



4301 Third Street
Tillamook, Oregon 97141

Dual Credit Student Handbook

**2018-2019
Program Manual
For Students**

Table of Contents

Welcome To Tillamook Bay Community College.....	3	Dropping or Withdrawing from a Course	10
Welcome to Tillamook Bay Community College	3	Things to Know About Registration, Grading, and Withdrawal.....	10
Student Information and Responsibilities	4	Holds on Your Record	10
What is Dual Credit?	4	Grading	10
Benefits to Dual Credit Students	4	Withdrawing from a Dual Credit Course	11
Answers to Frequently Asked Questions about Dual Credit	5	IMPORTANT DATES	11
Roles and Responsibilities	5	Steps to Drop or Withdraw	12
Course Requirements and Prerequisites	7	Viewing Your Grades Online through MyTBCC.....	12
Getting Started	7	Transcripts	13
Accessing the TBCC Website	7	Repeat Policy	13
Admission to TBCC:.....	7	Financial Aid Implications.....	14
Placement Testing:.....	8	FERPA Privacy Policy	14
How to Register for a High School Programs Dual Credit Course – Registration:	8	Nondiscrimination.....	14
Underage Students:	9	ADA and 504 Compliance	15
		TBCC High School Team.....	19

If you have any questions regarding the

Dual Credit program,

Please contact TBCC's Office of Instruction

at 503.842.8222, ext. 1050

or email academicpartnerships@tillamookbaycc.edu

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
Academicpartnerships@tillamookbaycc.edu
503-842-8222, ext. 1050

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.

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.

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.*
- 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.*

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 prerequisite 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 educational 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 or other multiple measures). Please talk to your high school counselor or instructor about specific course requirements and prerequisites or review the TBCC Dual Credit and Expanded Options Student Services Handbook.

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.

Getting Started

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.

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.

IMPORTANT DATES

SPRING 2019	
<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>
FALL 2019	
<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>
WINTER 2020	
<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>
-------------------	---

SPRING 2020	
<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>

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

The Board agrees that Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 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, religion, marital status, sexual orientation, sex, height-weight ratio, organizational affiliation, or political affiliation. 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.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

302.1– ALLEGATIONS

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of this Policy statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318.

ADA and 504 Compliance

A. Right to Freedom from Harassment and Discrimination

- a. Intro
- b. The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or sexual harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.
- c. Definition of Sexual Harassment

Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Gender-based harassment refers to unwelcome conduct based on and individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination.

Sexual harassment exists when:

- i. Such conduct is of such frequency and/or severity that it has the effect of unreasonably interfering with an individual's work or academic performance

to an objectively unreasonable level or creating a work or learning environment that is objectively intimidating, hostile or offensive; or

- ii. The offender is attempting to compel or induce a specific person or persons to engage in or experience sexual conduct from which he/she has a legal right to abstain and has an objectively reasonable fear that negative personal consequences will occur if such conduct is not undertaken or tolerated.
- iii. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or
- iv. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

Examples of conduct that could rise to the level of sexual harassment if the standards of A, B, C, or D are met may include, but are not limited to:

- Verbal harassment or abuse;
- Inappropriate touching, massaging or brushing against;
- Demands and/or subtle pressure for sexual favors;
- Jokes or pranks about sex or gender traits;
- Whistling or obscene gestures;
- A male tells a female she looks "hot";
- A female tells a male he has a nice derriere;
- Discussion in mixed groups of recent sexual exploits;
- Sexually explicit photos in a work or learning area.

d. Responsibilities

Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her

rights and responsibilities under Tillamook Bay Community College's Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held accountable for taking reasonable action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Director of Facilities, Safety, and Human Resources. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.

B. Right to Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, Tillamook Bay Community College students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

C. Right to Protection from Improper Academic Evaluation and Improper Disclosure of Students' Views, Beliefs, and Associations

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance

is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

D. Right of Access to, and Protection from Improper Disclosure of Student Records

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or advising files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, College Policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the College requires advising services and Career Education Plans for degree-seeking students. The confidentiality of student record information obtained by advising services will be strictly maintained, except when Tillamook Bay Community College is legally permitted to disclose student record information.

E. Right to Form Student Organizations

Students may form student clubs and organizations under the provisions of the Associated Students of Tillamook Bay Community College (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

TBCC High School Team

2017-2019 Dual Credit Administrative Contacts		
Division & Subject	Liaison Contact	Contact Information
Dean of Academic Partnerships	<i>Daniella Bivens</i>	(503) 842-8222, ext. 1050 daniellabivens@tillamookbaycc.edu
Regional CTE Coordinator	<i>Tami Schild</i>	(503) 842-8222, ext. 1840 TSchild@nwresd.k12.or.us
Registrar	<i>John Sousa</i>	(503) 842-8222, ext. 1145 johnsousa@tillamookbaycc.edu
TBCC Advisor	<i>Cara Elder</i>	(503) 842-8222, ext. 1145 caraelder@tillamookbaycc.edu
TBCC Advisor	<i>Andrea DeLancey</i>	(503) 842-8222, ext. 1150 andreadelancey@tillamookbaycc.edu
TBCC Advisor (Financial Aid)	<i>Kelsey Jordan</i>	(503) 842-8222, ext. 1135 kelseyjordan@tillamookbaycc.edu
Neah-Kah-Nie TBCC Liaison	<i>Esther</i>	(503) 355-3588 esthert@nknsd.org
Tillamook HS TBCC Liaison	<i>Elizabeth Shelley</i>	(503) 842-3566, ext. 2330 shelleye@tillamook.k12.or.us
Nestucca TBCC Liaison	<i>Daniela Moreno Gutierrez</i>	(503) 392-3194, est. 104 DanielaM@nestucca.k12.or.us