

2014-2016



**4301 Third Street
Tillamook, Oregon 97141**

Dual Credit Student Handbook

Table of Contents

Welcome To Tillamook Bay Community College.....	3	Withdrawing from a Dual Credit Course	11
What is Dual Credit?	4	Steps to Drop or Withdraw	11
Benefits to Dual Credit Students	4	Transcripts	12
Course Requirements and Prerequisites	5	Updating your personal information	12
Accessing the TBCC Website	5	Repeat Policy.....	13
ADA and 504 Compliance	6	Financial Aid Implications	13
Student Responsibilities	6	FERPA Privacy Policy.....	13
Getting Started	8	Nondiscrimination.....	13
Admission to TBCC:.....	8	Answers to Frequently Asked Questions about Dual Credit	14
Dropping or Withdrawing from a Course	10	Important Dates.....	15
Things to Know About Registration, Grading, and Withdrawal.....	10	Forms	17
Holds on Your Record.....	10	Application for Admission.....	17
Grading	10	Concurrent Enrollment Form.....	19
		Withdrawal Form.....	21

If you have any questions regarding the Dual Credit program, please contact TBCC's Office of Instruction at (503) 842-8222, ext. 1320 or ext. 1080.

Welcome to Tillamook Bay Community College

This handbook is designed to answer student and parent questions about the requirements, expectations, processes and services available through the Dual Credit program offered by Tillamook Bay Community College (TBCC).

We are delighted that you have chosen to get a head start on your college education by participating in the TBCC Dual Credit program.

The courses you will be taking are transferable to public colleges and universities in the state of Oregon and generally transferable to colleges and universities throughout the United States. Some institutions accept the credit as core credit; others give elective credit.

This program offers the following benefits:

- Academic options for students to attend community colleges and four-year institutions
- Minimizes the duplication of courses taken in high school and college
- Shortens the time required to complete an undergraduate degree and/or career-technical programs
- Reduces the cost of post-secondary education

If you have questions about TBCC, please call. We always enjoy speaking with students and parents.

Office of Instruction:
Phone: (503) 842-8222, ext. 1320 or 1080

Student Information and Responsibilities

What is Dual Credit?

High school students in the three local schools are earning college credits for some of their high school courses through the Dual Credit program at Tillamook Bay Community College. These courses are approved as “articulated,” which means the community college course and the high school course have the same content and outcomes. Although taught in the high school, the course materials, content and instructional quality are consistent with (or "articulated" with) courses offered by the community college. Because of this articulation, a student is able, following high school graduation, to transition smoothly to the next level of college courses in the subject area. Since TBCC Dual Credit courses are the result of an alignment between high school and college courses requiring college-level work, not all high school courses are eligible.

These college level courses are taught by qualified high school instructors during regular school hours at the student’s high school or other facilities. Each instructor has gone through a rigorous process to become certified as adjunct faculty at TBCC and to align their courses so that they can offer college credit.

Students will earn a grade, which is entered on a transcript. By the time these students graduate from high school they already have a head start on post-secondary education, saving both time and money as they get started on career training and education after high school.

Check with your high school counselor to find out which courses at your high school are part of TBCC’s Dual Credit program or visit the TBCC Office of Instruction for more information.

Benefits to Dual Credit Students

- Students can earn Career and Technical Education (CTE) credits that count toward Certificate and Associate of Applied Science programs, in such career fields as Culinary Arts, Welding, Industrial Maintenance Technology, and Health Professions.
- Students can earn University Transfer (lower division collegiate) credits that count toward a Bachelor’s degree in such subject areas as English Literature and Writing, Mathematics, P.E., Science, and Spanish.
- Students earn free college credit and have access to some campus services. There is limited use of the TBCC Library and some additional benefits.

- A TBCC transcript. All Oregon University System schools accept academic transfer credits. Many other public and private colleges/universities also accept the credits listed on a TBCC transcript. Students should check the admission and transfer policies of the institution into which they want to transfer their college credits.

The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the admissions office at each institution to which you plan to send your transcript. Many institutions will accept the career technical credits you earn in addition to university transfer credits.

Course Requirements and Prerequisites

The Dual Credit course taken at the high school will mirror the course description, outcomes and assessment/performance expectations of the Tillamook Bay Community College course. Additional course-specific policies may apply.

Dual credit university transfer courses are usually limited to seniors and qualified juniors. Exceptions may be made for other students, deemed by their instructors to meet the pre-requisite skills/aptitudes for each particular course. Dual credit Career and Technical Education courses are also offered to high school students who are 16 or older and are beginning their own career pathway.

High school students participating in TBCC Dual Credit must meet all TBCC admissions and registration requirements. Admission to TBCC requires completion of an application for admission and placement testing. Many credit classes require prerequisites or placement tests. Prerequisites are conditions that must be met to enroll in and have the greatest chance of success in a particular class. These conditions are usually completion of or enrollment in other courses, specific college placement scores or departmental approval (e.g. Writing 121 requires a specific score on the TBCC reading, writing, and math placement tests). Please talk to your high school counselor or instructor about specific course requirements and prerequisites.

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

Accessing the TBCC Website

Tillamook Bay Community College conducts business online.

- All admitted students have a TBCC email address where college information will be sent.
- The information contained in this handbook is a summary of what is available to you.
- You can find complete information at <http://www.tbcc.cc.or.us>.
- To access personal information, click on **MyTBCC** on the main page.

ADA and 504 Compliance

Tillamook Bay Community College and your high school are committed to providing a learning environment that is free from discrimination, harassment, and retaliation. Both institutions are committed to equal opportunity in compliance with the American with Disabilities Act. Individual learning plans and other accommodations are developed by the individual high schools.

Student Responsibilities

Students are responsible for applying to TBCC using the online application process. The registration for any TBCC Dual Credit course is facilitated by the high school. As TBCC Dual Credit students, students receive a TBCC student identification number for conducting college business.

- Students are responsible for reviewing and understanding the information provided in the TBCC Dual Credit Student Handbook.
- Students are responsible for providing accurate information on their application for admissions and Concurrent Enrollment Form.
- Students are responsible for keeping TBCC informed of any changes in their mailing address or name.
- Students are responsible for their coursework and completing all college-required material. They are expected to attend all classes in which they are enrolled. If they do not attend or stop attending classes and fail to personally drop within the stated time period, they will be responsible for the grade reported on their TBCC transcript. If the student has excessive absences and fails to drop or withdraw from class by the deadlines, a grade of F may be assigned by their instructor. (See Important Dates, page 15).
- Students are responsible for knowing the Registration, Drop, and Withdraw deadlines for the TBCC Dual Credit courses.
- Students are responsible for formally dropping their course if they do not want the Tillamook Bay Community College credit. If they fail to drop during the correct timeframe, they will still be responsible for the grade posted on their transcript (even if it is a “D” or “F”). **Withdrawal is the sole responsibility of the student.**

- Students are responsible for ensuring the accuracy of their final grades on their academic transcript at TBCC. Upon completion of their TBCC Dual Credit course, they will receive the grade they earned for the equivalent high school course on their TBCC transcript. Errors on a student transcript can only be corrected within 12 months of completing the course. Students should verify grades shortly after the Grades Due deadline. Any error should be immediately reported to the high school dual credit instructor. It is the student's responsibility to contact his/her dual credit instructor with any questions that remain unanswered.
- Students are responsible to conform to all codes of conduct as stipulated by Tillamook Bay Community College and by their high school. Students are expected to conduct their academic affairs in a forthright and honest manner. In the event that students are suspected of classroom cheating, plagiarism or otherwise misrepresenting their work, they will be subject to discipline according to school district policies.

Getting Started

Admission to TBCC:

1. Navigate to <http://www.tbcc.cc.or.us> and click on Admissions on the main page.
2. Click on the **Admissions Application** link in Item 1.
3. Choose the **Current High School Student Application**.
4. Complete the online application and submit it electronically.
5. In 2-3 business days, you will be emailed a TBCC ID number and a temporary password.
6. Use your Student ID number when registering for a course.

Placement Testing:

Placement assessment is part of admissions to TBCC. Tillamook Bay Community College uses the ACT COMPASS placement test. However, ACT or SAT scores can also be used for placement in writing and math. COMPASS testing is available on the TBCC Campus in the Library or at each of the high schools. You will need to take the full COMPASS assessment—Reading, Writing, Math—before you enroll in a Dual Credit course.

Most course prerequisites will require submission of placement scores to TBCC to verify satisfaction of reading, writing, and/or math prerequisites. This is in addition to placement test scores used for admissions requirements for attending TBCC. Contact your school counselor for more information about testing at your school. Students should use their social security number for placement testing. If a student chooses not to use their social security number, the student is responsible to submit a copy of his/her test scores to TBCC Student Services before registering for the course.

How to Register for a High School Programs Dual Credit Course – Registration:

When you start the registration process, make sure to carefully check your information. You want to make sure you are registering for the correct course. You are responsible for the accuracy of registering for your classes. If you are considering dropping or withdrawing from a course, please refer to Dropping or Withdrawing from a Course section below.

- To enroll in a dual credit course the student must complete a TBCC Concurrent Enrollment Form.
- Be sure to have all necessary signatures on the form before submitting the form to your high school instructor.
- Be sure to put your Student ID number on your Concurrent Enrollment Form.
- The dual credit instructor will supply the course section number and title.

- Registration forms are returned to the dual credit instructor who will return them to TBCC.
- Forms should be returned to TBCC by the first week of the college term in which students are registering (see page 15 for Important Dates).

Underage Students:

By Oregon Statute, dual credit enrollment is primarily intended for students who are Juniors or Seniors (sixteen years of age or older). A Sophomore student under sixteen years of age seeking to register for dual credit must follow the same process as underage students seeking to enroll in classes on the college campus.

Students under the age of 16 who wish to be considered for enrollment in TBCC courses must:

1. Obtain a letter of recommendation from your high school counselor or administrator, which addresses both academic and behavioral preparedness for an adult learning environment. Before continuing, submit required documents in person, by email, or fax to TBCC Student Services.

2. Apply for admission. Complete the Admissions application online <http://www.tbcc.cc.or.us/index.php/getting-started-new-student-at-tbcc/first-steps-at-tbcc/admissions> or in person at TBCC Student Services.

3. Take a college placement exam. Regardless of what type of classes you wish to enroll in, a student under the age of 16 must place at the minimum levels of Writing 115, Reading 115 and Math 60. This is an important component in assessing preparedness to pursue college level classes. Testing is available at the TBCC Library on a drop-in basis or at local high schools.

4. Schedule an appointment with a Career Education Advisor. Both you and your parent/guardian are required to attend, prior to registering for classes.

5. Complete the “Underage Enrollment Form” as discussed with your Career Education Advisor at the time of your scheduled appointment.

6. Enroll in your courses by completing the Concurrent Enrollment Agreement provided by your high school. Instructor approval may be required as part of the registration process. The decision of whether a student has demonstrated the ability to perform academically is at the sole discretion of TBCC.

Prior to each term, students under the age of 16 must consult with the Career Education Advisor and obtain a signature of approval for their schedule of classes before registering. Continuing registration for all students under the age of 18 will be contingent

upon the student's compliance with all relevant college financial, academic, and student conduct policies.

Dropping or Withdrawing from a Course

What's the difference between dropping and withdrawing from a course?

Drop	Withdraw
You do not have a mark on your transcript. (Must drop course early in the term by the drop date.)	You will have a "W" on your transcript. (Allows you to drop course later in the term.)

- Students must submit a TBCC Dual Credit Course Add/Drop Form in order to drop or withdraw from a course in which they register
- Students have until the end of the first week of the college term to Drop a course
- Withdrawal from courses after the first week of the term will place a "W" on your transcript
- Students have until the eighth week of the college term to withdraw from a course with a grade of "W"
- Students who do not drop or withdraw from a course by the published deadlines will receive the grade earned in a course

Things to Know About Registration, Grading, and Withdrawal

Holds on Your Record

A hold on your record will prevent you from being able to register. If you have previously taken a class at TBCC and still owe fees, a hold will be placed on your record and you will not be allowed to register for your course until the fees are paid. Other holds may include a testing hold or a hold if you are under 16. (These are not common.) Check with your instructor if this pertains to you.

Grading

You will receive a syllabus with all course expectations from your instructor. The syllabus is important because it contains information about what is required and how your grade will be calculated for the course. Students registered for dual credit courses will be assigned a grade of an "A" (superior), "B" (above average), "C" (average), "D" (substandard but receiving credit), or an "F" (failure).

In order to avoid a grade you don't want, especially "D" or "F", you must withdraw from the course by the deadline. If you check your student records at MyTBCC and find a

missing or incorrect grade, contact your high school instructor within one academic school year from completion of the course. Your instructor will then report the correct information to the TBCC Registrar.

Withdrawing from a Dual Credit Course

It is your responsibility to drop the course if you do not want to receive a grade on your TBCC transcript. A student who would like to withdraw from a dual credit course needs to follow the dual credit withdraw deadlines below. See page 15 for Important Dates.

Steps to Drop or Withdraw

- Students must submit a TBCC Withdrawal Form from TBCC Student Services in order to drop or withdraw from a course in which they register.
- Students have until the end of the first week of the college term to Drop a course and not have it appear on their transcript.
- Withdrawal from courses after the first week of the term will place a “W” on your grade report and transcript.
- Students have until the eighth week of the college term to withdraw from a course with a grade of “W.”
- Students who do not drop or withdraw from a course by the published deadlines will receive the grade earned in a course.

Viewing Your Grades Online through MyTBCC

Grades and Unofficial Transcripts

1. Navigate to <http://www.tbcc.cc.or.us> and click on **MyTBCC** on the main page.
2. Log in using your student ID and password.
3. Click on the **Students** tab.
4. **Grades:** Click on **Advising on the left** and click on **My Grade Report** on the left again.
5. **Unofficial Transcripts:** click on **Advising on the left** and click on **My Unofficial Transcript** on the left again.

If you have a balance/financial hold on your TBCC account you will be unable to view your unofficial transcript until payment is made. Please contact TBCC Accounts Receivable at (503) 842-8222, ext. 1230, to make a payment or inquiry on your account.

Transcripts

Verify that all your dual credit grades have been posted by looking at your unofficial transcript before you request an official transcript (see the previous section).

The grade a student receives in a Dual Credit course will be applied to and appear on a transcript from TBCC (see instructions below), and may, in most cases, be transferred to other academic institutions. Instructors must post their grades by deadlines given each academic year through the TBCC Student Services or Office of Instruction. See Appendix 11 for a calendar of important dates.

It is the responsibility of the student to drop the class by the stated deadline if (s)he does not want the grade. Instructors should remind students of approaching deadlines.

Students have access to view their TBCC transcripts online as soon as the class is graded. Students can verify that all their Dual Credit grades have been posted by checking MyTBCC before they request an official transcript. Any changes to the transcript must be submitted in writing by the high school instructor to the TBCC Registrar within 12 months of course completion.

To Request an Official Transcript:

1. Navigate to <http://www.tbcc.cc.or.us>
2. Click on “Getting Started” in the menu.
3. Click on “Academic Advising.”
4. On the right hand banner, scroll down and click on “Transcripts.”
5. Follow instructions on the page to order an official transcript.

Updating your personal information

- 1) Go to <http://www.tbcc.cc.or.us/> and click on **MyTBCC** on the main page.
- 2) Type in your student ID and password
- 3) Click on the words **Personal Information** next to your log in box
- 4) Select desired information from the Personal Information screen
- 5) Update and save any changed information.

Repeat Policy

In cases where a student chooses to repeat a course, the highest grade earned for the course will be calculated into the student's GPA and the total credit hours earned; all other grades earned for that course will be excluded from the GPA and the credit hours earned. All grades earned will appear on the transcript, however.

Financial Aid Implications

There may be future financial aid implications for unsatisfactory academic progress in a dual credit course. When a student applies for federal student aid at Tillamook Bay Community College, the student Financial Aid Office evaluates all previous grades earned by that student at TBCC, including the grades you have received in your dual credit courses.

FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of your educational records as a student.

Under FERPA, Tillamook Bay Community College cannot release:

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

A student may choose to release information to other people, including parents. Under FERPA regulations, the college cannot release your information to anyone else without your written permission. Please come in person to TBCC Student Services to complete the necessary form which informs the college they have your permission to release this information to the people you specify.

Nondiscrimination

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age, disability height/weight ratio, organizational affiliation, or political affiliation in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in

career and technical education programs. Tillamook Bay Community College Service District subscribes to the terms of Title VI of Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 29 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, as well as laws of the state of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, relation, marital status, sexual orientation, or sex. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Answers to Frequently Asked Questions about Dual Credit

How can a student become involved in dual credit courses?

TBCC Dual Credit courses offered at your high school can be found by looking at your course schedule for dual credit courses or checking with your high school counselor.

Is there a student cost for Dual Credit courses?

These courses are free (no TBCC tuition is charged to either the student or the high school).

After I complete Dual Credit courses, am I considered a returning student at TBCC?

No. You will use the same student number throughout your TBCC career, but you must reapply as a degree seeking student.

Must I attend TBCC after high school in order for the dual credits I've earned to be on a TBCC transcript?

No, but we hope that you will consider TBCC in your future.

Can I transfer the credits I've earned in TBCC Dual Credit career and technical education (CTE) courses to other colleges/universities?

Yes. The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the Admissions Office at each institution to which you plan to send your transcript. Many institutions will accept the majority of CTE credits you earn.

Important Dates

FALL 2014	
Registration Opens	August 25, 2014
First Day of Classes	September 29, 2014
Last day to Register	October 3, 2014
Last day to Withdraw	November 14, 2014
Last Day of Classes	December 13, 2014
Grades due	December 15, 2014 (5:00 pm)
WINTER 2015	
Registration Opens	November 24, 2014
Last day to Register	January 9, 2015
First Day of Classes	January 5, 2015
Last day to Withdraw	February 20, 2015
Last Day of Classes	March 21, 2015
Grades due	March 23, 2015 (5:00 pm)
SPRING 2015	
Registration Opens	February 23, 2015
First Day of Classes	March 30, 2015
Last day to Register	April 3, 2015
Last day to Withdraw	May 22, 2015
Last Day of Classes	June 12, 2015
Grades due	June 15, 2015 (5:00 pm)
FALL 2015	
Registration Opens	August 25, 2015
Last day to Register	September 20, 2015
First Day of Classes	September 23, 2015
Last day to Withdraw	November 20, 2015
Last Day of Classes	December 11, 2015
Grades due	December 14, 2015 (5:00 pm)
WINTER 2016	
Registration Opens	November 23, 2015
Last day to Register	December 31, 2015
First Day of Classes	January 4, 2016
Last day to Withdraw	February 26, 2016

Last Day of Classes	March 18, 2016
Grades due	March 21, 2016 (5:00 pm)
SPRING 2016	
Registration Opens	February 22, 2016
Last day to Register	March 25, 2016
First Day of Classes	March 28, 2016
Last day to Withdraw	May 20, 2016
Last Day of Classes	June 10, 2016
Grades due	June 13, 2016 (5:00 pm)

Forms

Application for Admission

All credit-seeking students need to fill out an online application for admission. This can be found on our website <http://www.tillamookbaycc.edu/>.

Mouse over “Getting Started” and click on “Admissions” under “First Steps at TBCC” in the drop-down menu.

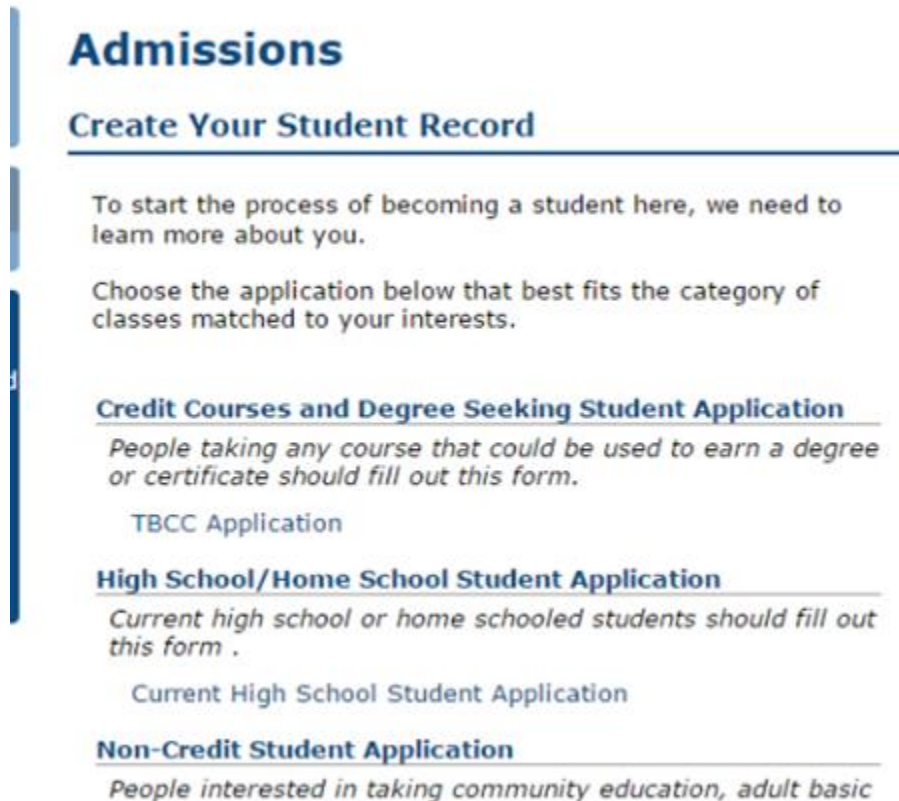


Click on “Admissions Application” under Step 1 of the “New Student Checklist”



(Continued on next page)

The page that comes up lists several different application options. Since you are still going to be enrolled in high school, while you attend classes at TBCC, you should select the “Current High School Student Application.”



Admissions

Create Your Student Record

To start the process of becoming a student here, we need to learn more about you.

Choose the application below that best fits the category of classes matched to your interests.

Credit Courses and Degree Seeking Student Application
People taking any course that could be used to earn a degree or certificate should fill out this form.
TBCC Application

High School/Home School Student Application
Current high school or home schooled students should fill out this form .
Current High School Student Application

Non-Credit Student Application
People interested in taking community education, adult basic

Fill out and submit the application. Within two or three business days, your application will be processed and you will receive a username and password at the email address you provided as part of the application.

Concurrent Enrollment Form

The concurrent enrollment registration form is used by dual credit students at area high schools to enroll in courses at TBCC. Students need to pick up a hard copy of this form either from Student Services at TBCC or from their counselor at the high school. The form has several duplicate pages and each one needs to be returned to a different place.



4301 Third Street • Tillamook Oregon 97141

www.TillamookBay.cc

TEL: (503) 842-8222

FAX: (503) 842-8334

HIGH SCHOOL and TBCC CONCURRENT REGISTRATION FORM

This form confirms communication between student, parent, high school, and the College concerning attendance in college courses. I hereby authorize release of any records in the possession of the College to the high school listed below. Concurrent Enrollment signifies that the student listed on this form is enrolled in both high school and college courses.

Admissions must be completed before enrolling in any TBCC course. For admissions information: www.tillamookbay.cc. Complete the [Current High School Student Application](#) before enrolling in your first TBCC course.

Student Name _____ TBCC # _____

Address _____

City/Zip _____ Phone # _____ Date of Birth _____

High School: New York-Norfolk Community College Nestucca Valley High School Tillamook High School Other _____

Signature _____ Your signature with Tillamook Bay Community College signifies your consent to, and acceptance of, all policies and procedures governing your enrollment, including financial liability. If you fail to remit payment when due, you promise to pay TBCC all reasonable costs for collections, including collection agency fees.

High School Counselor _____ Date _____ Student _____ Date _____

Principal (if required by HS) _____ Date _____ Parent/Legal Guardian _____ Date _____

This Part to Be Filled Out By High School Official

TBCC Term: _____			High School		Consent Agreement				
TBCC Course Number and Section	Course Title	TBCC Credits	HS Credits	HS Course Replaced	Term	Take	Yes	Books	Dual Credit
					HS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					HS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					HS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					HS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

White – College

Yellow – Cashier

Pink – Student

Goldenrod – High School

Each of these colored pages need to be returned to a different place.

Updated 11/13/2013 MB

Tillamook Bay Community College is an equal opportunity educator and employer.

Add/Drop Form

Due to circumstances beyond your control, unfortunately, sometimes you will need to drop a class. When this situation arises, during the first week of the term, you can drop a class without penalty.



Registration & Change Form FOR DEGREE PROGRAMS AND CREDIT COURSE

Term Enrolling: Summer Fall Winter Spring Year: _____

TBCC ID Number: _____ Date of Birth: ____/____/____ Gender: Female Male

Name: _____
Last First MI

Mailing Address: _____
Street Apt # City State ZIP

Telephone number: _____ Cell Phone number: _____

Check here if this is a new address.

REQUIRED STUDENT SIGNATURE: _____ Date: _____

Your enrollment with Tillamook Bay Community College signifies your consent to, and acceptance of, all policies and procedures governing your enrollment, including financial liability. If you fail to remit payment when due, by signing this you promise to pay TBCC all reasonable costs for collections, including collection agency fees.

REGISTRATION ADDS		ONLY COMPLETE THIS SECTION IF AN OVERRIDE IS NEEDED		
Section #	Course Title	Check all Approved Overrides	Instructor Signature Required for Overrides	Office of Instruction
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Prerequisite Override		
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Prerequisite Override		
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Prerequisite Override		
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Prerequisite Override		
		<input type="checkbox"/> Late Add <input type="checkbox"/> Instructor Approval <input type="checkbox"/> Prerequisite Override		

Overrides: **Late Add** – Authorization to override the class limit or register AFTER the first class session. **Department/Instructor Approval** – Student has passed required placement, testing, or screening. **Prerequisite Override** – Student has not met prerequisites for the course.

REGISTRATION DROPS		Grade Options
Section #	Course Title	
		Grade options are set to the default (generally A-F) at registration. To change to an optional grade selection, a student registered in the course must fill out the GRADE OPTION CHANGE form available in Student Services. Audit requires the instructor signature in the space below.

AUDIT PERMISSION			
Section #	Course Title	Instructor Signature Required for Overrides	Office of Instruction

Withdrawal Form

If you find that you need to leave a class after the first week of the term, a "W" will be placed on your transcript and you will not be able to receive a refund for the class. This may have other implications down the road, such as affecting your ability to receive federal financial aid. This form needs to be picked up at the TBCC Student Services office.

WITHDRAWAL FORM



- You may not withdraw from an 11 week course after 4:30 pm, Friday of the 8th week of the current term.
- Sign and return this form in person, or by mail (TBCC Student Services, 4301 Third St. Tillamook, OR 97141) or FAX: 503-842-8334.

Your instructor's signature is required on this form. If considering withdrawal, it is very important that you explore all options to make sure this is the best decision for you and your success. Discuss this matter with your instructor to make sure that this decision is in your best interest. If your decision is still to withdraw after this conversation, you must have your instructor sign below.

Student Information

Last Name		TBCC ID Number	
Mailing Address	City	State	ZIP
Email Address		Phone Number	

Withdrawal Information

Reason for Withdrawal:

Serious illness or debilitating condition Family or important person called to active duty

Responsible for care of sick, injured or needy Change in work schedule beyond control of student

Death of a family member or other important person

Other - Please Specify _____

Type of Withdrawal:

Complete Withdrawal: I wish to withdraw from all courses. I plan to return to TBCC. When do you expect to return? _____

Partial Withdrawal: One or more courses

Course - 3-digit number - section	Course Title	Instructor Signature	Date of Last Attendance*

*Enter today's date unless you can provide evidence that it should be earlier

Withdrawal Confirmation

I elect to withdraw from TBCC with the understanding of the following:

- I acknowledge it is past the refund deadline and that withdrawing from TBCC does not release me from any outstanding financial obligations that I may have with TBCC.
- I will need to be re-admitted to TBCC.
- I understand that withdrawing may have a negative impact on my financial aid.
- I understand that if I have student loans and I completely withdraw, I will be required to complete the Loan Exit Interview on MYTBCC in order to fulfill my obligations. Not completing this interview could result in registration and transcript holds being placed on my academic records.
- I acknowledge that I have read page 2 of this document

Student Signature _____ Date: _____