



4301 Third Street  
Tillamook, Oregon 97141

# **Early College TBCC**

**2018-2019  
Program Manual  
Dual Credit, Expanded Options  
Student Services**

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## **Welcome to Dual Credit and Expanded Options**

Welcome to the Dual Credit program based upon agreements between Tillamook County secondary schools and Tillamook Bay Community College (TBCC). This program manual will clarify program details for potential students.

This manual is for you, parents, counselors or admissions support staff. Students and Dual Credit instructors have access to their own Student Handbook, describing expectations, course requirements, and procedures.

In addition to this manual, TBCC works with each school to help with program facilitation. We encourage you to know TBCC staff and to call upon them whenever you need assistance.

We continue to strive to improve opportunities for Tillamook County high school students to become successful completers of post-secondary programs. The High School Team at Tillamook Bay Community College facilitates the relationships between the high schools and Tillamook Bay Community College.



Thank you for your continued efforts and participation.

The High School Team  
Dean of Academic Partnerships  
Tillamook Bay Community College  
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503-842-8222, ext. 1050

## **College Credit Options with TBCC**

TBCC's admissions policy is to admit students 18 and older and students 16 and 17 years of age who have a High School Diploma or GED or who place into college level reading and writing. The college reserves the right to approve or deny the request for enrollment by underage students.

- ☐ This is a process for underage students interested in taking TBCC credit courses as dual credit on their current high school campus or on-campus or online directly with TBCC as a concurrent enrollment student (Expanded Options), while still in high school.
- ☐ If you are under 16 years old without a High School Diploma or GED, you must complete additional steps to determine your acceptance status. Please speak with your high school counselor.

### **Overview TBCC Dual Credit**

TBCC's Dual Credit program is a free college credit program where high school students can get college level credit while still in high school from their high school teachers. There are a variety of courses offered at local high schools that have been aligned to college level classes where students can jumpstart into their career paths. There are 6 major areas of focus students can pursue to get ahead, either with the intention of transitioning to a 2 or 4 year college after graduation or if they want to get a short term college credential and launch right into a job.

### **Overview Expanded Options**

TBCC's Early College program is a fee based dual enrollment program allowing students at participating high schools to become part or full-time TBCC students during their junior and/or senior high school years. Students have the option to complete all additional courses in their 6 year post-graduation planner as determined with their advisor. High schools oversee course selection and apply credit (as they see fit) from the student's TBCC record to fulfill high school coursework and diploma requirements. The school where the student is currently enrolled has an agreement with the community college to pay a percentage of the college tuition and fees. Extended Options students are allowed to enroll in up to 2 courses per academic term based on their academic needs. Students must confirm their registration/schedule with their high school counselor or liaison by the enrollment deadline per term.

It's important to take advantage of as many intentional credits as possible prior to graduation. TBCC and your local school districts have worked to clarify what options are available for students.

### **Early College Online or In Person**

Students wanting to enroll in TBCC Expanded Options (taking all classes' part or full time at the community colleges) may do so with the written consent of the local high school. These courses will be used to fulfill the student's diploma requirements or preparation for college. Our Early College options was created as a pathway to allow students to remain engaged and invested in the academic success while in high school, while simultaneously gaining success in the college environment. College standards may take time to adjust to and this program is designed to support students to achieve their goal to attend college while in high school.

Students who have not yet met the recommended placement test scores or GPA minimums may enroll in our Extended Options program with approval from the counselor or high school liaison. Students in the program options will be expected to complete all coursework and maintain minimum of a 2.5 GPA or higher per term. Extended Options students will be expected to work collaboratively with their high school liaison, TBCC liaison and/or the indicated college advisor to ensure program expectations are met and to facilitate a smooth transition from high school to college.

Students can access various credits, in the chart below there is a list of credit options with additional details:

### **Early College Credit Options Chart**

Type	TBCC Dual Credit	TBCC Expanded	NW Promise	Willamette Promise	Other CTE Credit
Cost	Free	Discounted Standard Tuition		\$30 per year unlimited credits	
Location	High school	College/online	High school	High school	High school/CTE class
Taught by	High school	College Faculty	High school	High school	High School
Transcript	Counts towards both requirements	Student receives college credit: work with high school to apply to diploma requirements	Counts towards both requirements	Counts towards both requirements	Counts towards both requirements
Course Placement Requirements	Determined by high school: TBCC multiple measures. See page 15.	TBCC Multiple Measures See page 15.			No requirements except enrollment in course
Registration	Student Registration Dual Credit Flyer	Expanded Options Registration Flyer			

*Students are responsible for determining in advance what that percentage is. A portion of the tuition and fees may be the responsibility of the student (or the student's legal guardian). Students may or may not receive assistance with class resources. Please work with your local high school to determine the total cost upfront.*

## **TBCC Individual Early College Advising Guides**

To assist high school liaisons, families and students, 6 year advising guides are available for students to use to make decisions about the best early college options to pursue while still in school. Remember “more credit” is not always the best decision for student success. Intentionally researching student’s long term interests and aligning early college credit with individual student guides is the best option.

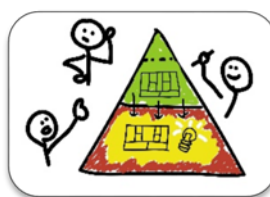
Students can use these credits towards their freshman year of college or work towards a short term certificate in Agriculture, Business, Welding, Healthcare, Natural Resources, Criminal Justice or Education to jump directly into the workforce to compete a career specific college degree. Each Early College Advising Plan outlines the dual credit opportunities available for the required courses through TBCC.



Freshman Year  
College



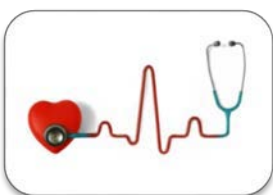
Agriculture



Business



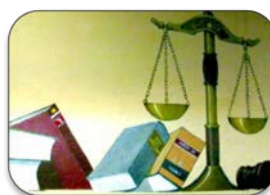
Welding



Healthcare



Natural  
Resources



Criminal Justice



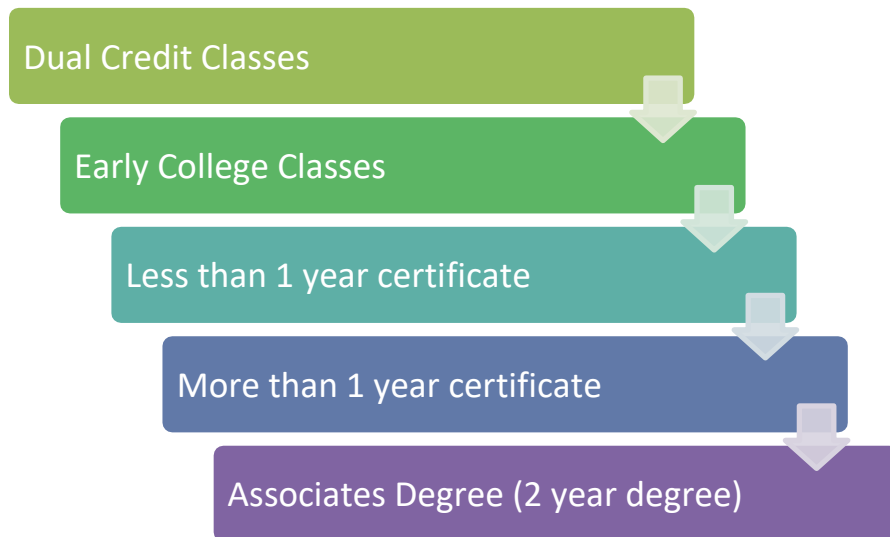
Education

Students are encouraged to pick from one of our Early College entry point plans, which will ensure that they get the base level credits in their career interests. If the indicated plans do not align with your career interest, please work with your TBCC Liaison to determine a plan that works for you.

TBCC specializes in stackable certificates that can open doors to employment opportunities and apply to further education. Career Pathways Certificates require just a few courses and are self-paced. Such certificates are perfect for high school students who need a competitive edge when applying for an entry-level position. Each pathway includes the core entry level courses a student will need to start in that career field. Students apply the courses they earn in a Career Pathways Certificate (less-than-one-year certificate) to further credentials, such as one-year certificates, Associate’s Degrees, or Bachelor’s degree and beyond.

## **Stackable Coursework**

The goal is to make a series of obtainable credentials that can build upon each other to give the student greater career and educational opportunities as they progress through obtainable steps.



## **How does it work?**

- ☐ High schools oversee course selection and high school diploma completion. Early College students first successfully complete as many available dual credits as possible and then they can transition to Expanded Options enrollment to pursue either the Oregon Transfer Compass advising guide or another certificate based pathway.
- When students are enrolled in TBCC dual credit or Expanded Options, the students' grades in these courses are recorded on their permanent TBCC transcript. Depending on the agreement these courses could become part of their high school record as well.
- ☐ Students have to meet all course placement and prerequisite requirements and/or be approved to enter the class under multiple measures. (See page 15)
- High schools are billed directly for the students' courses. Contact your high school for information on student financial responsibility.
- ☐ High schools or students purchase textbooks. TBCC works diligently to offer open educational resources for free whenever possible.
- TBCC has a trained academic advisor, known as a "TBCC liaisons", available to work with high school staff, families and students.
- ☐ An Expanded Options application is required to participate (see website). High schools must indicate approval of the application.
- It is the student's responsibility to:
  - Apply to the college online
  - Keep track of their TBCC ID and password
  - Register themselves in course
  - Take placement tests prior to the term, if required



- Watch add/drop and other deadlines on the academic calendar
- Work with their high school liaison to determine if the courses will apply to their high school diploma. TBCC is not responsible for monitoring students' enrollment.

## **TBCC Early College Important Information:**

### **FERPA Statement**

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

Under FERPA, TBCC cannot release to anyone other than the student:

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

Students must fill out a Student Information Release Form with TBCC Student Services so parents may call or come in to ask about certain types of protected information to help them. The college is required to follow federal FERPA guidelines.

### **Underage Students**

By Oregon Statute, **dual credit and Expanded Options enrollment is 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 on campus.

### **Dual Credit Student Processes and Other Information**

All personal information is maintained online at <http://www.tillamookbaycc.edu>. Students must log on to MyTBCC with their ID and Password to access their information. It is the responsibility of the student to keep TBCC notified of any changes in personal information (i.e. e-mail, address, and phone).

It is the responsibility of the high school instructors, **within the first week of class, to provide students a copy of their course syllabus**, and to inform students of the status of the course as a dual credit offering through TBCC. (Course syllabi should contain this information.) Due to the expected rigor of the dual credit class it can be helpful to remind students of this.

### **Course Requirements, Syllabi and Prerequisites**

Specific course requirements must be given to students in a course syllabus, which must follow the same format as the Tillamook Bay Community College course syllabus, including course description, prerequisites, course outcomes, grading expectations, required materials and activities. Outcomes must match TBCC stated course outcomes, although classroom activities may differ.

## **Prerequisites**

Specific placement test scores are required for Admission to TBCC. In addition selected courses may require particular test scores (e.g., RDWR 115) prior to registration. Please refer to page 15 for current course requirements and recommendations.

## **Placement Testing**

Most course prerequisites will require submission of placement scores to TBCC to verify satisfaction of reading, writing, and/or math prerequisites. Tillamook Bay Community College uses the Accuplacer placement test. However, SMARTER Balance Scores, ACT or SAT scores, and letters of support from instructors can also be used for placement. Students can contact their school counselor for more information about placement requirements. Students should use their social security number for placement testing.

## **Course Schedule**

After advising with your high school liaison or counselor, you will be cleared to register for the courses approved during your advising session. No course changes can be made to the plan created during the advising session without counselor approval.

At this time students will be registered through Student Services at TBCC. We intend to move to a student registration self-registration process in 2019-2020. Students are required to email their schedules to their high school liaison or counselor. Students can copy and paste from their MyTBCC account within one week of course registration.

## **Dropping Classes**

You must have a high school liaison approval prior to dropping any courses. If you drop a course without approval, you may not be approved to continue this program in the future terms. To receive approval to drop a course, submit a complete course withdraw online through myTBCC or submit a Course Withdrawal Request Form to your high school liaison.

If you drop a course after the “drop with refund date” listed on the academic calendar at [www.tillamookbaycc.edu](http://www.tillamookbaycc.edu) , you will be responsible for paying a dropped class fees incurred after the add/drop date.

## **Grades**

Tillamook Bay Community College and participating high schools have a contract that allows the student TBCC information to be shared with the high school administration every term after the close of the term. Students who are not meeting the academic requirements will not be allowed to register for the next term.

## **Attendance**

Students are expected to attend every class. If an extenuating circumstance arises and you must miss a course, students are expected to make every effort to communicate with the instructor prior to missing the course. Students are expected to arrange a plan for missed work with their instructor.

### **Transcripting Dual Credit Course**

The grade a student receives in a Dual Credit or Expanded Options 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.

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.

**AT THE END OF THE SCHOOL YEAR, EACH STUDENT IS REQUIRED TO ORDER AN OFFICIAL TRANSCRIPT FROM THE COMMUNITY COLLEGE AND HAVE IT SENT TO THEIR HIGH SCHOOL.**

### **Academic Probation**

When a disciplinary consequence is necessary, the student is placed on academic probation and a Student Support Plan is created. A meeting with the student, parent and high school liaison will be scheduled to create the Student Support Plan.

A Student Support Plan will:

- ☐ Require students to communicate with college instructors regarding progress - via office hours, phone or email
- ☐ Require students to use on campus resources when necessary - i.e. math lab, writing lab, tutoring centers, etc.
- ☐ Require students to submit a progress report on given date(s) to early college advisor/counselor
- ☐ Require students to respond to your early college advisor/counselor every two weeks
- ☐ Require students to submit this signed contract by specific date

If the terms of the Student Support Plan are not met, a student may be exited from the program. The student will remain on academic probation until the successful completion of 3 consecutive terms of "C" grades and higher (or 2 semesters or college prep program).

## **High School Student Graduation Requirements**

### **K12 Diploma Requirements**

*All students must maintain progress towards a diploma by their cohort graduation year to be in our program. All graduates must demonstrate mastery of essential skills in reading, mathematics and writing in order to graduate. Please speak to your counselor or administrator if you have any*

questions.

### **Understanding College Credits vs. HS Credits**

*The credit conversion rate from college credits to high school credits is below:*

College Credits	Equivalency	High School Credit
1	=	.25
2	=	.5
3	=	.75
4	=	1.0
5	=	1.25

### **State Testing**

This is at the discretion of the high school (some schools do accept Accuplacer scores). Others use multiple measures and instructors letter of recommendation

### **Course Retake Policy**

Students may retake a course at the community college to improve their grade. The initial grade will be changed to an “R” on their high school transcript and will not count in the GPA calculation. Any credit earned for the initial course may count as elective credit toward the high school diploma (example if a student took MTH 60 twice with a D first and then a B the first would be elective credit and the repeat would be math). The retake course will be Transcribed according to the letter grade received and the type of credit earned.

TBCC is not approved to offer advising for completion of K12 Graduation Requirements. The information offered above should be discussed with your high school Counselor and all plans to meet graduation requirements must be approved through your school district

### **New Student Advising**

Tillamook Bay Community College is committed to providing the highest opportunities for student success. Therefore our early college programs focus on intentional advising model to ensure that all students in high school benefit from our programs. Our program incorporates career exploration opportunities and personalized advising planners to support student success. Dual credit is valuable to students when there is thoughtful intention behind which courses they pursue. Building a personalized planner prior to signing up for dual credit is recommended. Advising planners allow students to determine which college credits will be most beneficial for them based on their long term goals. See Appendix 9

## **Textbook Information**

Students are responsible for determining in advance what that percentage is. A portion of the tuition and fees may be the responsibility of the student (or the student's legal guardian) responsibility. Students may or may not receive assistance with class resources. Please work with your local high school to determine the total cost upfront.

We encourage you to purchase or rent used textbooks online whenever possible to keep the cost down. Make sure to search for your required books by ISBN number. Suggested online retailers include: amazon.com, bookfinder.com, textbooks.com, half.com, barnesandnoble.com, etc. The books are yours to keep. We encourage you to sell back your books at the end of the term to the campus bookstore or on craigslist to stretch your money further.

## **Getting Started at TBCC**

### **Student Enrollment – How do students complete an admissions applications and register for a course?**

**Students must apply for admission** and be issued a student identification number *prior to course registration*.

- Visit our website at <http://www.tillamookbaycc.edu> and click on the “Admissions & Registration” tab at the top of the page.
- Scroll down and click the dark “Apply” button.
- Click the link that says “Current High School Students” under the first “Apply for Admission” heading.
- Scroll down again and click the dark “Current High School Student Application” button.
- ☐ Complete the online application and submit it electronically.
- ☐ In 2-3 business days, the student will be emailed a TBCC ID number and a temporary password. Remind your students to watch their email for this information.
- ☐ Once they have completed the application process, if they want to take a **Dual Credit** class, registration for the college credit class will be completed with the high school counselor.

Students should be provided a Student Handbook by the high school instructor. All program details, student status and other information, are clearly outlined in the handbook. Topics included are:

- ✓ What is Dual Credit? Advantages? Dual Credit Status at TBCC
- ✓ Student Identification Numbers
- ✓ Access to Campus Services
- ✓ Course Requirements and Prerequisites
- ✓ Student Responsibilities
- ✓ Student Accommodations
- ✓ Transcripts
- ✓ TBCC Code of Conduct and Policies

- ✓ Grading Procedures
- ✓ Registration Procedures
- ✓ Financial Aid
- ✓ TBCC website information
- ✓ TBCC Academic Year Calendar with Important Dates

### **Placement Recommendations**

Student service staff should first refer to the annual TBCC Catalog “Course Description” section, it will give specific placement requirements for each course. Not all courses will have placement requirements. TBCC encourages each student to be vetted for college readiness. At TBCC we use multiple measures to determine a student's ability to be successful. Some students will need to take the Accuplacer test to participate in college classes. We recommend that students study for the placement test. Preparing for the placement tests can be highly effective for increasing scores. Placement test prep information is available online. For this specific population we would encourage high school counselors and college transition staff to use the following methods:

- SMARTE Balances 11th Grade Scores
- SAT/ACT Scores
- Accuplacer Scores
- Instructor Recommendations

### **Smarter Balanced 11th Grade Score**



**TBCC Smarter Balanced Assessment Placement Indicator Chart**

<b>Smarter Balanced 11th Grade Level Score</b>	<b>Math</b>	<b>English</b>	<b>Advising Comments</b>
<b>4</b>	(Score 2718+) <b>MTH 111</b>	(Score 2682+) <b>WR 121</b>	Students should be advised to take dual
<b>3</b>	(Score 2628 - 2717) <b>MTH 111</b> IF: **Students have completed successfully post-Algebra II math course in senior year	(Score 2683 - 2681) <b>WR 121</b>	Students should be encouraged to consider dual credit and expanded options opportunities in senior year
<b>2</b>	(Score 2543 - 2627) <b>MTH 111</b> IF: **Successfully complete math course (Algebra II or higher) in senior year	(Score 2493 - 2582) <b>WR 121</b> IF: **Successfully complete English course in senior year (RDWR 115, ENG 104, ENG 105 or other high school English course)	If student is re-tested on Smarter Balanced and earns a 3 on the re-test then the level 3 rubric should be followed Overall GPA may be considered

## SAT/ACT Scores



### TBCC SAT/ACT Indicator Chart

Assessment Name	Score	Course Placement
SAT Verbal (either reading or writing)	461 or higher	Take WR121
	460 or less	Take AccuPlacer
SAT Math	550 or higher	Take MTH111 or take eCompass for a higher level
	470-549	Take MTH95
	420-469	Take ALEKS
	419 or lower	Take AccuPlacer
ACT English	24 or higher	Take WR121
	23 or less	Take AccuPlacer
ACT Math	25 or higher	Take MTH111 or take AccuPlacer for a higher level
	21-24	Take MTH95
	18-20	Take ALEKS
	17 or less	Take AccuPlacer

## Placement Test Based /Accuplacer Scores



### TBCC Next-Gen Accuplacer Placement Test Indicator Chart

Assessment Name	Course Placement			
Next-Generation Writing	(Score 0-222) ABE Writing	(Score 223-300) RDWR115		
Writeplacer w/ Next-Gen Reading Score		(Score 5 w/ Reading score of 250 or more) WR121	(Score 6 w/ Reading score of 237 or more) WR121	
Writeplacer	(Score 0-2) ABE Writing	(Score 3-6) RDWR115		(Score 7-8) WR121
Arithmetic	(Score 1-234) ABE Math	(Score 235-263) MTH 20	(Score 264-300) MTH 70	
Quantitative Reasoning, Algebra, and Statistics	(Score 1-234) Use Arithmetic Results	(Score 235-238) MTH 70	(Score 239-254) MTH 95	(Score 255-300) MTH 111
Advanced Algebra and Functions	(Score 1-235) ALEKS Math	(Score 236-246) MTH105 MTH111 MTH211 MTH241 MTH243	(Score 247-256) MTH112 MTH241 MTH243	(Score 257-300) MTH 251

All students will need to take the Accuplacer test at their local high school to participate in college classes. We recommend that students study for the placement test. Preparing for the placement tests can be highly effective for increasing scores. Placement test prep information is available on our website.

### **Instructor Recommendation**

We recommend that all early college students have a cumulative high school GPA of 2.5.

College coursework is challenging and our main goal is to ensure students are successful in pursuit of their academic goals. We strongly believe that instructors often know if a student could be successful in a college level course. Therefore we do allow instructor recommendations to meet placement requirements for dual credit course offerings. Contact your TBCC liaisons for more details.

TBCC does not need any additional documentation for instructors.



# **APPENDICES**

## **Appendix 1 – TBCC Ready Checklist**



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### **DID YOU KNOW?**

- ◆ Tillamook High School is committed to providing early college opportunities for all youth. There are numerous ways a student could save time and money towards their long-term career plan while working towards graduation by taking high school classes that also count for college credit.
- ◆ Students can use these credits towards their freshman year of college OR work towards a short term college certificates in Agriculture, Business, Welding, Healthcare, Natural Resources, Criminal Justice OR Education to jump directly into the workforce.
- ◆ High school students can also take college classes not offered at their school under Expanded Options once they have successfully completed a dual credit course (tuition & additional fees apply).
- ◆ Tillamook Bay Community College partners with THS to offer over 9 dual credit classes.
- ◆ Last year Tillamook High School students saved over \$ towards college credit through this program.
- ◆ TSD students earned 1482 college credits in 2017-2018.

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### **ARE YOU READY TO START TAKING COLLEGE CLASSES THIS FALL?**

- ☐ Check out the options available for early college credits by meeting with the TBCC Liaison at your school or go online to [Tillamook Bay Community College Early College](#)
- ☐ Think about your long term plans, and research what it takes to pursue that career. Look at the college you plan to attend after high school.
- ☐ Check with your counselor to see which courses might fit into your schedule and your graduation plan.
- ☐ Decide which TBCC Early College program or certificate you want to follow.
- ☐ Review the TBCC Student Manual and be aware of deadlines and your responsibilities.

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### **HOW TO GET STARTED**


- ☐ Visit our website at <http://www.tillamookbaycc.edu> and click on the "Admissions & Registration" tab
- ☐ Complete the online application. (Be sure to use the current High School Students link)
- ☐ In 2-3 business days, the student will be emailed a TBCC ID number and a temporary password
- ☐ Once you have completed the application process, Dual Credit class, registration for the college credit class will be completed with your high school counselor.
- ☐ Students may need to take a placement exam to meet college course requirements. Please speak with your TBCC liaison for more information.
- ☐ The counselor will provide registration cards for students to self-register upon completion of advising

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### **DON'T FORGET**

- ☐ Monitor your course progress. Students can drop/withdraw from a course to minimize negative impacts to their college transcripts ONLY within specific deadlines.
- ☐ Review and update your advising worksheet as you complete courses.
- ☐ Discuss your college planning timeline and necessary steps along the way (i.e. PSAT, SAT, FAFSA, college list, etc.).

## Appendix 2 – TBCC Personalized Early College Advising Planner



**TILLAMOOK BAY**  
COMMUNITY COLLEGE

6 Year College Planner: AAOT (EARLY  
Childhood/Elem/Midd Ed Transfer Pathway  
(94)

College Credit  
Requirements

AAOT (EARLY Childhood/Elem/Midd Ed Transfer Pathway (94))			Dual credits offered in our high schools				Where the credits will transfer				
Prefix	College Courses	Credits	THS	NKN	NVHS	OSU	WOU	PSU	EOU	OIT	
<b>Foundational Requirements</b>			17	13	17	3					
MTH 111	College Algebra	5	Radcliffe, Nathan	Goodland, Skyanna	N/A	*MTH111	MTH111	MTH111	MTH111	MATH111	
WR 121	English Composition I	4	Wilson, Evelyn	Bilstine, Jam	N/A	*WR121	WR121	WR121	WR121	WR121	
WR 122	English Composition II	4	N/A	Bilstine, Jam	N/A	LDT	WR122	WR211	LDT	WR122	
COMM 111	Public Speaking	4	Knobel, Ben	Bilstine, Jam	NWRESO	*COMM111	COM111	COMM220	COM112	SPE111	
<b>Gen ED Requirements</b>			9	12	8						
SPA 101	First Year Span 1st Term		NWRESO	NWRESO	N/A	SPAN111	SPAN101	SPAN101	SPAN107	FOR1	
SPA 102	First year Span 2nd Term		NWRESO	NWRESO	N/A	SPAN112	SPAN102	SPAN102	SPAN108	FOR1	
SPA 103	First year Span 3rd Term		NWRESO	NWRESO	N/A	SPAN113	XFER 1XX	SPAN103	SPAN109	N/A	
ART 131	Introduction to Drawing	3	N/A	Albrechtson, Steven	N/A	N/A	MUS102	N/A	N/A	N/A	
GS 108 *	Physical Sci (Oceanography)	4	N/A	Paulissen, Nadja	N/A	OC103	XFER 1XX	SC LDT	N/A	MS LDT	
HE295	Health and Fitness for Life					HHS231	PE131	PHE295	HWS298	N/A	
PE295		1	N/A	Douma, Corey	N/A	HHS241	PE2XX	PHE295	N/A	N/A	
ENG104	Intro to Lit (Fiction)	4	Wilson, Evelyn	N/A	N/A	ENG104	ENG104	ENG104	ENGL 136	HUM Elect	
HST	History		N/A	N/A	N/A	202, 203	202, 203		202, 203	202, 203	
PS	Government		N/A	N/A	N/A		201		N/A	N/A	
PSY	Psychology		N/A	N/A	N/A		201	201	201, 215	PSY201, PS Elect	
BI101	Biology (NWPromise BIO103)	?	?	?				BI104, BI101		MS LDT	
<b>Additional Courses Expanded Options</b>											
CG100	College Survival & Success	3	N/A	N/A	N/A	LDT	XFER 1XX	GE LDT	LDT	LDT Elec	
ED224	Foundations of Education	3	N/A	N/A	N/A	N/A	?	?	N/A	N/A	
ED131	Applied Learning Theory	3	N/A	N/A	N/A	N/A	?	?	N/A	N/A	
MTH211	Foundations of Elem Math I	4	N/A	N/A	N/A	N/A	MTH211	MTH211	N/A	N/A	
ENG216	Teen and Children Lit	4	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
GS106	Physical Science	4	N/A	N/A	N/A	N/A	N/A	GLD	N/A	N/A	
EC201	Microeconomics	4	N/A	N/A	N/A	ECON 201	EC200	EC201	ECON 201	ECO201	
MTH212	Foundations of Elem Math I	4	N/A	N/A	N/A	N/A	MTH212	MTH212	N/A	N/A	
ED251	Special Education	3	N/A	N/A	N/A	N/A	?	N/A	N/A	N/A	
MTH213	Foundations of Elem Math III	4	N/A	N/A	N/A	N/A	MTH213	MTH213	N/A	N/A	
GEO106	World Geography	4	N/A	NWRESO	N/A	N/A	N/A	GLD	N/A	N/A	

Students Name \_\_\_\_\_

School \_\_\_\_\_

High School Counselor \_\_\_\_\_

College Tran Advisor \_\_\_\_\_

Student Career Interest \_\_\_\_\_

Test Scores \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Sophomore Year: Career Path \_\_\_\_\_

Tour TBCC \_\_\_\_\_

Review DC Options \_\_\_\_\_

Build 6yr Planner \_\_\_\_\_

Junior Year: Review Plan \_\_\_\_\_

Update Planner \_\_\_\_\_

Make suggestions \_\_\_\_\_

Discuss Student Plan \_\_\_\_\_

Talk \$\$ \_\_\_\_\_

Senior: Complete FAFSA \_\_\_\_\_

Complete College admissions \_\_\_\_\_

Staff Signature HS \_\_\_\_\_

TBCC Signature \_\_\_\_\_

### **Appendix 3 –Student Registration Procedures**

#### **COMPLETE AN ADMISSIONS APPLICATION**

- ☐ Visit our website at <http://www.tillamookbaycc.edu> and hover over the “Admissions & Registration” tab at the top of the page.
- ☐ Click the link that says “Current High School Students” under the first “Apply for Admission” heading.
- ☐ Scroll down again and click the dark “Current High School Student Application” button.
- ☐ Complete the online application and submit it electronically.
- ☐ In 2-3 business days, the student will be emailed a TBCC ID number and a temporary password. Remind your students to watch their email for this information.
- ☐ Once you have completed the application process, if you want to take a [Dual Credit](#) class, registration for the college credit class will be completed with their high school instructor.
- ☐ Once you have completed the application process, if you want to take an Expanded Options class, registration for the college credit will be completed by student and high school counselor.

#### **COMPLETE A COURSE REGISTRATION FORM (Current system will be moving to student self-registration 2019-2020)**

- ☐ To enroll in a dual credit course the student must complete a High School & TBCC Concurrent Registration form.
- ☐ They will need their Student ID number (see above).
- ☐ The dual credit instructor will supply the course section number and title.
- ☐ Concurrent Enrollment forms are returned to the dual credit instructor or high school advisor 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 Appendix 10 for specific dates)**

#### **COURSE DROP/WITHDRAWAL**

- ☐ Students must submit a TBCC Registration and Change Form (for a drop) or Withdrawal Form (for a withdrawal) in order to drop or withdraw from a course in which they register.
- ☐ Students have until the end of the first week of the 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 the student’s grade report and transcript.
- ☐ **Students have until the end of the eighth week of the term to withdraw from a course with a grade of “W” (See Appendix 10 for specific dates).**
- ☐ Students who do not drop or withdraw from a course by the published deadlines will receive the grade earned in a course.

*Note: Students under the age of 16 who wish to be considered for enrollment in a TBCC course must meet underage student requirements (see page 9).*



#### **Appendix 4– NEW! TBCC Dual Credit student Registration Card**



**Enroll now  
for FREE  
College Credit**

##### Steps to Obtain your TBCC ID#

1. Visit our website at <http://www.tillamookbaycc.edu>
2. Click the link that says "Current High School Students" under the first "Apply for Admission" heading.
3. Scroll down again and click the dark "Current High School Student Application" button.
4. Click on the Next Page link and complete the online application and hit submit
5. In 2-3 business days, the student will be emailed a TBCC ID number and a temporary password.

\*Check with your high school's TBCC liaison to see if you already have a TBCC ID#. If so, skip to registration

**Your TBCC Student ID#**

**Password**

Registration Opens XXX  
and Closes XXX  
Withdraw period (receive  
"W" on transcript): XXX  
Remember to review your  
TBCC transcript after each  
term ends

**It is your responsibility to review the  
student handbook available at: Tillamook  
Bay CC Dual Credit Student Handbook |**

##### Steps to Register for Classes

1. Visit our website at  
<http://www.tillamookbaycc.edu>
2. Click on ~~myTBCC~~ on the top right side  
of the screen
3. Log in using your ID and Password
4. Click on the "Students" tab
5. Scroll down and click on  
"Registration"
6. Scroll through the courses and fine  
each course you are taking for dual  
credit and hit register.

## **Appendix 5 - Accessing Student Information through MyTBCC**

### ***Updating student's personal information***

1. Students should go to <http://www.tillamookbaycc.edu> and click on MyTBCC in the upper right hand corner.
2. Log in with their student ID and password.
3. Click on the words Personal Info under their name.
4. Select desired information from the tabs on the My Info screen.
5. Make and save any corrections.

### ***Checking out student transcripts/grades:***

1. Students should log into their MyTBCC account.
2. Once the student is logged in, they should click on the Student Home arrow in the banner on the left of the screen.
3. Scroll down to the box that says "My Unofficial Transcript" under the Student Home arrow.
4. Make sure the Division drop-down says "Undergraduate Credit" and click on "View Unofficial Transcript."

### ***Requesting an official Transcript***

1. Navigate to <http://tillamookbaycc.edu/request-a-transcript/>
2. Click on the "Resources" tab and under the "Quick Links" heading click on "Request a Transcript"
3. Have the student choose the method for ordering a transcript that they would like to use and follow the steps

## **Appendix 6 – Reviewing and obtaining a copy of your TBCC Transcript**

### ***To Help a Student Verify TBCC Transcript***

#### ***Unofficial Transcripts (no charge)***

1. Students should log into their MyTBCC account.
2. Once the student is logged in, they should click on the Students tab.
3. Scroll down to the box that says “My Unofficial Transcript” in the center column.
4. Make sure the Division drop-down says “Undergraduate Credit” and click on “View Unofficial Transcript.”

*Students can also view their grade report by following these steps:*

1. Click on the Student tab.
2. Click on Advising on the left.
3. In the far right box labeled My Grade Report, choose the correct class term from the term drop-down list.
4. Click on Final Grade Report.

### ***To Request an Official Transcript***

1. Navigate to <http://tillamookbaycc.edu/request-a-transcript/>

*Official TBCC transcripts are requested in one of three ways:*

- Online
- By Mail
- In Person

*If there are any financial holds on your account, a transcript will not be issued.*

*Transcript Fees:*

- \$5.00 per transcript
- \$30.00 for same day printing and postage

## **Appendix 7 – Roles and Responsibilities**

### **Student Roles & Responsibilities**

- ☐ Follow ALL expectations and guidelines outlined in this handbook.
- ☐ Follow the expectations and guidelines of your community college.
- ☐ Contact your professors before issues arise.
- ☐ Proactively communicate with your counselor as well as all of your instructors at the college.
- ☐ Attend advising appointment each term.
- ☐ Email your counselor your schedule copy and paste from your TBCC MyTBCC account after registering for your approved courses within one week of registration, tuition will not be approved unless an active schedule is received within the given time frame.
- ☐ Request approval from your high school counselor or liaison prior to any schedule changes. Email your counselor an updated copy of your new schedule copy and paste from your MyTBCC account when classes are added or dropped.

### **Family Roles & Responsibilities**

- ☐ Support your student.
- ☐ Ask your student questions about the progress he or she is making or how classes are going.
- ☐ If you need information or have concerns, contact your student's early college counselor.
- ☐ Privacy laws require that your student communicate with the community college. You, as parents/guardians are not able to do this for your student.

### **Liaison Roles & Responsibilities**

- ☐ Track progress towards high school graduation and certificate or degree completion.
- ☐ Help develop and monitor educational plan.
- ☐ Approve course selection each term.
- ☐ Provide academic, career and personal/social support to student and families.
- ☐ Communicate important information and dates.
- ☐ Troubleshoot and problem-solve issues with the community college.
- ☐ Assist with transition to post-early college plans (university, career-technical, military, etc.).
- ☐ Organize and schedule students for state testing opportunities.
- ☐ Track student completion of state tests.

### **Administrator Roles & Responsibilities**

- ☐ Organize and arrange state testing facilities, dates and times.
- ☐ Enforce student academic probation and attend/run relevant student support meetings.
- ☐ Answer questions regarding school policy, rules and regulations.



## **Appendix 8 - Calendar of Important Dates**

### **REMINDER! IMPORTANT DATES**

<b>SPRING 2019</b>	
<i>TBCC Registration Opens</i>	<i>February 25, 2019</i>
<i>Last Day to Register</i>	<i>March 31, 2019</i>
<i>First Day of TBCC Classes</i>	<i>April 1, 2019</i>
<i>Last Day to Drop</i>	<i>April 5, 2019</i>
<i>Last Day to Withdraw</i>	<i>May 24, 2019</i>
<i>Last Day of TBCC Classes</i>	<i>June 14, 2019</i>
<i>Grades Due</i>	<i>5:00 pm Same Day your High School Grades Due</i>
<b>FALL 2019</b>	
<i>Registration Opens</i>	<i>August 19, 2019</i>
<i>Last Day to Register</i>	<i>September 22, 2019</i>
<i>First Day of TBCC Classes</i>	<i>September 23, 2019</i>
<i>Last Day to Drop</i>	<i>September 27, 2019</i>
<i>Last Day to Withdraw</i>	<i>November 15, 2019</i>
<i>Last Day of Classes</i>	<i>December 6, 2019</i>
<i>Grades Due</i>	<i>5:00 pm Same Day your High School Grades Due</i>
<b>WINTER 2020</b>	
<i>TBCC Registration Opens</i>	<i>November 25, 2019</i>
<i>Last Day to Register</i>	<i>January 5, 2020</i>
<i>First Day of TBCC Classes</i>	<i>January 6, 2020</i>
<i>Last Day to Drop</i>	<i>January 10, 2020</i>
<i>Last Day to Withdraw</i>	<i>February 28, 2020</i>
<i>Last Day of TBCC Classes</i>	<i>March 21, 2020</i>
<i>Grades Due</i>	<i>5:00 pm Same Day your High School Grades Due</i>

<b>SPRING 2020</b>	
<i>TBCC Registration Opens</i>	<i>February 24, 2020</i>
<i>Last Day to Register</i>	<i>March 30, 2020</i>
<i>First Day of TBCC Classes</i>	<i>March 31, 2020</i>
<i>Last Day of TBCC Classes</i>	<i>June 13, 2020</i>
<i>Grades Due</i>	<i>5:00 pm Same Day your High School Grades Due</i>

### **Appendix 9 - TBCC High School Team**

#### **2017-2019 Dual Credit Administrative Contacts**

<b>Division &amp; Subject</b>	<b>Liaison Contact</b>	<b>Contact Information</b>
<b>Dean of Academic Partnerships</b>	<i>Daniella Bivens</i>	(503) 842-8222, ext. 1050 <a href="mailto:daniellabivens@tillamookbaycc.edu">daniellabivens@tillamookbaycc.edu</a>
<b>Regional CTE Coordinator</b>	<i>Tami Schild</i>	(503) 842-8222, ext. 1840 <a href="mailto:TSchild@nwresd.k12.or.us">TSchild@nwresd.k12.or.us</a>
<b>Registrar</b>	<i>John Sousa</i>	(503) 842-8222, ext. 1145 <a href="mailto:johnsousa@tillamookbaycc.edu">johnsousa@tillamookbaycc.edu</a>
<b>TBCC Advisor</b>	<i>Cara Elder</i>	(503) 842-8222, ext. 1145 <a href="mailto:caraelder@tillamookbaycc.edu">caraelder@tillamookbaycc.edu</a>
<b>TBCC Advisor</b>	<i>Andrea DeLancey</i>	(503) 842-8222, ext. 1150 <a href="mailto:andreadelancey@tillamookbaycc.edu">andreadelancey@tillamookbaycc.edu</a>
<b>TBCC Advisor (Financial Aid)</b>	<i>Kelsey Jordan</i>	(503) 842-8222, ext. 1135 <a href="mailto:kelseyjordan@tillamookbaycc.edu">kelseyjordan@tillamookbaycc.edu</a>
<b>Neah-Kah-Nie TBCC Liaison</b>	<i>Esther</i>	(503) 355-3588 <a href="mailto:esthert@nknsd.org">esthert@nknsd.org</a>
<b>Tillamook HS TBCC Liaison</b>	<i>Elizabeth Shelley</i>	(503) 842-3566, ext. 2330 <a href="mailto:shelleye@tillamook.k12.or.us">shelleye@tillamook.k12.or.us</a>
<b>Nestucca TBCC Liaison</b>	<i>Daniela Moreno Gutierrez</i>	(503) 392-3194, ext. 104 <a href="mailto:DanielaM@nestucca.k12.or.us">DanielaM@nestucca.k12.or.us</a>

#### **2017-2019 Dual Credit Faculty Liaisons by Division & Subject:**

<b>Division &amp; Subject</b>	<b>Liaison Contact</b>	<b>Contact Information</b>
<b>Arts and Letters</b>	<i>Sydney Elliott</i>	(503) 842-8222, ext. 1825 <a href="mailto:sydneyelliott@tillamookbaycc.edu">sydneyelliott@tillamookbaycc.edu</a>
<b>Agriculture and Natural Resources</b>	<i>Megan Deane McKenna</i>	503-842-8222, ext. 1870 <a href="mailto:megandeanemckenna@tillamookbaycc.edu">megandeanemckenna@tillamookbaycc.edu</a>
<b>Business Administration</b>	<i>Tom Atchison</i>	(503) 842-8222, ext. 1815 <a href="mailto:tomatchison@tillamookbaycc.edu">tomatchison@tillamookbaycc.edu</a>
<b>Accounting and Computer Applications</b>	<i>Michael Weissenfluh</i>	(503) 842-8222, ext. 1810 <a href="mailto:michaelweissenfluh@tillamookbaycc.edu">michaelweissenfluh@tillamookbaycc.edu</a>
<b>Social Science and Human Services</b>	<i>John Sandusky</i>	(503) 842-8222, ext. 1875 <a href="mailto:johnsandusky@tillamookbaycc.edu">johnsandusky@tillamookbaycc.edu</a>
<b>Science</b>	<i>Bob Pietruszka</i>	(503) 842-8222, ext. 1805 <a href="mailto:robertpietruska@tillamookbaycc.edu">robertpietruska@tillamookbaycc.edu</a>
<b>Mathematics</b>	<i>Geza Laszlo</i>	(503) 842-8222, ext. 1820 <a href="mailto:gezalaszlo@tillamookbaycc.edu">gezalaszlo@tillamookbaycc.edu</a>

### **Appendix 10 - Current Articulated Dual Credit Courses**

**AG 211 Survey and Construction**, 3 Cr. - Land measurement and leveling as applied to agricultural uses. Concrete and agricultural building construction including the use of construction power tools, selection of materials and cost estimating.

**AG 221 Metals and Welding**, 3 Cr. - Practices of metal working including the use of metal working machines, metal identification, heat treating and metal properties. Fabrication of metals including arc and oxy-acetylene welding and cutting.

**ANS 121 Introduction to Animal Science**, 4 Cr. - Principles of breeding, physiology, nutrition, and management as they apply to modern livestock and poultry production.

**ANS 215 Beef and Dairy Industries**, 3 Cr. - Introduction to beef and dairy industries; history, current industry status, and demonstration and practice of basic husbandry skills. Prerequisite: ANS 121.

**ART 131 Introduction to Drawing**, 3 Cr. – Explores basic perceptual drawing techniques and tools as well as the development of the language of drawing in historical and contemporary contexts. Develops critical skills for sighting, measuring, designing, and constructing in drawing.

**BA 101 Introduction to Business**, 4 Cr. – Surveys the field of business including topics such as management, finance, marketing, production, operations, global business, small business, and other areas of general business interest. Recommended: RDWR 115, and MTH 20 or placement above these levels.

**BA 150 Introduction to Entrepreneurship**, 3 Cr. -Introduces students to the process for launching a business by providing a learning combination of classroom sessions and real-world experiences. The ultimate goal is to prepare individuals to launch a real business. Recommended: RDWR115, and MTH 20 or placement above this level.

**NEW! CG100- College Survival and Success**, 3 Cr.- An exploratory course to provide information and techniques for accepting personal responsibility in areas like self-management, motivation, and goal setting for college success. Includes developing skills for navigating a culturally-diverse learning environment and utilizing college resources.

**NEW! CG111C- Study Skills for College Learning**, 1 Cr.- Intro to info and techniques in notetaking, textbook reading, and taking exams. Develop a study schedule

**NEW! CG105-Finding the Money: Scholarship Essay Writing**, 1Cr. - Teaches students to write effective scholarship essays and develop their own personal essays from initial draft to final essay format. This class explores resources for funding college education, and strategies for effective research via the Internet.

**NEW! CG140C- Career & Life Planning**, 1 Cr. - Provides students with the tools needed to make informed career decisions. Students will assess skills, values, interest, and personality toward making a career decision. Provides instruction on how to research career information, gain access to information materials, and methods of exploring careers.

**NEW! CG209- Job Finding Skills**, 1 Cr. - Explores broad range of job search techniques, including

building a job network, compiling appropriate information for job applications, targeting cover letters and resumes, typical interview questions and techniques. Promotes overall understanding of the job search process.

**NEW! CG 130H Introduction to Today's Careers: Health**, 2 Cr. – Explores career opportunities in the health professions. The focus will be on the educational and licensing requirements, professional and ethical responsibilities, physical requirements, workplace environment and career pathways of each profession.

**NEW! CH 221 General Chemistry I** - 5 Cr. Introduces measurements, classification and properties of matter, nomenclature, atomic structure and modern atomic theory, periodic table and chemical periodicity, and chemical bonding. Recommended for chemistry and other natural science majors, and pre-professional majors in engineering, medicine and dentistry. (If students have not successfully completed a high school or a college chemistry class with a lab component in the last three years they are encouraged to complete CH 100 before registering.) This is the first course in a three course sequence. Prerequisites: RDWR 115, MTH 111 or placement above these levels. MTH 111 may be taken concurrently. Additional supply fee may be required.

**NEW! CH 222 General Chemistry II**-5 Cr. Introduces stoichiometry; chemical reactions and equations, thermo-chemistry; physical states of matter including properties of gases, liquids, solids and solutions; an introduction to organic chemistry; and chemical kinetics. This is the second course in a three course sequence. Prerequisite: CH 221. Additional supply fee may be required.

**NEW! CH 223 General Chemistry III**- 5 Cr. Introduces acid-base chemistry, ionic equilibria; electrochemistry; nuclear chemistry; thermodynamics; and descriptive chemistry topics. Special topics will be included as time and interest allows. This is the third course in a three course sequence. Prerequisite: CH 222.

**COMM 111 Public Speaking**, 4 Cr. - Introduction to speechmaking based primarily on a traditional public speaking approach. Aids students in developing theoretical understanding and practical application of oral communication skills. Also includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisite: MTH 20 or placement above this level, and RDWR 115

**NEW! EC 202: Principles of Econ: Macroeconomics**, 4 Cr.- Covers the overall economy. Includes the basic reasons for and the problems of recession, inflation, and stagflation; the use of monetary, fiscal, and income policies; and other economic management tools. Recommended: MTH 95; EC 201. Prerequisites: RDWR 115, MTH 60, MTH 60Z or MTH 70 or placement above these levels.

**NEW! EC 215: The History of Economics, ENG 104 Introduction to Literature (Fiction)**, 4 Cr. - Enhances enjoyment of various forms of fictional prose, increases understanding of the conventions of fiction and various forms of storytelling, and encourages exploration of the diversity of human experience. Prerequisites: RDWR 115, or placement above this level.

**ENG 105 Introduction to Literature (Drama)**, 4 Cr. - Enhances enjoyment of plays as literature, including tragedies and comedies; increases understanding of the conventions of drama and the theater; and encourages exploration of the diversity of human experience. Prerequisites: RDWR 115 or placement above this level.

**ESR 171 Environmental Science: Biological Perspectives**, 4 Cr. - Develops an understanding of

environmental topics that are primarily biological in nature. Includes human population issues, matter and energy resources, ecosystems, environmental ethics, and food and land resources. The associated laboratories will illustrate these topics. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

**GS 108 Physical Science (Oceanography)**, 4 Cr. - Covers the chemical, biological, physical and geological nature of the oceans. Includes required lab activities. Prerequisites: RDWR 115, and MTH 70 or placement above these levels.

**HE 110 CPR/AED for Professional Rescuers and Health Care Providers**, 1 Cr. - Provides education and training in infant, child, adult CPR, AED, and Bag-Valve masks for people who are responsible for delivering emergency care and/or ensuring the public safety. Provides training in blood borne pathogens. Upon successful completion of this course, students may earn an American Red Cross CPR/AED for the Professional Rescuer and Health Care Provider certificate or equivalent American Health Association certificate. Recommend: RDWR 115 or placement above these levels.

**HE 112 Standard First Aid and Emergency Care**, 1 Cr. – Describes emergency procedures and techniques of basic life support for adult, child, or infant victims of airway obstruction, respiratory arrest and/or cardiac arrest. Provides education and training in Automated External Defibrillator. Upon successful completion of this course, students may earn an American Red Cross Standard First Aid and CPR/AED Adult/Child and Infant CPR certificate or American Health Association equivalent. Recommend: RDWR 115 or placement above this level.

**NEW! HE 250: Personal Health**, 3 Cr. – Explores current general health issues in emotional health and stress, physical fitness, nutrition, human sexuality, communicable and degenerative diseases, and drugs from a wellness perspective.

**HE 295 Health and Fitness for Life**, 2 Cr. – Explores the interrelationship of the five components of physical fitness, nutrition, and stress management concepts and activities to increase individual health and wellness. Co-requisite: PE 295.

**NEW! HST 202: History of the US from 1840 to 1914**, 4 Cr. - Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1840 to 1914. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**NEW! HST 203: History of the US from 1914**, 4 Cr. - Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1914 to present. History courses are non-sequential and may be taken in any term or in any order. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**LEAD 242 Personal Leadership Development**, 3 Cr. - A foundational course for leadership development. In this course you will become familiar with foundational leadership ideas including relevant leadership theories, styles, approaches, traits, ethics, conflict management, and change. For each topic we will build upon theories to help you apply the concepts to your everyday life and leadership.

**MP 111 Medical Terminology**, 4 Cr. – Covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Course taught by body systems. English communication skills necessary.

**NEW! MTH20,70, 95 ALEKS Math, 4 Cr. -**

**MTH 111 College Algebra, 5 Cr. –** Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Prerequisites: MTH 95 and RDWR 115, or placement above these levels.

**MTH 112 Elementary Functions, 5 Cr. –** Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Prerequisites: MTH 111 and RDWR 115, or placement above these levels.

**PE 182 Beginning Group Fitness, 1 Cr. -** Offers students the knowledge and skills to keep fit for life. Teaches safe performance of movement and exercise in a progressive approach. Includes cardiovascular and muscular endurance, flexibility and body composition. Aerobic training principles stressed using target heart rate and Borg methods.

**PE 295 Health and Fitness for Life Lab, 1 Cr. –** Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness through lab sessions, fitness assessments, and fitness program development. Corequisite: HE 295.

**NEW! PS 201: US Gov't: Foundations & Principles, 4 Cr.-** Examines the development of constitutional traditions in U.S. Includes topics such as free speech, equal rights under law, movements, interest groups, political parties, and elections in a democratic struggle for power. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**NEW! PS 202: US Gov't: Institutions & Policies, 4 Cr. -** Examines the national institutions of United States politics including the Legislative, Executive, Judicial branches. Includes national policies, foreign policy, taxation, spending priorities, government regulations, and entitlements. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**NEW! PSY 201: Intro to Psychology, Part I, 4 Cr.-** First term of a two-term sequence in intro psychology covering the history of psychology, scientific methods, the brain, nervous system, sensation, perception, consciousness, human development, learning, memory, language, and cognition. Taught from a sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Meets cultural diversity requirements for Associate Degrees. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**NEW! PSY 215: Human Development, 4 Cr.-** Surveys major developmental theories and patterns of change and continuity from birth to death in human subjects. Emphasizes biological, cognitive, and emotional development through the lifespan. Examines cultural influences on development. Recommended: PSY 201 or 202. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

**WR 121 English Composition I, 4 Cr. –** Focuses on academic writing as a means of inquiry. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and

formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisite(s): Placement into WR 121, or completion of RDWR 115.

**WR 122 English Composition II**, 4 Cr. – Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness, and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research and information literacy. Prerequisite: WR 121.

\*WR 121: Students must meet WR 121 placement test requirement prior to registration.

\*\*Sequence Courses: A grade of C or better is required before advancing to the next level of any sequence course.