COMMUNITY AND WORKFORCE TRAINING
SMALL BUSINESS DEVELOPMENT CENTER EVENTS & WORKSHOPS
ADULT BASIC SKILLS
REGISTRATION INFORMATION

Learning Looks Different at UCC
How the College is using technology to support student success during a global pandemic.
Read story on page 3.

Transforming Lives
COLLEGE OVERVIEW

INSIDE THIS PUBLICATION

SPOTLIGHT ON EDUCATION 3

COMMUNITY AND WORKFORCE TRAINING 8-23

ADULT BASIC SKILLS 7

SMALL BUSINESS DEVELOPMENT CENTER 24-25

GENERAL INFO 26-29

MAPS 30-31

VIRTUAL SERVICES 6

ABOUT COMMUNITY CONNECTIONS

This publication has a brand new look. What was once called the UCC quarterly class schedule is now called UCC Community Connections.

For the past several years, the college has mailed the class schedule to roughly 50,000 homes in Douglas County as our way of informing the public what we offer. As technology has changed, so has our way of reaching the community. A few years ago we made the printed schedule that you receive in your mailbox available online. The schedule is the second most-read source on the UCC website, so we know how important it is for this information to be accessible and current.

In changing to this new publication, we’ve moved our college “credit class” schedule completely online. The students in our community will always have access to the most up-to-date credit class schedule additions and changes — something we weren’t able to provide when the schedule was in print. The online schedule can be accessed 24/7 at umpqua.edu/class-schedule.

So what’s here? You’ll still find the schedule and information for Community and Workforce Training, Small Business Development Center, and Adult Basic Skills as well as information on Registration and a calendar of UCC’s Arts and Athletics events. In addition, we’ll share stories about students, outstanding alumni, and community partners who join us in academic excellence.

Check it out. We welcome your feedback.
Learning looks different at Umpqua Community College (UCC). The COVID-19 pandemic has forced everyone to live life differently and the way in which students learn has definitely changed as well. The recent global events have forced a shift to online education. Students, teachers, and learning institutions of all types and sizes have had to adapt. If you are adapting or considering this new way of learning as a viable option, this article is for you.

There is no doubt we are living in challenging times. UCC made an early decision to offer the majority of its courses remotely for Fall term. While everyone is anxious to return to campus, health and safety are top concerns. Until we can be safely together, a limited number of in-person courses will be offered. The majority of the courses that have been approved to take place in a UCC classroom this Fall are those that are health and safety related and those that meet a currently in-demand workforce need.

The decision to offer most courses remotely has caused some students to temporarily consider stepping out of education. Here is one argument against that: History has shown us that during a tough economy, it is time to invest in yourself. People who use this time as an opportunity to upskill, learn, and grow will not only make themselves more valuable to current employers, it will also prepare them for the future. It does not matter where you are in your journey. If you are a dislocated worker (unemployed), college stop out, newly graduated high school senior, or GED completer, UCC wants you to succeed! That is why numerous departments have stepped up to assist students virtually.

UCC is using the lessons learned from this past Spring and Summer terms to improve the student experience. Through all of the uncertainty and many fluid changes over the past several months, the College has worked diligently to ensure that students can be successful when it comes to learning while being away from its physical campus. As an institution, UCC realizes that now is the time to learn, grow, and innovate.

The College has adopted technology at an unprecedented rate. In the first week of Spring term, more than 1,000 virtual classes and meetings took place via Zoom™ and other technologies. Professors have worked overtime to create engaging videos to assist student learning. The UCC Athletics Department recently contracted BlueFrame Technology™ to stream future athletic events online, while the UCC Foundation has also awarded numerous Innovation Grants to fund educational technology projects for various UCC departments. The College will also be using more than half of the CARES Act funds it received from the U.S. Department of Education to install new technology in its classrooms and purchase laptops for student use.

How does the future look? Challenging but bright thanks to technology and the resilience of UCC employees and students. UCC truly believes that everyone can be successful at learning from a distance. It often takes as much effort as in-person learning. For some students, it may take more effort to be engaged, but one thing you can be sure of is that UCC is here to help you. Several pages within this publication contain and describe the various resources in place to help students succeed. There are also various resources online to assist. Fall classes start Monday, September 28.

Learn more at umpqua.edu/new-future-students.
Oregon Serigraphics (ORS) is a premier designer and print technical shop located in Roseburg. Stephanie Lafleur and Jean Wall have owned and operated the shop since February 2015. Lafleur has a love for graphics arts and a true passion for paying it forward. Purchasing an existing shop, she transformed it into Oregon Serigraphics with a mission to create branded apparel, create inspiring messages, and do good in her community. Her philosophy is “to be a better business with a primary focus on quality of life over money, because through that, the money will come.” Lafleur and her crew get to do what they love every day, with people and the planet in mind.

ORS specializes in one-stop messaging for apparel and graphics. The company provides award-winning design services, screen-printing, embroidery, sublimation for polyester, tiles and metal; vinyl and large format graphics. Their customer base expands throughout southern Oregon; serving the business community, non-profit organizations, school and sports programs, as well as nationwide clientele. Customer service and education is paramount in what they provide — matching decoration method with substrate, messaging, and price point are all parts of great service. The company places a high value on education; staying up to date with industry trends and techniques. The crew participates in continuing education courses to expand and perfect their craft; all of which is evident in the quality products they produce.

Oregon Serigraphics has shown to be a pillar in the community by keeping the needs of the community at the forefront of what they do. Most recently, Lafleur recognized almost immediately that even though she wasn’t able to bring in general sales, she had a facility that could help make cloth masks. In turn, it could help the community.

Lafleur created and orchestrated the local all-volunteer mask making community effort aptly named ‘Umpqua Sewing Warrior.’ More than 600 people belong to the group and have contributed more than 20,000 masks for our community through the Douglas Public Health Network. The effort, which is still underway, is supporting the medical community.

“Hosting the effort is part of using capitalism for good, which is what I see as a business responsibility,” Lafleur said. “We could hunker down and do things for profit or we could do things to pay bills and do good in the community. I think it’s just an extension of that.”

For the past four years, Lafleur has been an active participant in the Small Business Management (SBM) class that is offered at the Small Business Development Center (SBDC). She has reported quite a few impacts over this period of time; mostly in general sales growth. She feels as if SBDC is a partner in the business, because the organization has been a resource in helping Oregon Serigraphics to grow.

“We would without question recommend the SBDC to anyone who has a business or who is looking to start a business,” Lafleur said. “The no-cost advising that is provided and the classes and workshops are invaluable resources to any business owner.”

SBM, which is offered in three levels starting each Fall and meeting once-per-month through June, is for small businesses to spend time working on their business rather than in their business. In between the once-per-month class sessions, business owners meet with advisors to apply what they’ve learned to their business. Whether new, expanding, or planning an exit strategy, SBM offers subject matter experts and counseling to grow the business and reach goals.

To learn more about UCC’s SBDC, visit umpqua.edu/sbdc

To view upcoming classes, workshops, and events, see pages 24 and 25 in this publication.
READY TO TAKE CLASSES AT UCC?
GET STARTED BY CHOOSING THE TYPE OF COURSES YOU WOULD LIKE TO TAKE BELOW:

CREDIT COURSES

Credit courses can lead to a degree or may be accepted toward degree eligibility for transfer to another college or university.

WHAT WE OFFER
For a complete listing of certificates and degrees, visit umpqua.edu/class-schedule.
You can also browse the complete listing of credit courses.

READY TO APPLY?
Visit umpqua.edu/getting-started

NON-CREDIT COURSES

Enrich your life and choose from many of our non-credit Community Education courses. No need to apply to UCC. Just look for instructions online at the websites listed below.

WANT TO LEARN MORE?

THE APPLICATION PROCESS IS DIFFERENT:

ADULT BASIC SKILLS
• Adult Basic Education / GED
• English Language Acquisition
See page 7 for information

INTERNATIONAL STUDENTS
Go to: umpqua.edu to request special application materials

OSU DEGREE PARTNERSHIP PROGRAM
Go to: umpqua.edu/dpp for more information on the Degree Partnership Program

FOR THE MOST UP-TO-DATE COURSE INFORMATION, GO TO umpqua.edu/class-schedule
NEED VIRTUAL HELP?
Currently all services are being offered virtually, but UCC has teams ready to help get your questions answered.

ADMISSIONS
541-440-7743
admissions@umpqua.edu
Want to get started as a new student? Visit umpqua.edu/getting-started or call us, and we will walk you through the steps!
See pg. 5 for more information.

ADVISING
541-440-4610
Advisors are available to help with selecting classes. Schedule an appointment using your SSB account, call or visit umpqua.edu/academic-advising.
See pg. 28 for details.

FINANCIAL AID
541-440-4602
Fill out your FAFSA at fafsa.ed.gov. Call if you need help. See pg. 28 for details.

HAWK SHOP (Bookstore)
541-440-4664
Order online at umpqua.edu/thehawkshop. Staff will quickly ship your items!
See pg. 28 for details.

LIBRARY
541-440-4640
ucclibrary@umpqua.edu
umpqua.edu/ask-a-librarian
Help with research, technology, CANVAS, Zoom™, and college questions

REGISTRATION
541-440-4604
registration@umpqua.edu
Ready to sign up? Call if you need help accessing your Self-Service Banner Account. See pg. 26-27 for details.

SUCCESS CENTER
541-440-7831
We can provide Virtual Academic Coaches to help you succeed. Call us! See pg. 29 for details.

UCCONLINE
541-440-7685
Call UCCOnline if you need help with your CANVAS account.

REMOTE VS ONLINE CLASSES

WHAT IS A REMOTE CLASS?
Scheduled, face-to-face via Zoom™
Real-time and recorded activities
No online class fee
Continue real class experiences like lectures, small group work, etc. online

WHAT IS AN ONLINE CLASS?
Assignment deadlines but no scheduled class time
Learning activities and assignments by due dates
Online technology fee applies
All coursework done online
GENERAL INFORMATION

GED, PRE-GED, ENGLISH LANGUAGE ACQUISITION AND SKILL REVIEW

GENERAL INFORMATION: 541-440-4603
Umpqua Community College is dedicated to assisting adults who want and need to develop strong basic academic skills.

We have moved Orientation and all Classes Online!

ADULT BASIC SKILLS (ABS) PROGRAMS INCLUDE:
• Adult Basic Education (ABE) and Pre-GED
• GED, College, and Career Preparation
• Skill Review
• English Language Acquisition (ELA)
Students in the program can take advantage of free tutoring, a school-to-career program, and several computer labs.

TAKING ABS CLASSES IS VERY AFFORDABLE!
• Classes cost $18 per term.
• Fees remain the same whether a student signs up for one class or four.
• In addition, all classes have a $2 technology fee per term.
To learn more about the current class schedule, please call 541-440-4603.

ORIENTATION FOR ABS CLASSES
STUDENTS INTERESTED IN TAKING AN ABS CLASS MUST FIRST ATTEND AN ORIENTATION.
During orientation, students fill out registration paperwork, set goals, learn about program options, and complete a basic skills assessment.
To learn more about the program, talk to our staff, sign up for orientation, or get started, please call 541-440-4603. Students may also sign up for orientation online at umpqua.edu/stepbackin

All Classes are currently being offered as Online Courses with REMOTE Support provided.

ADULT BASIC EDUCATION (ABE) AND PRE-GED
Adult Basic Education and Pre-GED classes provide instruction in basic skills up through High Intermediate Basic Education level.
• Group classes and individual lessons are available in reading, grammar, writing, spelling, and mathematics.
• After students increase their reading level, they can transfer into more advanced classes, including GED, college, and career preparation classes.
• ABE and Pre-GED class cost is $18, plus a $2 technology fee.

CAREER PREPARATION
For adults who have not yet completed high school, UCC provides classes to prepare students to enter college or the workplace, while also preparing to pass the GED.
• The classes focus instruction on literacy, mathematics, and analytical thinking—the skills necessary to be successful on the GED, college, and at work.
• GED class and College and Career Preparation class cost is $18, plus a $2 technology fee.

ENGLISH LANGUAGE ACQUISITION (ELA)
Adults who need to learn to speak, listen to, read, and write English must attend an orientation before they can sign up for classes. Based on skills, students are placed into either beginning or intermediate level classes, and receive instruction in speaking, reading, writing, and listening to English.
• Classes focus primarily on language skills for the workplace. Students who have intermediate to advanced ELA skills may also be eligible to sign up for ABE, pre-GED, and GED classes.
• ELA class cost is $18, plus a $2 technology fee.

SKILL REVIEW
A student who has finished high school or completed their GED, but still needs further instruction to improve their skills for college or work, should sign up for a Skill Review class.
• These classes are designed to help students improve their college placement test scores prior to taking college classes or to be better prepared for the workplace.
• Skill review class cost is $18, plus a $2 technology fee.
Welcome to Community & Workforce Training
“Your choice for personal and professional development”

## CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Arts &amp; Design</td>
</tr>
<tr>
<td></td>
<td>Creative Arts</td>
</tr>
<tr>
<td></td>
<td>Photography</td>
</tr>
<tr>
<td>11</td>
<td>Computers</td>
</tr>
<tr>
<td></td>
<td>Basic Skills</td>
</tr>
<tr>
<td></td>
<td>Software Applications</td>
</tr>
<tr>
<td>13</td>
<td>CPR/First Aid</td>
</tr>
<tr>
<td></td>
<td>Healthcare Professionals</td>
</tr>
<tr>
<td></td>
<td>Community Members &amp; Families</td>
</tr>
<tr>
<td>14</td>
<td>Driver Education</td>
</tr>
<tr>
<td>15</td>
<td>Fitness &amp; Health</td>
</tr>
<tr>
<td>15</td>
<td>Home &amp; Garden</td>
</tr>
<tr>
<td>16</td>
<td>Languages &amp; Writing</td>
</tr>
<tr>
<td></td>
<td>Language</td>
</tr>
<tr>
<td></td>
<td>Writing</td>
</tr>
<tr>
<td>17</td>
<td>Recreation</td>
</tr>
<tr>
<td>17</td>
<td>Safety</td>
</tr>
<tr>
<td>17</td>
<td>Special Interest</td>
</tr>
<tr>
<td>18</td>
<td>Career &amp; Continuing Education</td>
</tr>
<tr>
<td></td>
<td>Computers</td>
</tr>
<tr>
<td></td>
<td>Project Management</td>
</tr>
<tr>
<td></td>
<td>Skill Enhancement</td>
</tr>
<tr>
<td></td>
<td>Occupational &amp; Licensing</td>
</tr>
<tr>
<td>23</td>
<td>Registration Policies &amp; Procedures</td>
</tr>
</tbody>
</table>

![Image of Community & Workforce Training Operations Staff]

Our Community & Workforce Training Operations Staff is here to serve you.
541-440-4668 • umpqua.edu/cwt
CWTOperations@umpqua.edu

---

**HOT Classes!**

- Learn to Use Your Own Cricut
  - page 10
- Medical Assistant
  - Prepare for a career in the healthcare industry.
  - page 21
- Certified Flagger Training
  - Prepare to be a Flagger
  - page 21

FOR THE MOST UP-TO-DATE COURSE INFORMATION, CALL 541-440-4668 OR GO TO umpqua.edu/cwt
CLASS DELIVERY
Use the icons listed by each class as a guide to how the class will be delivered:

Online Classes Now Available
We are excited to be offering online classes through Ed2Go. This schedule contains a selection of available classes. To view the full range of exciting offerings including descriptions, please visit: ed2go.com/umpqua
Registration and payment is easy for these classes — follow instructions on link.

Remote
The class is delivered virtually using video conferencing via Zoom™. A link will be sent to students allowing them to log into a live class on the dates and times listed.

Online
The class is Instructor led and completely online. Students log into the online class to view information, videos, and participate in discussions and assignments.

F2F (Face to Face)
The class has some portion of in-person applied instruction. Strict social distancing and sanitation protocols, such as masks, will be required. These courses are subject to cancellation due to Executive Order.

Remote & Online Learning:
What you need to know
Remote and Online instruction works best if you have access to this recommended equipment:

- A computer or laptop with current updated operating system. Mobile devices can be used to access some portion of classes but you may have difficulty fully participating using a phone
- A high-speed internet connection
- An up-to-date internet browser such as Chrome or Firefox
  Internet Explorer or Safari may not be supported on all learning platforms
- Integrated or USB-connected webcam, speakers and microphone
- A Zoom™ link will be sent to you if needed

Fall Classes

ARTS & DESIGN

CREATIVE ARTS

Drawing for the Absolute Beginner
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

Introduction to Digital Scapbooking
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
6 weeks, 24 hours
## Arts & Design

### Photography

<table>
<thead>
<tr>
<th>Class Description</th>
<th>Start Date</th>
<th>Time</th>
<th>Format</th>
<th>Cost</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discover Digital Photography</td>
<td></td>
<td></td>
<td>ed2go Online</td>
<td>$89</td>
<td>6 weeks</td>
<td>24 hours</td>
</tr>
<tr>
<td>Mastering Your Digital SLR Camera</td>
<td></td>
<td></td>
<td>ed2go Online</td>
<td>$89</td>
<td>6 weeks</td>
<td>24 hours</td>
</tr>
<tr>
<td>Photographing Nature with Your Digital Camera</td>
<td></td>
<td></td>
<td>ed2go Online</td>
<td>$99</td>
<td>6 weeks</td>
<td>24 hours</td>
</tr>
<tr>
<td>Photographing People with Your Digital Camera</td>
<td></td>
<td></td>
<td>ed2go Online</td>
<td>$99</td>
<td>6 weeks</td>
<td>24 hours</td>
</tr>
<tr>
<td>Photoshop CC for the Digital Photographer</td>
<td></td>
<td></td>
<td>ed2go Online</td>
<td>$89</td>
<td>6 weeks</td>
<td>24 hours</td>
</tr>
<tr>
<td>Photoshop Elements for the Digital Photographer</td>
<td></td>
<td></td>
<td>ed2go Online</td>
<td>$89</td>
<td>6 weeks</td>
<td>24 hours</td>
</tr>
</tbody>
</table>

### Learn to Use Your Own Cricut!

Have you been wondering about purchasing your own cutting machine, or maybe you’ve purchased one and don’t know where to start. If so this class is for you! Join one or all three of these classes teaching you how to do different tasks utilizing the ever popular Cricut Machine! You will learn how to weld, slice, duplicate, find and upload svg files, how to mirror images, utilize the knock out method and much more. Each class will focus on a different project listed below. **Register for all three at a discounted rate.** A supply list will be emailed to you prior to class — must have your own machine. **Take all three classes for $75.**

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Start Date</th>
<th>Time</th>
<th>Format</th>
<th>Cost</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper – Birthday Card Class</td>
<td>10/03</td>
<td>1-3 pm</td>
<td>Remote</td>
<td>$29</td>
<td></td>
</tr>
<tr>
<td>Vinyl – Water Bottle &amp; Canvas</td>
<td>10/24</td>
<td>1-3 pm</td>
<td>Remote</td>
<td>$29</td>
<td></td>
</tr>
<tr>
<td>HTV/Infusible Ink – Tote &amp; Shirt</td>
<td>11/14</td>
<td>1-3 pm</td>
<td>Remote</td>
<td>$29</td>
<td></td>
</tr>
</tbody>
</table>

### Virtual Instruction Classes

- Remote
- Online
- F2F (Face to Face)
- ed2go Online classes via ED2go

See page 9 for detailed information.
EXCEL BASICS
Learn more about what the popular MS Excel program can do for you! In this Basic Excel class. Learn features such as creating, navigating, formatting and editing worksheets and workbooks. Enter various types of data, work with common formulas and functions. Learn the shortcuts. Instructor: L. Way $69
10/5 - 10/7 Mon, Wed 5 - 8 pm REMOTE

EXCEL BEYOND THE BASICS
Go beyond SUM and expand on the knowledge learned in the Excel Basics course. Explore other basic functions, learn basic troubleshooting, create simple graphs and learn to link functions across multiple sheets. Instructor: L. Way $69
10/19 - 10/21 Mon, Wed 5 - 8 pm REMOTE

COMPUTER ESSENTIALS 1
Do you want to learn more and feel more comfortable with your computer? This class is for you. Learn basic commands and terminology, use a mouse or keyboard, file management and multitasking with Windows 10. Explore keyboard shortcuts and media player. This class is recommended for people who do not have computer experience. Early registration is encouraged for this popular class. Instructor: C. McCormick. Gold card members use discount code GOLD at checkout. $89
10/6 - 10/15 Tue, Thu 4:15 - 6:15 pm CWT 11

COMPUTER ESSENTIALS 2
This class is the next step in getting comfortable with and understanding your computer. Explore the Microsoft store and learn about applications; how to install, launch and customize your privacy. You will explore the internet and dive into word processing, spreadsheets, sticky notes and much more. Learn to use the personalization settings and make your computer your own. Early registration is encouraged for this class. Instructor: C. McCormick. Gold card members use discount code GOLD at checkout. $89
10/20 - 10/29 Tue, Thu 4:15 - 6:15 pm CWT 11

ed2go INTRODUCTION TO MICROSOFT EXCEL
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $105
6 weeks, 24 hours

ed2go INTRODUCTION TO MICROSOFT WORD
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $105
6 weeks, 24 hours
COMMUNITY AND WORKFORCE TRAINING

COMPUTERS

Remote
Virtual led instruction using Zoom™

Online
Instructor led, completely online

F2F (Face to Face)
In-person component

ed2go
Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

INTRODUCTION TO WINDOWS 10
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

SHOULD I CLICK ON THAT? FOR ADULT COMPUTER SAFETY AND SECURITY
This class will be provided by a live instructor. You will receive a link via email the day prior for the online class. A 2-hour seminar for adults who are frustrated with strange things that pop-up on their computers! Your friendly instructor Mike Wilson will inform you about what you should and should NOT click on. Computers were made to enjoy and not have the user stuck with unknown and frustrating things that occur. Here is what Mike will define and demonstrate: Online Safety; Scams to Know About; Frustrating and Suspicious Popups; Turning on Popup Blockers; Friendly Windows 10 Notifications; Advertisements; E-mail Ads and Links, Knowing What to Click On; Malware Protection; Do Your Research; Downloading Files, Cookies and Your Browser, Updates, Get Control of Your Device, and The Real from the Counterfeit! (Not for Apple/Mac users, or tablets). Instructor: M. Wilson $20
10/18 - 10/25 Sun 10 - 11 am REMOTE

SOFTWARE APPLICATIONS

ADOBE PHOTOSHOP ESSENTIALS
This fundamental course covers Adobe Photoshop CC most commonly used tools, menus and panels. You’ll learn all the basics of Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images. Access to Adobe Photoshop software required. $245
10/5 - 10/30 ONLINE

MAKE MONEY SELLING ON THE INTERNET
Do you want to successfully make money selling your items on the internet? Join this class and learn how to sell your items by using the most popular website such as eBay, Craigslist, Amazon, and others. You will learn which sites work best for your items and which items are prohibited or potentially illegal to sell. You will also become aware of communication and security issues, as well as some of the problems encountered when posting an ad. Instructor: C. McCormick. Gold Card members use discount code GOLD at checkout. $79
12/1 - 12/10 Tue, Thu 4 - 6 pm REMOTE

 LEARN TO BUY AND SELL ON EBAY
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

BLOGGING AND PODCASTING FOR BEGINNERS
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

HOW TO GET STARTED IN GAME DEVELOPMENT
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours
CPR/FIRST AID

The American Heart Association strongly promotes knowledge and proficiency in BLS/ACLS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association. Classes with low enrollment are subject to cancellation.

HEALTHCARE PROFESSIONALS

LEGAL NURSE CONSULTANT TRAINING COURSE

This course prepares the Registered Nurse and Physician’s Assistant for a career in the legal field as a legal nurse consultant building on the medical education and clinical experience of RN’s and PA’s. Fee $1,195

8/24 - 10/9 ONLINE
10/19 - 12/4 ONLINE

MEDICAL PROFESSIONAL CONSULTANT

This program provides medical professionals with the opportunity to train for a career in the legal field as a medical professional legal consultant (MPLC). This program is approved for 45.00 hours of AAPA Category 1 CME credit by the Physician Assistant Review Panel. Fee $1,295

8/24 - 10/9 Online
10/19 - 12/4 Online

AHA HEALTHCARE PROVIDER (BLS) SKILLS CHECK

The skills check session is for people completing the online AHA HCP BLS course. www.onlineAHA.org. Call 541-440-4668 to schedule the skills check. Be sure to print the certificate from the online session and bring with you to the skills check session. Skills check takes about one hour and can be scheduled Monday thru Friday. $70

CALL FOR APPOINTMENT

AHA BLS/HS INSTRUCTOR TRAINING

This course teaches prospective instructors of First Aid/CPR/AED for both Healthcare Providers and the Lay Responder how to prepare for the class. Pre-requisite for this class is a current provider card in the discipline you will be teaching. This is a 7-hour class. Instructor Manual not included in the course fee. It is available at the Community Ed office or online. For more information, call Sarah at 541-440-4660. Course fee $299

9/12 Sat 8:30 am - 4 pm CWT 15
11/14 Sat 8:30 am - 4 pm CWT 15

AHA HEALTHCARE PROVIDER (BLS) RECERT (BLS)

This Basic Life Support class is for Healthcare Providers. The course covers the Emergency Cardiovascular Care Guidelines including use of AED’s and Bag Valve Mask Devices. Adult and infant CPR will be covered. This class can be delivered at specific work locations on request. For more information call Sarah at 541-440-4660, or Judy at 541-440-7691. $99

9/11 Fri 5 - 9:30 pm CWT 15
10/5 Mon 5 - 9:30 pm CWT 15
11/2 Mon 5 - 9:30 pm CWT 15
12/3 Thu 5 - 9:30 pm CWT 15

FOR THE MOST UP-TO-DATE COURSE INFORMATION, CALL 541-440-4668 OR GO TO umpqua.edu/cwt

COMMUNITY CONNECTIONS FALL 2020 | 13
### CPR/First Aid

#### AHA CPR/AED Training
This course teaches you how to give CPR and how to use an AED for both adults and children. The use of barrier devices for all ages will also be discussed. $59

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9</td>
<td>Wed</td>
<td>5:30 - 9:30 pm</td>
<td>CWT 15</td>
</tr>
<tr>
<td>10/6</td>
<td>Tue</td>
<td>5:30 - 9:30 pm</td>
<td>CWT 15</td>
</tr>
<tr>
<td>11/7</td>
<td>Sat</td>
<td>8:30 am - 12 Noon</td>
<td>CWT 15</td>
</tr>
<tr>
<td>12/1</td>
<td>Tue</td>
<td>5:30 - 9:30 pm</td>
<td>CWT 15</td>
</tr>
</tbody>
</table>

#### AHA First Aid CPR AED
This American Heart Association Heartsaver First Aid/CPR course teaches how to manage illness and injuries for adults and children in the first few minutes until professional help arrives. For more information, call Sarah at 541-440-4660. $89

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9 - 9/10</td>
<td>Wed, Thu</td>
<td>5:30 - 9:30 pm</td>
<td>CWT 15</td>
</tr>
<tr>
<td>10/6 - 10/7</td>
<td>Tue, Wed</td>
<td>5:30 - 9:30 pm</td>
<td>CWT 15</td>
</tr>
<tr>
<td>11/7</td>
<td>Sat</td>
<td>8:30 am - 4:40 pm</td>
<td>CWT 15</td>
</tr>
<tr>
<td>12/1 - 12/2</td>
<td>Tue, Wed</td>
<td>5:30 - 9:30 pm</td>
<td>CWT 15</td>
</tr>
</tbody>
</table>

### Community Members & Families

#### AHA First Aid CPR AED for Infants
This AHA Heartsaver First Aid/CPR/AED course teaches how to manage illness and injuries for children and infants in the first few minutes until professional help arrives. If you are interested in this course, please call 541-440-4660. $89

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10</td>
<td>Sat</td>
<td>8:30 am - 3:30 pm</td>
<td>CWT 15</td>
</tr>
<tr>
<td>12/12</td>
<td>Sat</td>
<td>8:30 am - 3:30 pm</td>
<td>CWT 15</td>
</tr>
</tbody>
</table>

### Driver Education

#### Driver Education Age 15-17 With Permit
Driving is a part of our lives and safety in driving is what helps keep us alive. We offer an Oregon Department of Transportation certified class that includes 30 hours of classroom instruction and 12 hours in the car. The classroom instruction will be delivered virtually. Drive times will be scheduled starting in the area noted for each class. This course requires students to be visible by webcam to track attendance and complete tests. Parent/guardian must attend the first hour of the first class with student virtually. Students must have their Oregon permit at the time of registration. Fee $225 or low/no income $149. Info 541-440-4668

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15 - 10/27</td>
<td>Tue, Thu</td>
<td>6 - 8:30 pm</td>
<td>REMOTE</td>
</tr>
<tr>
<td>10/19 - 11/9</td>
<td>Mon, Wed</td>
<td>6 - 8:30 pm</td>
<td>REMOTE</td>
</tr>
<tr>
<td>11/2 - 12/16</td>
<td>Mon, Wed</td>
<td>6 - 8:30 pm</td>
<td>REMOTE</td>
</tr>
</tbody>
</table>

#### Adult Driver Education
This class is for students 18 and over. Students must have their Oregon permit or a valid Driver License before class starts. Information: 541-440-4668. Fee $399

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/15 - 10/27</td>
<td>Tue, Thu</td>
<td>6 - 8:30 pm</td>
<td>REMOTE</td>
</tr>
<tr>
<td>10/19 - 11/9</td>
<td>Mon, Wed</td>
<td>6 - 8:30 pm</td>
<td>REMOTE</td>
</tr>
<tr>
<td>11/2 - 12/16</td>
<td>Mon, Wed</td>
<td>6 - 8:30 pm</td>
<td>REMOTE</td>
</tr>
</tbody>
</table>

#### Driver Education Permit Test Prep
Having trouble passing the permit test, or just need help studying? This course covers the Oregon Driver Manual and what you need to know to pass the Oregon Driver permit test. Open to all ages. Information: 541-440-4668. Instructor: L. Wade $59

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10</td>
<td>Mon</td>
<td>5 - 9 pm</td>
<td>REMOTE</td>
</tr>
</tbody>
</table>

Call for information on Adult Behind the Wheel Drive Lessons and Bioptic Behind the Wheel Driver Lessons. 541-440-4668 or http://bit.ly/UCCDRE
FITNESS & HEALTH

Virtual led instruction using Zoom™

Instructor led, completely online

F2F (Face to Face)

In-person component

ed2go

Online classes via ED2go

FITNESS & HEALTH

NUTRITION AND HEALTH BUNDLE
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $169
6 weeks, 24 hours

LOSE WEIGHT AND KEEP IT OFF
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

INTRODUCTION TO NATURAL HEALTH AND HEALING
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

HOME & GARDEN

START YOUR OWN EDIBLE GARDEN
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
6 weeks, 24 hours

LUSCIOUS, LOW-FAT, LIGHTNING QUICK MEALS
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

GROWING PLANTS FOR FUN AND PROFIT
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
6 weeks, 24 hours

WHERE DOES ALL YOUR MONEY GO?
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
COMMUNITY AND WORKFORCE TRAINING

LANGUAGE & WRITING

LANGUAGE

- **ed2go SPEED SPANISH**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
  6 weeks, 24 hours

- **ed2go INSTANT ITALIAN**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
  6 weeks, 24 hours

- **ed2go BEGINNING CONVERSATIONAL FRENCH**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
  6 weeks, 24 hours

- **ed2go DISCOVER SIGN LANGUAGE**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
  6 weeks, 24 hours

- **ed2go DISCOVER SIGN LANGUAGE II**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $115

WRITING

- **ed2go BEGINNING WRITER’S WORKSHOP**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $119
  6 weeks, 24 hours

- **ed2go INTRODUCTION TO JOURNALING**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
  6 weeks, 24 hours

- **ed2go WRITE YOUR LIFE STORY**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
  6 weeks, 24 hours

- **ed2go MYSTERY WRITING**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
  6 weeks, 24 hours

- **ed2go WRITING THE FANTASY NOVEL**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
  6 weeks, 24 hours

- **ed2go ADVANCED FICTION WRITING**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
  6 weeks, 24 hours

- **ed2go PUBLISH AND SELL YOUR E-BOOKS**
  Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
  6 weeks, 24 hours

SEE PAGE 9 FOR DETAILED INFORMATION
RECREATION - SAFETY
SPECIAL INTEREST

REMOTE
Virtual led instruction using Zoom™

Online
Instructor led, completely online

F2F (Face to Face)
In-person component

ed2go
Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

RECREATION

GET READY FOR YOUR HAWAIIAN VACATION

Going to Hawaii? White sands, warm waters, year-round sunshine, ukulele music — there’s a reason Hawaii is pretty much synonymous with paradise. Hawaii is a multi-faceted travel destination and we are going to talk about how to get the most out your visit. Wondering where to go, what to do, how to start planning your trip. Get some ideas, activities to do, sample itinerary, tips and advice about The Big Island and Maui. Instructor: M. Bassett $35

9/10 Thu 6 - 8 pm REMOTE

SAFETY

BOATER SAFETY

Students who pass this course can apply for their boater education card as required by Oregon’s mandatory Boater Education Program. Boater Handbook must be completed prior to class. 1 - 2 hours of pre-course study is required. All operators of powerboats with motors over 10 horse power are required to carry the Boater Education Card. For info or to request a book contact Judy at 541-440-7691. Instructor: P. Wood $20

9/10 Thu 5:30 - 9:30 pm REMOTE
10/5 Mon 5:30 - 9:30 pm REMOTE
11/4 Wed 5:30 - 9:30 pm REMOTE
12/8 Tue 5:30 - 9:30 pm REMOTE

SPECIAL INTEREST

ed2go GET FUNNY

Classes scheduled started monthly – see pg. 9 for information and registration instructions. $89
6 weeks, 24 hours

VICTIM ADVOCACY COURSE

NOVA Approved Prepare to work in victim advocacy arenas. Fee $995

8/24 - 10/9 ONLINE
10/19 - 12/4 ONLINE

ALTERNATIVE DISPUTE RESOLUTION

Participants will learn negotiation skills and how to select the most cost-effective and least intrusive ADR method to achieve the most positive result for both parties. Course is 7 weeks. Fee $995

8/24 - 10/9 ONLINE
10/19 - 12/4 ONLINE

FOR THE MOST UP-TO-DATE COURSE INFORMATION, CALL 541-440-4668 OR GO TO umpqua.edu/cwt
COMMUNITY AND WORKFORCE TRAINING

CAREER & CONTINUING EDUCATION

COMPUTERS

EXCEL BASICS
Learn more about what the popular MS Excel program can do for you! In this Basic Excel class. Learn features such as creating, navigating, formatting and editing worksheets and workbooks. Enter various types of data, work with common formulas and functions. Learn the shortcuts. Instructor: L. Way
$69
10/5 - 10/7 Mon, Wed 5 - 8 pm REMOTE

EXCEL BEYOND THE BASICS
Go beyond SUM and expand on the knowledge learned in the Excel Basics course. Explore other basic functions, learn basic troubleshooting, create simple graphs and learn to link functions across multiple sheets. Instructor: L. Way $69
10/19 - 10/21 Mon, Wed 5 - 8 pm REMOTE

MICROSOFT EXCEL — PIVOT TABLES
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

FOUNDATION OF PROJECT MANAGEMENT
Overview of Project Management tools and techniques; project charter, schedule, risk closing. $349
9/30 - 10/19 Mon, Wed 6 - 9:15 pm REMOTE

PROJECT MANAGEMENT COST MANAGEMENT
TOPICS: Earned value, project budgeting and control, estimating. $298
10/21 - 11/2 Mon, Wed 6 - 9:15 pm REMOTE

PROJECT RISK MANAGEMENT
TOPICS: planning, identifying, analyzing, and responding to risk, contingency management. $298
11/4 - 11/18 Mon, Wed 6 - 9:15 pm REMOTE

PROJECT REQUIREMENTS AND PROCUREMENT
TOPICS: Collecting and managing requirements, procurement planning, contract types/documents. $298
11/30 - 12/9 Mon, Wed 6 - 9:15 pm REMOTE

PROJECT MANAGEMENT
A project is a specific, time-bound activity that has defined objectives and goals, where the final outcomes are planned and have a set budget. Project Manager Professionals need to have the aptitude and specific skill sets that make them uniquely qualified for managing time-bound, budgeted projects, as well as technical skills and understanding of their industry.

All UCC Continuing Education Project Management classes are offered virtually, and are instructor led. This method of delivery is flexible for the modern professional. This means you will log into a live class at the same time each week.
For more detailed class descriptions or for more information please visit: http://bit.ly/2QVG7Mh

COMPUTER SKILLS FOR THE WORKPLACE
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $115
6 weeks, 24 hours

FOR THE MOST UP-TO-DATE COURSE INFORMATION, CALL 541-440-4668 OR GO TO utmost.edu/cwt
CAREER & CONTINUING ED

PROJECT LEADERSHIP ESSENTIALS
TOPICS: Collecting and managing requirements, procurement planning, contract types/documents. $349
1/4 - 1/25 Mon, Wed 6 - 9:15 pm REMOTE (WI 21)

PROJECT QUALITY AND CONTROL
TOPICS: Quality planning, control quality, assurance, performance control and metrics, change control, configuration management. $298
1/27 - 2/8 Mon, Wed 6 - 9:15 pm REMOTE (WI 21)

PROJECT MANAGEMENT SIMULATION (CAPSTONE)
TOPICS: Project execution life cycle, monitoring and controlling essentials, team collaborations, problem solving, MS Project. $405
2/22 - 3/3 Mon, Wed 6 - 9:15 pm REMOTE (WI 21)
Total cost if taken individually: $2295
Discount for enrolling in the Certificate Program: $1,899

SKILL ENHANCEMENT

ACCOUNTING FUNDAMENTALS
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

ACCOUNTING FUNDAMENTALS II
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

EFFECTIVE BUSINESS WRITING
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

RESUME WRITING WORKSHOP
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

KEYS TO EFFECTIVE COMMUNICATION
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

MASTERING PUBLIC SPEAKING
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $99
6 weeks, 24 hours

YOUTUBE FOR BUSINESS
YouTube, as the second largest search engine can no longer be ignored by businesses and organizations. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute. YouTube is now accessible from nearly every top mobile device as well as from your TV. Fee $245
10/15 - 10/30 ONLINE

EMPLOYMENT LAW COURSE
SHRM Approved.
Topics to be included are master and servant, wages and hours, anti-discrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions. Fee $995
8/24 - 10/9 ONLINE
10/19 - 12/4 ONLINE

FOR THE MOST UP-TO-DATE COURSE INFORMATION, CALL 541-440-4668 OR GO TO umpqua.edu/cwt
COMMUNITY AND WORKFORCE TRAINING

CAREER & CONTINUING ED

GRADUATE MANAGEMENT ADMISSION TEST PREPARATION
The online course is divided into two separate courses to prepare you for the verbal and analytical writing section of the GMAT and one to prepare you for the quantitative and integrated reasoning sections. Fee $300
8/24 - 10/9    ONLINE
10/19 - 12/4    ONLINE

GRADUATE SCHOOL TEST PREP
This online course is divided into two parts, one to prepare you for the verbal sections of the GRE and one to prepare you for the quantitative section. Fee $300
8/24 - 10/9    ONLINE
10/19 - 12/4    ONLINE

LAW SCHOOL PREPARATION COURSE
We’ll lead you through what to expect from law school, including the Socratic teaching method and show you how to master the casebook method of instruction used at nearly all law schools. Fee $300
8/24 - 10/9    ONLINE
10/19 - 12/4    ONLINE

eDISCOVERY FOR PARALEGALS
The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. Fee $995
8/24 - 10/9    ONLINE
10/19 - 12/4    ONLINE

INTELLECTUAL PROPERTY LAW FOR ENGINEERS
Class is mostly concerned with patent law, we also deal with copyright, trademark, trade dress, trade secrets and business methods. Fee $995
8/24 - 10/9    ONLINE
10/19 - 12/4    ONLINE

PREPARING FOR THE LSAT
This course provides an overview of law school entrance procedures, a career in law, and law school survival techniques. Students will also learn proven test taking techniques and participate in an intensive review of analytical reasoning question, including technique for drafting the most helpful types of diagrams and explanations for and interpretations of correct answer choices. Fee $300
8/24 - 10/9    ONLINE
10/19 - 12/4    ONLINE

OPPORTUNITY AHEAD!

Be a Certified Flagger

Prepare to be a flagger for work zone traffic control!

- Receive Oregon Department of Transportation Credential for Flaggers – Certification is valid for three years.
- $119 – class fee includes books

Virtual led instruction via Zoom™
Tuesdays, 4:30 - 10 pm
Oct. 6, Nov. 3 and Dec. 1

CALL NOW TO REGISTER
541-440-4668
OCCUPATIONAL & LICENSING

CERTIFIED FLAGGER TRAINING
Prepare to be a Flagger for work zone traffic control. Learn the basics of flagging and traffic control. Receive State of ODOT Credentials for Flaggers. Valid for three years Class fee includes textbook. Must be 18 or older to get a job as a Flagger. Information: Judy 541-440-7691. $119
10/6 Tue 4:30 - 10 pm REMOTE
11/3 Tue 4:30 - 10 pm REMOTE
12/1 Tue 4:30 - 10 pm REMOTE

FORKLIFT TRAINING
This course provides the skills necessary for the operator to carry out the requirements of moving large and heavy materials from one location to another in a safe manner as approved by the Occupational Safety and Health Act. Skill component will be scheduled. Information: Call J. Ode at 541-440-7691. Instructor: J. Morrison $95
10/10 Sat 8:30 - 3:30 pm WCH 14

LIGHT DUTY DIESEL
Light Duty Diesel is for advanced level students who have engine controls and diagnostic skills and want to expand to diesel diagnostics. Light Duty Diesel prepares students for the ASE-A9 certification test. Covered during instruction is basic principles, fuel control operation, turbo systems, emissions and more. A blend of face-to-face and remote learning. Instructor: D. Poole $499
9/29 - 12/10 Tue, Thu 6 - 9 pm LH 10 / REMOTE

PHLEBOTOMY
This course qualifies students to work in medical laboratories, hospitals, clinics, donor facilities, healthcare insurance providers and more. Classroom, laboratory and clinical experience are included in this 11-week course. This course has limited space and is offered Spring and Fall term each year. To register for the Fall course, you will need to attend an information session, scheduled for Wednesday, Sept. 2 at 1 pm. This information will be via Zoom™ — join from PC, Mac, Linux, iOS or Android. Call for Zoom™ link.
For information, or to register, call 541-440-4668. $1,149
9/22 - 12/8 Tue, Thu 6 - 9 pm WCH 16

MEDICAL ASSISTANT CCMA CERTIFICATION
One of the fastest-growing careers in the healthcare industry!
Class runs evenings, September 2020 – April 2021.
A 90-hour clinical portion will begin in March 2021.

For more information, please call 541-440-4668 or visit umpqua.edu/workforce-professional-skills
REMOTE, ONLINE, F2F (Face to Face), ED2GO

Remote
Virtual led instruction using Zoom™

Online
Instructor led, completely online

F2F (Face to Face)
In-person component

ED2GO
Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

COMMUNITY AND WORKFORCE TRAINING

BECOME A PHYSICAL THERAPY AIDE
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $129
6 weeks, 24 hours

PROFESSIONAL TRUCK DRIVER TRAINING
The UCC Commercial Truck Driving Program is for anyone wanting to drive vehicles requiring a Class A or B CDL. Class A CDL training runs about every 6 week and Class B Training is available to schedule. To find out more about the program, visit: umpqua.edu/commercial-truck-driving. Those interested should call 541-440-4668 to join a virtual info session and find out how to get an application packet or review the one you are ready to turn in.

BECOME A VETERINARY ASSISTANT
Classes scheduled started monthly – see pg. 9 for information and registration instructions. $129
6 weeks, 24 hours

FOR THE MOST UP-TO-DATE COURSE INFORMATION, CALL 541-440-4668 OR GO TO umpqua.edu/cwt
REGISTRATION POLICIES & PROCEDURES

UCC Community Education Classes are open to the public. Classes are open to students 16 years and older unless otherwise stated. Youth and Family classes are specifically designed for young people, teens, or families. Community Education and Workforce Training classes are separate from credit offerings and do not count towards degrees, diplomas or certificate programs.

PAYMENT
Payment is due at time of registration. Make checks payable to UCC. Visa, MasterCard and Discover Card are accepted.

REGISTRATION
Pre-registration for Community Education classes is strongly encouraged. Registration at the first class session cannot be guaranteed in cases where the class is full or canceled due to low enrollment numbers.

4 WAYS TO REGISTER
1. Online – Go to umpqua.edu/cwt and select the “Register Here” button. You will be able to view and register for Community, Workforce Training Classes and Small Business Development Center Workshops and Events.
2. Phone – Call 541-440-4668 weekdays from 8 a.m. – 5 p.m. We accept Visa, Master Card and Discover.
3. Mail – Mail a completed Community Education registration form found on this page with payment to:
   UCC CWT
   P.O. Box 967
   Roseburg, OR 97470
   Do not send cash. Mail-in registration does not guarantee space. Fax to 541-440-7721.
4. In Person – Not available at this time.

REFUNDS
• Full refunds will be issued to all students if UCC must cancel a class.
• Students are eligible for a refund if they drop a class two business days prior to the class start date. To cancel a class, contact UCC Community and Workforce Training at 541-440-4668.
• Financial credit towards future classes may be considered based on special circumstances but is not guaranteed. Requests based on special circumstances must be requested in writing to:
   Community Education and Workforce Training Office
   P.O. Box 967
   Roseburg OR 97470

COMMUNICATION
Those registering online will receive confirmation to the email entered in the system. Those registering by phone, in person, or by mail will receive confirmation after the payment is processed. We will also contact you if the class is canceled, if there is a change in time, facility or location, or if the class is full.

INCLEMENT WEATHER
UCC Community Education classes held on campus are closed when UCC is officially closed due to severe weather. If your class is held at a local school and the school is closed due to weather, your class will be canceled for the evening. Listen to local radio stations or visit the UCC website www.umpqua.edu for weather closure information.

GOLD CARD PROGRAM — SENIOR DISCOUNT
Douglas County Residents who are 60 years of age or older, and Disability Gold Card holders are eligible for a 20% DISCOUNT off the costs of selected Community Education classes. Look for the symbol for classes that qualify for the Gold Card discount. Eligible residents should enter “GOLD” during checkout or ask for discount if registering over the phone.
Preparing for the CCB Exam provides the education required to obtain the CCB license. Also included is the CCB exam, which covers the content in the NASCLA Contractors Guide to Business, Law & Project Management, 2nd ed.

Exams consist of 4 lessons:
- Oregon Construction, Employees & Subcontractors
- Oregon Code, Safety, Environmental Issues, Building Envelope
- Bids & Estimates, Contracts, Project Management, Lien Law
- Business Structure, Business Finance, Business Taxes

Friday & Saturday
7:30 a.m. - 5:30 p.m.
- Sept. 11-12 • Oct. 2-3
- Nov. 6-7 • Dec 4-5
$425 Training & Exam
All materials included
Registration: umpqua.edu/sbdc
Call for information: 541.440.7824
REAL ESTATE BROKER’S PRE-LICENSE TRAINING
Complete our 10-week course and you’ll be ready to take the State of Oregon Real Estate Broker’s test! This hybrid live-and-online course meets for 10 weeks and combines lectures with home study to meet the 150-hour State of Oregon requirement. All materials included. Inst. D. Stribling
$695
Classes will be held Live ONLINE via Zoom™
9/15 - 11/17 Tuesdays  6 - 9 p.m.
11/21 All day review (optional)  Saturday  9 a.m. - 5 p.m.

CCB Continuing Education
Wednesday, Sept. 23 & 30, 5:30 - 8 p.m.
Saturday, Sept. 26, 9 - 11:30 a.m.

FIRST STEPS TO STARTING A BUSINESS
GET READY TO START YOUR BUSINESS WITH THIS COMPREHENSIVE WORKSHOP
Filled with all the information required to take those first steps to becoming a business owner. This course is offered twice per month at UCC SBDC offices in the Umpqua Business Center.

Instructors, Lisa Woods, MBA and Sam Gross, MBA
$25 (2 people)

Check for dates and times at umpqua.edu/sbdc

The Oregon Small Business Development Centers are partially funded by the US Small Business Administration and the Oregon Business Development Department.
All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested in advance. Contact the Small Business Development Center at Umpqua Community College, Umpqua Business Center, Ste. 116, 522 SE Washington Ave., Roseburg OR 97470 Telephone: (541) 440-7824 Umpqua Community College is an equal opportunity educator and employer.

FOR THE MOST UP-TO-DATE COURSE INFORMATION, GO TO umpqua.edu/sbdc
GENERAL INFORMATION

ACADEMIC CALENDAR

FALL 2020 REGISTRATION
Registration dates for undergraduate students are based on overall credit hours earned (credit hours are not earned until they are graded). Earned credit hours are shown on the academic transcript (see example below) which may be viewed in Student Records under Student Self Service. Please see the following list for your dates to register.

- May 15: Veterans Registration only
- May 17 (online only): >= 45 earned credit hours
- May 18 (online / in-person): >= 30 earned credit hours
- May 19 (online / in-person): >= 15 earned credit hours
- May 20: Open Registration

Note: Registration begins at 12:01 a.m., May 17 and runs continuously.

<table>
<thead>
<tr>
<th>TRANSCRIPT TOTALS (UNDERGRADUATE) -TOP-</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>Hours: 0.000</td>
</tr>
<tr>
<td><strong>Institution:</strong></td>
</tr>
<tr>
<td>Hours: 0.000</td>
</tr>
<tr>
<td><strong>Overall:</strong></td>
</tr>
<tr>
<td>Hours: 0.000</td>
</tr>
</tbody>
</table>

FALL 2020 SCHEDULE
Check our website for Student Orientation schedule.

<table>
<thead>
<tr>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
</tr>
<tr>
<td>31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
</tr>
<tr>
<td>7-12</td>
</tr>
</tbody>
</table>

While physical distancing restrictions are in place, the UCC campus is closed to all but essential workers.

LaVerne Murphy Student Center
Monday-Friday 7 a.m. - 7 p.m.

Hawk Shop
Monday-Friday 7:30 a.m. - 4 p.m.
September 28-29 7:30 a.m. - 5:30 p.m.

Sue Shaffer Learning Commons & Library
Library: Virtual Hours
Monday-Thursday 7:30 a.m. - 6 p.m.
Friday 7:30 a.m. - 5 p.m.
(For virtual library hours between terms, please visit umpqua.edu/library)

Success Center: Virtual Hours
Monday-Friday 8 a.m. - 5 p.m.

Campus Closed
September 21 Convocation
November 11 Veterans Day
November 26-29 Thanksgiving Holiday
December 24-31 Winter Holiday
January 1 New Year’s Day
STUDENT FEES
At UCC a student may be required to pay for fees in addition to tuition. Credit classes require some “per credit” fees; term fees are charged each term, and course fees are associated with a specific class.

COURSE FEES
Course fees pay for the materials and supplies associated with the class you are taking (i.e: lab supplies for a Science class or liability insurance for Nursing). Some courses are offered as self support and carry a fee amount that is required for course delivery and materials.

CREDIT REGISTRATION FEE
This fee is charged each term to students who enroll in undergraduate credit classes. The proceeds go toward placement testing, degree/certificate application process, academic transcripts, degree verifications, and other record keeping.

INSTRUCTIONAL FEES
Paid by students taking credit classes, this fee supports the costs associated with labs and lecture/lab class formats.

LEGACY FEE
The fee will be used to fund new construction on campus and deferred maintenance on existing buildings.

STUDENT ACTIVITY FEE
Paid by students taking credit classes, this fee helps fund the operations of the Student Life office and supports student activities (including athletics). The fee funds the college contract with Umpqua Transit, which provides credit students with a reduced priced bus pass for the term.

STUDENT FEE FOR SUCCESS PROGRAM
Paid by students taking credit classes, this fee supports the Success Center and Peer Mentor program.

STUDENT INSURANCE FEE
This fee covers the premium for accident insurance while students are involved in college classes and activities, or traveling on college business. For more information, contact the Student Life Office at 541-440-7749.

TECHNOLOGY FEE
Provides for the upkeep and renewal of campus technology infrastructure in support of classrooms, computer labs, and campus information systems.

UCCONLINE & HYBRID CLASS FEES
Fees pay for costs associated with providing students with online courses, including the delivery platform.

CREDIT TUITION AND FEES
Tuition and fees are payable by the deadline listed for each term. Tuition and fee rates are subject to change without prior notice.

Oregon Resident Tuition per Credit *

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Resources fee per credit</td>
<td>$14.50</td>
</tr>
<tr>
<td>(Student Activity Fee, Student Fee for SUCCESS program and Technology Fee)</td>
<td></td>
</tr>
<tr>
<td>Legacy fee per credit</td>
<td>$8</td>
</tr>
<tr>
<td>Instructional fee per credit</td>
<td>$7</td>
</tr>
<tr>
<td>Total tuition fee per credit</td>
<td>$133.50</td>
</tr>
</tbody>
</table>

Out-of-State

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Resources fee per credit</td>
<td>$14.50</td>
</tr>
<tr>
<td>(Student Activity Fee, Student Fee for SUCCESS program and Technology Fee, Athletic Fee)</td>
<td></td>
</tr>
<tr>
<td>Legacy fee per credit</td>
<td>$8</td>
</tr>
<tr>
<td>Instructional fee per credit</td>
<td>$7</td>
</tr>
<tr>
<td>Total tuition &amp; technology fee per credit</td>
<td>$150.50</td>
</tr>
<tr>
<td>International tuition fee per credit</td>
<td>$225</td>
</tr>
</tbody>
</table>

Gold Card Discounts — Credit Classes
Senior Gold Card holders (age 60+) receive 50% discounts on credit course tuition and pay 100% of fees.

Other Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit registration fee per term (non-refundable)</td>
<td>$25</td>
</tr>
<tr>
<td>Student Insurance Fee (non-refundable)</td>
<td>$5</td>
</tr>
<tr>
<td>UCCOnline class fee per course</td>
<td>$30</td>
</tr>
<tr>
<td>UCC Hybrid class fee per course</td>
<td>$30</td>
</tr>
<tr>
<td>Non-credit online classes through Community and Workforce Training</td>
<td>$5</td>
</tr>
<tr>
<td>Graduation application fee</td>
<td>$50</td>
</tr>
<tr>
<td>Graduation Fee ABS</td>
<td>$30</td>
</tr>
<tr>
<td>Proctored test</td>
<td>$18 per hour</td>
</tr>
</tbody>
</table>

Placement Assessments
- Retest fee - ACCUPLACER (reading or writing) | $6 |
- Retest fee - ALEKS (math) | $15 |
- Return check/stop payment charge fee | $35 |
- Course challenge fee per course | $10 |
- U.S. fax fee | $3 |

Other fees vary from class to class. Fees are listed in the online class schedule for each class.

*Umpqua Community College provides free tuition to the dependents of Oregon United States military personnel who are 100% permanently disabled or deceased as a result of their military service, or who died while participating in operations as a part of the Global War on Terrorism. For further clarification, see policy 710.07 at Umpqua.edu/board-policies.

All veterans and their eligible dependents pay in-state tuition rates in compliance with Section 702 of the Choice Act and its addendum.
RESOURCES FOR SUCCESS

ACADEMIC ADVISING
Academic advising is available via phone and email, and currently offering telephone appointments to our students. We strongly encourage you to contact your advisor to schedule an appointment. If you are not able to schedule an appointment, please email your advisor from your student email. For any other inquiries or assistance, please feel free to contact the Office of Advising at 541-440-4610. A variety of student services are provided to meet a student’s individual needs while attending UCC. Services provided by an Academic Advisor may include:

- Assistance with class scheduling, registration adding or dropping classes and appeals
- Developing a Student Educational Plan
- Connecting students with UCC support services and community resources
- Assistance with accessing community resources
- Providing support when students are facing challenges

ACCESSIBILITY SERVICES
Students who experience barriers to access will find UCC’s campus to be accessible and accommodating. Support services are available to students with many types of disabilities including mobility, auditory, visual, learning, chronic illness, and psychological. Services include, but are not limited to, alternate testing, note takers, readers, interpreters, mobility assistance, assistive technology, and consultation/collaboration with faculty and Accessibility Services. Students will receive accommodations and other accessibility support services only when they submit appropriate documentation and register with the Accessibility Services office. The Accessibility Services office is able to setup accommodations by phone and through Zoom™ teleconference meetings. New students are encouraged to make an appointment with the coordinator prior to taking the placement test, and as soon as possible each term for ongoing services. Please visit umpqua.edu/accessibility for additional information.

When requesting accommodations for performances and other public events, please contact Special Events at 541-440-4705. Accessibility Services can be reached at 541-440-7900 or 541-440-7655 or Oregon Relay at 1-800-735-2900, and by fax at and by fax at 541-440-7880. The Accessibility Services office is located in the LaVerne Murphy Campus Center.

ASUCC STUDENT SERVICES
Your ASUCC Leadership team operates ASUCC Student Services, a program providing students with assistance through the tougher times. The program includes: food boxes and meat vouchers; backpack and school supplies; personal hygiene supplies; laundromat vouchers and laundry soap; transportation assistance through gas cards and subsidized bus passes; clothing closet; and textbook reserve. Call 541-440-4600 to learn how to request these services.

CAMPUS AND COMMUNITY RESOURCES
UCC offers many support services aimed towards helping students overcome barriers that they may face while going to school. UCC also partners with many community organizations that can provide assistance as well. Visit umpqua.edu/community-resources-for-students. If you can’t find a resource for the assistance you need, please contact us at 541-440-7675. We may be able to help.

CAREER SERVICES
Career Services is brought you by the Career Coach and Student Job Placement and is available to students through virtual services. These services can be accessed by phone or Zoom™ meeting appointments. The services provided are Interest, Personality Assessments, Career Exploration, Industry Research, Alignment of Education and Career Goals, Resumes, Cover Letters, Applications, Interview Tips & Tricks, Interviewing Practice, Networking, and Job Search Assistance.

To connect with the Career Coach, you may make an appointment through your Student Self Service by clicking on “Make Advisor Appointments Here” and choosing Career Services as the Center. Additionally, you can connect with Career Services by email at CareerCoach@umpqua.edu or by phone at 541-440-7748. Please visit umpqua.edu/career-services for more information.

FINANCIAL AID
Located in the LaVerne Murphy Student Center, the Financial Aid Office serves as a resource for students wishing to further their educational goals. Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FASFA) online at fafsae.gov. UCC’s federal school code is 003222. Applications must be submitted each year beginning October 1. Possible resources include Federal and State grants, Federal Work Study and Federal Loans.

Using Student Self Service for Financial Aid
1. Go to umpqua.edu
2. Click on Student Self Service
3. Enter User ID Number (8xxxxxxx),
4. Enter PIN Number
5. Click on FINANCIAL AID

UCC reserves the right to adjust student aid funds based on changes in anticipated cost of education, enrollment status, other student resources, and the availability of funds. Contact Financial Aid at 541-440-4602. Additional information is available at umpqua.edu/financial-aid.

HAWK SHOP
Due to COVID-19 restrictions and the campus being closed to the general public, the store will only be open to staff and students currently enrolled at UCC. Safety protocols are in place, limiting the number of customers allowed in the store at one time and a face covering is highly recommended. For those without a face covering, one will be provided.

Students can begin purchasing textbooks and supplies for Fall term beginning Monday, August 17 by visiting umpqua.edu/theshawkshop to place their order. Orders can be checked for in store pick up or shipping to their home. Debit or credit cards are accepted at any time. Fall Term financial aid monies are available to use beginning August 31st. Textbooks, supplies and laptops can be purchased using financial aid monies. Discounts on supplies are available when purchased with textbooks and course materials. The UCC campus store is a resource for textbooks and course materials, school supplies, clothing, gifts, food items, beverages, laptops and a variety of other items at affordable prices. We are located adjacent to the LaVerne Murphy Student Center. The store is scheduled to be open Mon-Fri, 7:30 a.m. to 4 p.m. for Fall, Winter and Spring terms; however these hours may vary. Any changes to hours will be posted on the stores Facebook page.

Students purchasing their course materials in the store should bring a printed copy of their class schedules to ensure the correct textbooks are purchased for classes. Textbook buybacks are scheduled during finals week for Fall, Winter and Spring Terms and late August.
Follow the UCC Hawk Shop's Facebook page to be notified of important announcements and updates at facebook.com/umpquacwhawshop.

LIBRARY AND SUCCESS CENTER
The Library and Success Center are operating virtually and remain closed to in-person services until further notice. Visit the Success Center website at umpqua.edu/success-center to access virtual peer tutoring via Zoom™. 24-hour online tutoring is available through SmarThinking in Canvas. Email Marie.Gambill@umpqua.edu or call 541-440-7831 for more information. The library provides access to ebooks, academic articles, news, magazines, encyclopedias, streaming videos, and learning resources and tutorials at umpqua.edu/library. Need help? Email ucclibrary@umpqua.edu, call 541-440-4640, or visit umpqua.edu/library. Keep an eye on Canvas. Email step@umpqua.edu or call 541-440-7675 for more information.

STUDENT ACCOUNTS
The Student Accounts office assists students with processing payments over the phone. Staff are available for answering questions regarding tuition and fees, setting up direct deposit, setting up a payment plan through Nelnet, and processing of Financial Aid payments. We are here to assist those having difficulties in meeting their payment obligations. Our goal is to provide students with the necessary information to empower students to make financial decisions regarding their education investment. Contact Student Accounts at 541-440-7659 or via email at student.accounts@umpqua.edu.

TESTING SERVICES
Contact: 541-440-7659 or visit umpqua.edu/testing-services

TRANSFER OPPORTUNITY PROGRAM
Transfer Opportunity Program has put all efforts into connecting with students virtually through the Summer and Fall terms. All services have been moved to virtual sessions to comply with social distancing standards. Daily Zoom™ meetings have been put into place so students can meet with advisers to socially connect. One-on-one meetings have been arranged to help students with any questions or concerns they might have while working through online courses. Students in the TOP program are offered services to help them get acquainted with transfer schools and cultural events. The TOP staff has created an online platform in Canvas that offers virtual tours of Oregon campuses.

Different types of cultural events to enrich students' lives are also offered; including zoo tours, plays, and National and State Parks. Questions? Call 541-440-7746; or email trio@umpqua.edu.

WHO MAY ENROLL?
UCC has an open door policy and admits students in the following categories:

• Graduates from accredited secondary schools.
• Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.
• Non-high school graduates who are 18 years old or over and whose high school class has graduated.
• Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written Release from Compulsory School Attendance may make application as a special student (ORS 339.030).
• High school juniors or seniors who present written approval from their school officials. (Course load must be approved by both schools.)
• Some programs have special program requirements other than listed above.

Citizens of other countries must meet certain federal immigration and college requirements before admittance to Umpqua Community College. International students can request special application materials from the UCC website. Students are required to attend an orientation. Non-credit students are not required to submit a formal application.

VETERANS
For all Veteran services information and requests please contact Ann Abel at 541-440-4621 or via email ann.abel@umpqua.edu.

FOR THE MOST UP-TO-DATE COURSE INFORMATION, GO TO umpqua.edu/class-schedule
UCC LOCATIONS

Umpqua Community College
1140 Umpqua College Rd.
I-5 exit 129
Roseburg

Community and Workforce Training
UCC Main Campus, 1140 Umpqua College Rd.
I-5 exit 129, Roseburg

H. Woolley Adult Basic Education Center
1634 W Harvard Ave.
Roseburg

Small Business Development Center
Umpqua Business Center
522 SE Washington Ave.
Roseburg

UCC Apprenticeship Program
2250 Aviation Dr.
Roseburg

Commercial Truck Driving Center
6482 Dole Rd.
I-5 exit 113 - Round Prairie
Myrtle Creek

FOR THE MOST UP-TO-DATE COURSE INFORMATION, GO TO umpqua.edu/class-schedule
Keep learning at Umpqua...

Put your feathers on! These **FREE VIRTUAL** sessions are designed to cover the topics needed to join the flock.

**Register online and Zoom with us!**

**COLLEGE ENROLLMENT Q & A**
Every Wednesday, join a member of the UCC community for a Virtual Q & A.
- Let’s break down barriers to your future
- Learn more about UCC
- Your opportunity to ask questions

*Learn more at umpqua.edu/enrollatucc*

**FINANCIAL AID FACTS**
Join us every Wednesday for important information about financial aid.
- Discover how financial aid can help fund your education
- Your opportunity to ask questions

*Learn more at umpqua.edu/enrollatucc*

**ONLINE LEARNING: IS IT FOR ME?**
September 23, 2 p.m.
- Learn tips and tricks to be successful at online learning.
- Bring your questions!

*Learn more at umpqua.edu/enrollatucc*

**CAREER HELP**
September 17, 1 p.m.
Struggling to figure out how your program of study will turn into a career?
- Join our Career Coach online with your questions

*Learn more at umpqua.edu/enrollatucc*

**SCIENCE Q & A**
Join members of the UCC Science community for a Virtual Q & A.

*Learn more at umpqua.edu/enrollatucc*

**MUSIC PROGRAM Q & A**
September 10, 10 a.m.
Is a career in Music for you? Join our [Virtual Q & A](https://www.umpqua.edu/enrollatucc) and find out.

*Learn more at umpqua.edu/enrollatucc*

For more information about getting started at UCC, please contact the admissions office at 541.440.7743 or email admissions@umpqua.edu.