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## Welcome to Dual Credit

The dual credit program at Umpqua Community College (UCC) provides an opportunity for high school students to earn college credit based on articulation agreements between Douglas County high schools and Umpqua Community College. Courses are "articulated" when the high school course has the same content and learning outcomes as the college course. Although taught in the high school, the course materials, content, and instructional quality are consistent with courses offered by the community college. Because of that articulation, a student would be able to transition smoothly to the next level of college courses in the subject area.

### Students can earn:

- University **Lower Division Transfer** credit that counts toward a Bachelor's degree in such subject areas as Literature, Writing, World Languages, History, Social Science and Mathematics, or
- Credit in **Career & Technical Education**, Associate of Applied Science programs, such as Automotive Technology, Computer Applications Systems, Early Childhood Education, Welding, Drafting and many more!

## Benefits

- Savings in time and money
- Motivation to stay in school
- Broader, stronger high school curriculum and higher student achievement
- Increased readiness for college level work
- Coordinated curriculum helps to assure students meet college standards

## Credits with a Purpose

The ability to earn college credits while still in high school is a great opportunity for many students, but those credits need to fit into your future plan of study or major to provide the maximum benefit. Students who want to earn credits through dual credit should be sure those credits will transfer to their future community colleges or universities before signing up for the college credit option.

In the "Financial Aid Implications" on page 7, you will see that all college credit—including that earned in high school—is used to calculate financial aid eligibility. A large number of credits that don't apply to your college major will count against the 150% credit maximum in a major program for financial aid purposes but may not reduce the amount of time the student is in college. College students must take the time to research and plan their classes and schedules to best meet their goals.

## Important Information to Know

- Your grade will be reflected on your official UCC transcript, unless you formally request to drop the course by the drop deadline on the Academic Calendar.
- If you choose to withdraw from a course (after the drop deadline and before the end of the term), a "W" will appear on your transcript. This will not affect your GPA, but it is figured in the

formula for attempted classes for future financial aid. You are responsible for this process, and UCC will not be able to do it after the deadline.

- You need to become familiar with your UCC Self-Service Banner account, where you can register, view your transcript and request official transcripts be sent to other colleges.
- Your instructor will provide a copy of the course syllabus to you within the first week of class. This should outline expectations, outcomes, and assignments for the term.
- UCC will not be able to "retroactively" give credit for articulated courses if a student decides later that s/he should have taken advantage of this credit. You must register, drop and withdraw by the deadlines for the academic term for which the class is listed.
- If you feel you are not doing well, communicate with your dual credit teacher. Asking for help is a skill all college students must have. You are also welcome to utilize tutoring at the Success Center in the UCC Campus Library.

## How to Get Started

- Check to see if you are eligible with your high school counselor (usually in the spring before the class starts).
- Apply for Admissions to UCC
- Save the page that you will receive in your home email with your UCC ID Number or 800#.
- Register for Classes

## Admissions

Students must apply for admission to UCC prior to registering for your course. Once students are admitted, they are issued a Banner ID (student identification number), which is sent to the home email they list on the admissions form. Admission to the College is generally applied for during the course of the high school class with instructor assistance. Re-admission is necessary if students have not taken a UCC course for over a year.

There is no fee for admission. The online process is below. Paper applications are also accepted in the Admissions Office.

- 1) Go to **www.umpqua.edu**
- 2) Click on **Apply Now!**
- 3) For Online Applications click on **Start Now!**
- 4) Click on **Begin The Online Application**
- 5) You will be prompted to create a temporary Login and PIN. Click Login
- 6) You will receive a Generated ID number. Write it down. Click Continue
- 7) From the Application Type menu at the bottom of the page, select **Dual Credit** in High School. Click Continue.
- 8) From the pull down menu, select the term in which you will register for classes. Type in your first and last names. Click Fill out Application.
- 9) Continue until you have provided all required items. Once you finish the Application Checklist, you will see a screen with 4 checkmarks. Click Application is Complete.
- 10) Your BANNER ID will appear in bold type in the middle of the page. It is a good idea to print this page.
- 11) Click on Access Web for Student. You will be asked to change your pin number. Follow instructions for creating a new PIN. Click on Login.

- 12) You will be asked to provide a Verification Security Question. Provide a question with an answer that you will NOT FORGET. Continue to verify your address.
- 13) After clicking on I Verify this Address, you will be taken to Express Umpqua Main Menu.

## Your UCC Self-Service Account

Dual Credit students are assigned and e-mailed a UCC Banner ID# after admissions. **If you do not know or forget your UCC ID, call the UCC Helpdesk at 541-440-7808.**

To login to your account:

- Go to the Umpqua Community College website: <http://www.umpqua.edu>
- The first time you log in you will get a message that your PIN has expired.
- Re-enter your expired PIN (your DOB in six-digit format); then enter a new PIN, according to on-screen instructions, and set up a security question and answer.
- Review each screen.

## Registering for your Course

### CRN (Course Registration Number)

Dual Credit Courses are assigned a unique CRN each term, just like each UCC course. Please ask your dual credit teacher for that number. CRNs are created for the term in which a student receives a grade. (E.g. Semester classes ending January 15<sup>th</sup>=UCC winter term). **The CRNs change every term.**

### Prerequisites

Students enrolled in a series course (such as CH 101, 102 and 103) must pass each course with a minimum grade of C prior to enrolling in a subsequent level. (Students may remain in the class for high school credit even if the minimum grade is not achieved). Selected courses may require students to take the UCC placement exams or measures **and** meet minimum score requirements (e.g. English Composition and Mathematics) prior to registration.

### Registration

Students can register using their Student Self Service account during the online registration period for each term or by filling out a paper Add/Drop form and submitting to the Educational Partnerships Office before the deadline. Students must register each UCC term for the classes in which they wish to earn credit. A hold on a student's account will prevent registration access.

### Adding or dropping classes through the first week of the term

Students may add or drop a course using their Student Self Service account before the official deadline (see UCC Calendar) without penalty or inclusion on transcript.

- 1) On [www.umpqua.edu](http://www.umpqua.edu), click on **Student & Employee Self-Service** (link at top of page)
- 2) Type in your Banner ID and PIN Click on Login
- 3) Click on Student.
- 4) Click on Registration
- 5) Click on Add/Drop Classes
- 6) Select correct term from drop down menu
- 7) Enter the CRN# provided to you by your instructor in one of the boxes.
- 8) Click on Submit Changes. Be sure that you see that you are registered for the correct class. If you have any issues with this step contact your instructor or the Educational Partnerships Office.

## Withdrawals

Students can withdraw from a course any time before the end of the 8<sup>th</sup> week of the term and receive a W grade. A W grade remains on the transcripts and can affect future financial aid.

- 1) Print a Registration Change Form from the web (also at the end of this manual).
- 2) Fill out with name, UCC student ID number, term/year, and course information
- 3) Both the instructor and student must sign all withdrawals
- 4) Submit form to Educational Partnerships Office by email, fax or mail
- 5) Confirmation can be accessed by the student through their Student Self Service account and the instructor through the class roster.

## Update personal information (address, phone, email)

- 1) Go to Umpqua.edu
- 2) Click on Resources and Services
- 3) Click on Student Forms and Publications
- 4) Go to Admissions/Records/Registration Forms
- 5) Click on Student Record Change Form
- 6) Submit to Enrollment Services (address, fax and email is on the top of the form)

## Dual Credit Grading Policy

High school teachers certify your course completion based upon your mastery of required articulated course outcomes. At completion of a class, the high school teacher will submit the final grade via Employee Self-Service Banner. Before a dual credit course is offered, UCC faculty and high school teachers meet to make sure the class meets UCC standards, and all course requirements are agreed upon before the course is offered. Course grading is explained on the course syllabus your teacher gave you at the beginning of the term, and the UCC Grading Policy is followed for all classes. End-of-term grades are available via the student's online student account and are not mailed or given out over the phone.

## Transcription of Dual Credit Courses

Your dual credit grade will appear on your UCC transcript exactly like a class taken on campus. In many cases, your dual credit class(es) start your college GPA. Students may view their UCC transcripts online as soon as the class is graded. Students should verify that all their Dual Credit grades have been posted by looking at their UCC free unofficial transcript before requesting an [official transcript](#). Any changes to the transcript must be submitted in writing by the high school to the Educational Partnerships Office within 12 months of course completion.

### Check or Request a Transcript:

- On [www.umpqua.edu](http://www.umpqua.edu), click on **Student & Employee Self-Service** (link at top of page)
- Type in your Banner ID and PIN Click on Login
- Click on Student Records
- To View:
  - Click on Academic Transcript
  - Choose the type of transcript you wish to view and click Submit
- To Request an Official Transcript:
  - Click on Request Printed Transcript

- Complete requested information and click Submit

**Note:** Holds on student's accounts will prevent delivery of official transcripts.

## Financial Aid Implications

There may be future financial aid implications for unsatisfactory academic progress (grade of D, F or W) in a Dual Credit class. Unsatisfactory academic progress includes a cumulative college GPA below 2.0 and a cumulative completion rate below 66.67% of calculated credits at the end of each term (you must pass at least 67% of classes you attempt). When you apply for federal financial aid, the financial aid office at the college evaluates all grades and credits on your transcript, including dual credit. So if you get a D, F or W in your Dual Credit class, your completion rate and college GPA can be in peril before you even finish high school.

In addition, students are limited to financial aid eligibility only for 150% of the published credit length of a selected academic program. All credits on your transcript, including college credits attempted in high school, count toward the 150% limit for your selected program. The limit is approximately 135 credits for a two-year degree. The Oregon Promise, should it continue to be funded next year, only covers up to 90 credits, including any earned in high school.

## Parent's Access to Your Information

**FERPA statement:** FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of the student's' educational records. Under FERPA, Umpqua cannot release to anyone other than the student:

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

Students may set up a student information release by filling out the [Release of Information](#) Form and submitting to the Admissions office at the time of application so parents may call or come in to ask about certain types of protected information to help them.

# UCC ACADEMIC CALENDAR

## Fall Term 2017

Classes Begin	Monday, September 25
Payment Deadline	Monday, September 25
Last day to Register or Add Classes	Friday, October 6
Last Day to Drop (via web only on weekends)	Sunday, October 1
Last Day to Withdraw	Tuesday, November 21
Final Exam Week	Monday-Saturday, December 4-9
End of Fall Term Classes	Saturday, December 9

## Winter Term 2018

Registration Begins	Monday, November 6
Classes Begin	Monday, January 8
Last Day to Drop (via web only on weekends)	Sunday, January 14
Last Day to Register or Add Classes	Friday, January 19
Last Day to Withdraw	Friday, March 9
Final Exam Week	Monday-Saturday, March 19-24
End of Winter Term Classes	Saturday, March 24

## Spring Term 2018

Priority Registration Begins	Monday, February 26
Classes Begin	Monday, April 2
Payment Deadline	Monday, April 3
Last Day to Drop	Friday, April 8
Last Day to Register or Add Classes	Friday, April 13
Last Day to Withdraw	Friday, June 1
Final Exam Week	Saturday, June 9-Friday, June 15
End of Spring Term Classes	Friday, June 15



# REGISTRATION & SCHEDULE CHANGE FORM

Term:  FA  WI  SP  SU Year: \_\_\_\_\_

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Student ID Number

ADDS			COMPLETE THIS SECTION FOR OVERRIDES ONLY	
CRN	Course <small>(e.g. WR 121)</small>	Course Title <small>(e.g. English Comp)</small>	Instructor Check ALL Approved Overrides*	Instructor Signature & Date <small>(Required for Overrides)</small>
			<input type="checkbox"/> Late Add <input type="checkbox"/> Overload Class <input type="checkbox"/> Time Conflict <input type="checkbox"/> Co/Prerequisite <input type="checkbox"/> Special Approval <input type="checkbox"/> Reg Restriction	↓ This Section <b>MUST</b> be Completed for Overrides ↓
			<input type="checkbox"/> Late Add <input type="checkbox"/> Overload Class <input type="checkbox"/> Time Conflict <input type="checkbox"/> Co/Prerequisite <input type="checkbox"/> Special Approval <input type="checkbox"/> Reg Restriction	
			<input type="checkbox"/> Late Add <input type="checkbox"/> Overload Class <input type="checkbox"/> Time Conflict <input type="checkbox"/> Co/Prerequisite <input type="checkbox"/> Special Approval <input type="checkbox"/> Reg Restriction	
			<input type="checkbox"/> Late Add <input type="checkbox"/> Overload Class <input type="checkbox"/> Time Conflict <input type="checkbox"/> Co/Prerequisite <input type="checkbox"/> Special Approval <input type="checkbox"/> Reg Restriction	
			<input type="checkbox"/> Late Add <input type="checkbox"/> Overload Class <input type="checkbox"/> Time Conflict <input type="checkbox"/> Co/Prerequisite <input type="checkbox"/> Special Approval <input type="checkbox"/> Reg Restriction	
			<input type="checkbox"/> Late Add <input type="checkbox"/> Overload Class <input type="checkbox"/> Time Conflict <input type="checkbox"/> Co/Prerequisite <input type="checkbox"/> Special Approval <input type="checkbox"/> Reg Restriction	

\* Overrides: **Late Add** - Authorization to register AFTER the first week of term. **Overload Class** - Authorization to override the class limit. **Time Conflict** - Authorization to override class time conflict. **Co/Prerequisite** - Authorization to override course Co/Prerequisite. **Special Approval** - Authorization to override course restrictions (e.g. Instructor/Dept approval required, max credit hrs exceed). **Reg Restriction** - Authorization to override registration restrictions (e.g. major, program, degree, level restrictions etc).

DROPS <small>(Tuition Refunds thru first week of term ONLY)</small>			COMPLETE FOR WITHDRAWALS ONLY		
CRN	Course <small>(e.g. WR 121)</small>	Course Title <small>(e.g. English Comp)</small>	Instructor Signature & Date <small>(Required for Withdrawals-After 21<sup>st</sup> Day)</small>		
Is this a <b>COMPLETE WITHDRAWAL</b> from ALL Courses? <input type="checkbox"/> NO <input type="checkbox"/> YES NOTE: If checked <b>YES</b> , you will be withdrawn from <u>all</u> courses for the current term.					
<b>Adviser Signature -</b> <small>(Required for <u>all</u> Withdrawals AFTER first week of term)</small>		Date	<b>Financial Aid Signature -</b> <small>(Required for <u>all</u> Withdrawals AFTER first week of term)</small>		Date

I acknowledge that my registration signifies consent to, and acceptance of, all policies and procedures governing my enrollment, including financial liability. I choose the above schedule and understand that I am responsible for officially withdrawing from any course in which I am enrolled and failure to do so may result in a failing grade. In addition, I understand that I am personally liable for all costs associated with my courses, including tuition and fees, whether or not I receive any financial assistance in the form of grants, loans or payments from any third party sources. I further understand that my academic schedule must meet requirements for federal financial aid and/or veteran's benefits and deviation without prior approval may result in repayment and/or loss of federal financial aid or veteran's benefits. I certify that all the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Student Signature - Signifies Approval & Authorization

\_\_\_\_\_  
Date

*NOTE: See schedule for important term dates & deadlines and drop/withdrawal procedures.*