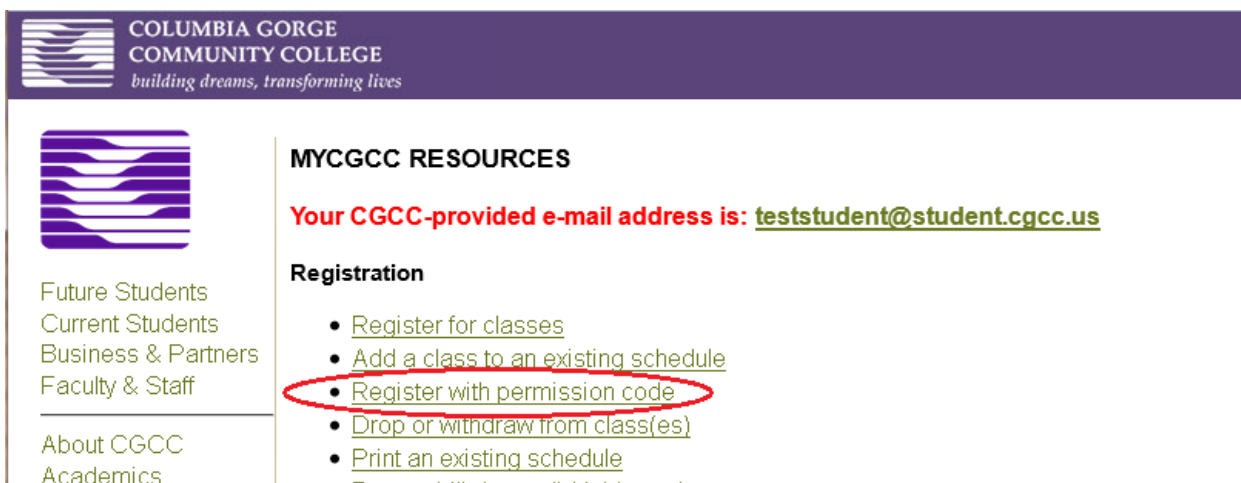


4. You will need to create a User Name and change your Password.





5. When the MYCGCC Resources Menu appears, click on “Register with permission code”.



6. Enter the 4-letter code provided by your instructor and submit.



Instructor Permission to Add a Class

If you are one of these students:

- I am waitlisted and my instructor gave me permission to register for the class.
- The class is closed, but the instructor gave me permission to register for the class.

Key in the 4-digit class code given to you by your instructor:

Enter Code:

Once you press the Submit button, continue on with the registration procedure.

If you do not have an instructor's permission to register for a closed or waitlisted class, contact the instructor.

Class sizes are limited, not everyone will get permission to register for a closed class.

[Student Resources Menu](#)

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For assistance contact Student Services, (541)506-6011 or studentservices@cgcc.edu

7. To add another class, click on “Student Resources Menu” at the bottom of the page and repeat step 6. When finished choosing classes, click “Advance to Checkout.”

NOTE: You have not registered for the classes in this list yet!
To register, you must press the "Advance to Checkout" button below.

To remove classes from your shopping cart, check a box associated with a class you would like to remove from your cart and press the "Remove Classes from Cart" button.

Your Shopping Cart

Class	Title	CRN	Remove
PS201-012	US GOVT:FOUNDATION/PRINCIPLES	1080433	<input type="checkbox"/>

8. Read the payment policies, then click “I agree” to accept the terms. You must accept the terms to register.

[You have 1 class in your Shopping Cart](#)

Tuition Payment Policies

Payment

Credit classes: Tuition is due, or an [installment plan](#) has to be arranged, by the first Friday of the term.

Non-credit classes(Adult Continuing Education): Full payment is due upon registration. If payment is not made, students will be dropped from their class at midnight on the day they register.

Refund

Students are entitled to a 100% tuition refund when classes are dropped by the following deadlines:

Credit classes:

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

1 week classes: before the first day the class meets

- Lab fees for credit classes may not be refunded.
- No refunds will be given after the deadline regardless of when a student registered or whether a student attended a class.

Non-credit classes (Adult Continuing Education):

1-2 week classes: before the first day of the class

3 or more week classes: before the second day of the class

- No refunds will be given after the deadline.

Resources:

[How Much Does My Tuition And Fees Cost?](#)

[What Are My Methods Of Payment?](#)

[How Do I Pay With My Financial Aid Award?](#)

[How Are Scholarships Applied to My Charges?](#)

By clicking on the "I AGREE" link below, you are acknowledging that you have read the TUITION PAYMENT POLICIES and agree to abide by them.

I DO NOT AGREE

I AGREE

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For assistance contact Student Services, (541)506-6011 or studentservices@cgcc.edu

9. Click "Finish and View Payment Options."

You have just registered for the following course:

PS201-012 - US GOVT:FOUNDATION/PRINCIPLES

[Continue Shopping](#) [Finish and View Payment Options](#)

10. Select from two payment options:

- Pay now with a Credit Card (debit cards are also excepted)
- Pay Later

Installment agreements and paying with financial aid options are not applicable to College Now students.

Payment Options

<p>Pay now with a Credit Card</p> <p>Pay Now</p>	<p>Create an Installment Agreement</p> <p>Contact the cashier at 541-506-6057 to set up an installment agreement and pay in two installments.</p> <p>Pay Later</p> <p>To avoid a 10% late fee up to \$75, you must make payment by: Friday, January 10, 2014</p> <p>I Agree to Pay Later</p>
<p>Pay with Financial Aid</p> <p>This option is available only if you have already received an award letter for financial aid this term and expect financial aid to be on your account by the payment deadline.</p> <p>Pay with Financial Aid</p>	

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For assistance contact Student Services, (541)506-6011 or studentservices@cgcc.edu

A class schedule will appear showing the class(es) you have registered for as well as your balance due if you chose to pay later. Print this for your records. Be sure to close out of your student record using the Log Out link at the bottom of the page.



College Now Consent to Release

I hereby authorize Columbia Gorge Community College and my instructors to release all attendance, grades, and other records requested by my parents (or legal guardian) or my high school until such time as this authorization is rescinded in writing to the attention of the Chief Academic and Student Affairs Officer, Columbia Gorge Community College.

Printed Name of Student

Signature of Student

Date

Signature of Parent/Legal Guardian

Date

HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL?

PERSONAL FREEDOM IN HIGH SCHOOL	PERSONAL FREEDOM IN COLLEGE
* High school is <i>mandatory</i> and <i>free</i> (unless you choose other options).	* College is <i>voluntary</i> and <i>expensive</i> .
*Your time is usually structured by others.	* You manage your own time.
* You need permission to participate in extracurricular activities.	* You must decide whether to participate in extracurricular activities. (<i>Hint</i> : Choose wisely in the first semester and then add later.)
* You need money for special purchases or events.	* You need money to meet basic necessities.
* You can count on parents and teachers to remind you of what your responsibilities are and to guide you in setting priorities.	* You will be faced with a large number of moral and ethical decisions you have not had to face previously.
* Guiding principle: You will usually be told what your responsibilities are and corrected if your behavior is out of line.	* Guiding principle: you're old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.
HIGH SCHOOL CLASSES	COLLEGE CLASSES
*Each day you proceed from one class directly to another.	*You often have hours between classes; Class times vary throughout the day and evening.
*You spend 6 hours each day – 30 hours a week—in class.	*You spend 12 to 16 hours each week in class
*The school year is 36 weeks long; some classes extend over both semesters and some do not.	*The academic year is divided into Separate, 11 and 12 week terms.
*Most of your classes are arranged for you.	*You arrange your own schedule in consultation with your academic adviser. Schedules tend to look lighter than they really are.
*Teachers carefully monitor class attendance.	* Instructors/Professors may not formally take roll, but they are still likely to know whether or not you attend.
*Classes generally have no more than 35 students.	*Classes may number 100 students or more.
*You are provided with textbooks at little or no expense.	*You need to budget substantial funds for textbooks, which will usually cost more than \$200 each term.
*You are not responsible for knowing what it takes to graduate.	*Graduation requirements are complex, and differ for different majors and sometimes different years. You are expected to know those that apply to you.
HIGH SCHOOL TEACHERS	COLLEGE INSTRUCTORS/PROFESSORS
*Teachers check your completed homework.	*Instructors/Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.
*Teachers remind you of your incomplete work.	*Instructors /Professors may not remind you of incomplete work.
*Teachers approach you if they believe you need assistance.	*Instructors/Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
*Teachers are often available for conversation before, during, or after class.	*Instructors/Professors expect and want you to attend their scheduled office hours.
*Teachers have been trained in teaching methods to assist in imparting knowledge to students.	*Instructors/Professors have been trained as experts in their particular areas of research.
*Teachers provide you with information you missed when you were absent.	*Instructors/Professors expect you to get it from classmates, any notes from classes you missed.
*Teachers present material to help you understand the material in the textbook.	*Instructor/Professors may not follow the textbook. Instead. To amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or, they may expect <i>you</i> to relate the classes to the textbook readings.
*Teachers often write information on the board to be copied in your notes.	*Instructors/Professors may lecture nonstop, expecting you to identify the important points in your notes. When instructors/professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.



*Teachers impart knowledge and facts, sometimes drawings direct connections and leading you through the thinking process.	*Instructors/professors expect you to read. Save, and consult the course syllabus (outline); the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
STUDYING IN HIGH SCHOOL	STUDYING IN COLLEGE
*You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.	*You need to study at least 2 to 3 hours outside of class for each hour in class.
*You often need to read or hear presentations only once to learn all you need to learn about them.	*You need to review class notes and text material regularly.
*You are expected to read short assignments that are then discussed, and often re-taught, in class.	*You are assigned substantial amounts of reading and writing which may not be directly addressed in class.
*Guiding principle: You will usually be told in class what you need to learn from assigned readings.	*Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.
TESTS IN HIGH SCHOOL	TESTS IN COLLEGE
*Testing is frequent and covers small amounts of material.	*Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the instructor/professors need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a term.
*Makeup tests are often available.	*Makeup tests are seldom an option; if they are, you need to request them.
*Teachers frequently rearrange test dates to avoid conflict with school events.	*Instructors/Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
*Teachers frequently conduct review sessions, pointing out the most important concepts.	*Instructors/Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
*Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.	*Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.
GRADES IN HIGH SCHOOL	GRADES IN COLLEGE
*Grades are given for most assigned work.	*Grades may not be provided for all assigned work.
*Consistently good homework grades may help raise your overall grade when test grades are low.	*Grades on tests and major papers usually provide most of the course grade.
*Extra credit projects are often available to help you raise your grade.	*Extra credit projects generally speaking, may not be available to raise a grade in a college course.
*Initial test grades, especially when they are low, may not have an adverse effect on your final grade.	*Watch out for your <i>first</i> tests. These are usually "wake-up-calls" to let you know what is expected—but they also may account for a substantial part of your course grade. You may be shocked when you get your grades. It is your responsibility to seek outside assistance either from your instructor or college tutoring center.
*You may graduate as long as you have passed all required courses with grade of D or higher.	*You may graduate only if your average in class meets the departmental standard—typically a 2.0 or C.
*Guiding principle: "Effort counts." courses are usually structured to reward a "good-faith effort."	*Guiding principle: "Results count." though "good-faith effort" is important in regard to the professor's willingness to help you achieve good results, it will not <i>substitute</i> for results in the grading.

CHOICES OF SUCCESSFUL STUDENTS

Successful Students	Struggling Students
1...accept PERSONAL RESPONSIBILITY for creating the outcomes and quality of their lives.	1...see themselves as victims, believing for the most part that what happens to them is beyond their control.
2...discover a MOTIVATING PURPOSE , characterized by personally meaningful goals and dreams	2...have difficulty choosing a purpose; often experiencing depression and/or resentment about the meaninglessness of their lives.
3...consistently plan and take EFFECTIVE ACTIONS in pursuing their goals and dreams	3...seldom identify the specific actions needed to accomplish a task. And when they do, they tend to procrastinate.
4...build MUTUALLY SUPPORTIVE RELATIONSHIPS that assist them in pursuing their goals and dreams.	4...are solitary, seldom requesting, even rejecting offers of assistance from legitimate resources.
5... GAIN HEIGHTENED SELF-AWARENESS , developing empowering beliefs, attitudes, and behaviors that will keep them on course.	5...remain in the thrall of disempowering life scripts that carry them far off course.
6... BECOME LIFE-LONG LEARNERS , finding valuable lessons in nearly every experience they have.	6...tend to resist leaning new ideas and skills, often viewing learning as drudgery rather than mental play.
7... DEVELOP EMOTIONAL MATURITY , characterized by optimism, happiness, and peace of mind.	7...live at the mercy of their emotions, having their success hijacked by anger, depression, anxiety, and a need for instant gratification.
8... BELIEVE IN THEMSELVES , feeling capable, lovable and unconditionally worthy as human beings.	8...doubt their personal value, feeling inadequate to accomplish meaningful tasks and unworthy to be loved by others or by themselves.

General Information

Accreditation

Columbia Gorge Community College is accredited by the [Northwest Commission on Colleges and Universities](#).

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
(425) 558-4224
www.nwccu.org

Equal Opportunity and Non-Discrimination

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:

Title II Coordinator

Lori Ufford, Chief Academic Officer, 541-506-6031

Title IX Coordinator and Section 504 Coordinator for Students

Mike Taphouse, Director of Advising, 541-506-6026

Section 504 Coordinator for Employees

Courtney Judah, Human Resources, 541-506-6151

Glossary of Terms

- **Syllabus:** The syllabus is a collection of information about the course. It usually contains the following: course description, goals and objectives of the course, reading assignments and due dates, an outline of the course that usually includes course requirements including what will be evaluated and how the evaluation will take place. This is the key to the course.
- **Quarter:** Columbia Gorge Community College offers classes on a quarterly term timeline. Fall quarter is 12 weeks long. Winter, spring and summer quarters are 11 weeks long.
- **Drop:** Students can drop a class without penalty during the first week of the term. Tuition charges are dropped and the class is removed from the student record.
- **Withdrawal:** Students can withdraw from a class if they feel they cannot complete it successfully. Students must withdraw before the end of the eighth week of the term or a grade or mark will be assigned. A withdrawal will show as a “W” on their transcript and does not impact the GPA. Tuition will not be refunded for withdrawals.
- **Transcript:** A transcript is the official record of your academic history. It will have listed by dates all course work, final grades, and any academic honors or academic warnings, probations or dismissals. An official transcript will have an embossed seal of the college on it. When sending your official transcript to other colleges, you must have it sent in a sealed envelope. Transcripts that have been opened will not be considered official.
- **Grade Report:** CGCC does not mail grade reports. Students can view and print a grade report by accessing their student record through [MYCGCC](#).
- **GPA (Grade Point Average):** Your grade point average is calculated from your first term. It builds upon itself and is hard to improve if it becomes low. Grade points are computed on the basis of four points for each credit of “A”, three points for each credit of “B”, two points for each credit of “C”, one point for each credit of “D” and zero points for each credit of “F”. Grades with “P” and “NP” and grades with “SC”, “NCS”, “I”, “W”, “CIP” and “AUD” are disregarded in the computation of the grade point average. The grade point average is the quotient of total points divided by total credits in which “A”, “B”, “C”, “D” and “F” are received.
- **Academic Advising:** Academic Advising is available, free of charge to all students. Academic Advisors can explain and help students select courses appropriate to their individual needs and goals. Advisors provide information about prerequisites, degree and certificate requirements, transfer credits, academic regulations and college support systems.
- **Attendance and No-Shows:** You are expected to attend all classes in which you are enrolled. Unless you have made prior arrangements with your instructor, you may be dropped from the class if you do not attend the first class session. However, you are still responsible for formally dropping your class(es) even if you don't attend. If you fail to drop during the refund period, you will be responsible for the charges. Repeated absences may affect your grade. If you have excessive absences and fail to drop or withdraw from class by the deadlines, you may be assigned a failing grade at the end of the term.