



4301 Third Street
Tillamook, Oregon 97141

Dual Credit Student Handbook

**2018-2019
Program Manual
For Students**

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If you have any questions regarding the Dual Credit program, please contact TBCC’s Office of Instruction at 503.842.8222, ext. 1060.

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.

The High School Team
Tillamook Bay Community College
503-842-8222, ext. 1060

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 Welding, Manufacturing and Industrial Technology, Agriculture and Natural Resources, Business Administration, 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, Public Speaking, Mathematics, and Science.
- 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 syllabus. 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://tillamookbaycc.edu/>.
- 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://tillamookbaycc.edu/> and click on **Admissions and Registration** on the main page.
2. Click on **Current High School Students**.
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 usually part of admissions to TBCC. Tillamook Bay Community College uses the Accuplacer placement test. However, ACT or SAT scores can also be used for placement in writing and math. Accuplacer testing is available on the TBCC Campus in the Library or at each of the high schools. You may need to take the full Accuplacer assessment—Reading, Writing, Math—before you enroll in a Dual Credit course. In some cases placement is accomplished through consultation with the student, their faculty member, and the high school advisor.

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 High School and 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 must be returned to TBCC by 5:00 p.m. of the last business day before the TBCC term starts (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://tillamookbaycc.edu/admissions-registration/apply-for-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 70. 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 (or a representative from your high school) 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 (or a representative from your high school) 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://tillamookbaycc.edu/> 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 page 15 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://tillamookbaycc.edu/>
2. Click on "Resources" in the menu.
3. Click on "Request a Transcript."
4. Follow instructions on the page to order an official transcript.

Updating your personal information

- 1) Go to <http://tillamookbaycc.edu/> 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 2017	
Registration Opens	August 21, 2017
Last Day to Register	September 24, 2017
First Day of Classes	September 25, 2017
Last Day of Classes	December 9, 2017
Grades Due	December 11, 2017 (5:00 pm)
WINTER 2018	
Registration Opens	November 27, 2017
Last Day to Register	January 7, 2018
First Day of Classes	January 8, 2018
Last Day of Classes	March 24, 2018
Grades Due	March 26, 2018 (5:00 pm)
SPRING 2018	
Registration Opens	February 26, 2018
Last Day to Register	April 1, 2018
First Day of Classes	April 2, 2018,
Last Day of Classes	June 16, 2018
Grades Due	June 18, 2018 (5:00 pm)
FALL 2018	
Registration Opens	August 20, 2018
Last Day to Register	September 23, 2018
First Day of Classes	September 24, 2018
Last Day of Classes	December 8, 2018
Grades Due	December 10, 2018 (5:00 pm)
WINTER 2019	
Registration Opens	November 26, 2018
Last Day to Register	January 6, 2019
First Day of Classes	January 7, 2019
Last Day of Classes	March 23, 2019
Grades Due	March 25, 2019 (5:00 pm)
SPRING 2019	
Registration Opens	February 25, 2019
Last Day to Register	March 31, 2019

First Day of Classes	April 1, 2019
Last Day of Classes	June 15, 2019
Grades Due	June 17, 2019 (5:00 pm)

NOTE: Paper registration forms must be received by the TBCC Office of Student Services by 5:00 pm on the last business day before the term starts.