CHEMEKETA COMMUNITY COLLEGE
College Credit Now

2023–2024
HANDBOOK
go.chemeketa.edu/collegecreditnow

College Credit Now
Chemeketa Community College

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Introduction

At Chemeketa Community College we are committed to transforming lives and communities through exceptional learning experiences. It is one of our promises to actively encourage and support successful transition from high school to college and university study. Chemeketa's College Credit Now program is one opportunity that has been proven effective for most students to increase chances of successful participation and persistence in community college and university settings.

Consistent with the accelerated learning standards adopted by the Higher Education Coordinating Commission, all high school-based accelerated learning offered by Chemeketa Community College will align with the standards of one of the three currently approved programs: Dual Credit, Sponsored Dual Credit and Assessment-Based Learning Credit. Chemeketa is currently offering two forms of Accelerated Learning, Dual Credit and Sponsored Dual Credit.

<u>Dual Credit:</u>

Chemeketa's College Credit Now (CCN) was recognized as a state approved program in 2012 and continues to operate under the current Dual Credit standards as a state approved program.

In Dual Credit courses, the high school teacher is qualified to act as a proxy faculty member for the college or university when teaching the course. These courses are sufficiently similar to enable the student to be described as "taking a course" from the postsecondary institution. Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. (Credit may also be granted by the high school toward graduation requirements, as appropriate.) [Oregon Dual Credit Standards](#).

<u>Sponsored Dual Credit:</u>

In Sponsored Dual Credit courses, a high school teacher partners with a sponsoring faculty member at a college or university to offer the course. These courses are sufficiently similar to enable the student to be described as "taking a course" from the postsecondary institution. Sponsored Dual credit students enroll in the college course and grading and transcription is consistent with those of like courses at the college or university. [Oregon Sponsored Dual Credit Standards](#).

College Credit Now is proud to partner with school districts from around the state to provide this exceptional learning opportunity to eligible students. As we look to the future, we strive to meet the diverse learning needs of Oregon students with a focus on equity outcomes to identify and reduce disparities in student access and success.

Chemeketa's Mission, Vision & Values

College Mission

Chemeketa provides opportunities for students to explore, learn, and succeed

through quality educational experiences and workforce training.

College Vision

Chemeketa will be a catalyst for individuals, businesses, and communities

to excel in diverse and changing environments.

College Values

Collaboration. We collaborate to ensure purposeful and effective programs and services that support all students. We welcome diverse perspectives and encourage the free exchange of ideas.

Diversity. We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute in our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

Equity. We promote a just and inclusive environment in which all individuals receive equitable support to reach their full potential. We do this through fair treatment, access, opportunity, and advancement for all, which aims to identify and eliminate barriers that have prevented the full participation of some groups.

Innovation. We innovate through reflection, analysis, and creativity. We design quality instruction, programs, and services to prepare students to meet the changing needs of our communities in a global society.

Stewardship. We act with personal and institutional accountability for the responsible use of environmental, financial, and human resources to meet the needs of current students without compromising the needs of future generations of students.

Program Information

Instructor, Course Approval & Syllabi Requirements

Chemeketa's College Credit Now program provides high school students dual credit for college level courses while completing their high school program. High school instructors teach courses and course content that is reviewed and approved in collaboration with Chemeketa faculty. Course outlines and textbooks are reviewed for college equivalency in order to maintain the integrity of college programs and meet accreditation requirements.

In compliance with Oregon State Dual Credit and Sponsored Dual Credit Standards, Chemeketa requires high school instructors to submit instructor and course information to be considered a CCN Instructor. CCN instructor applications and course articulations are evaluated by the appropriate Chemeketa Dean and Faculty Liaison.

Dual Credit Instructor Approval

1. High school teachers must be approved by the appropriate Chemeketa Dean. Specific requirements vary depending on the program (see Department Requirements).
2. High School teachers must submit an Online application through the Chemeketa online application process and attach a current résumé, unofficial college transcripts, and syllabi with their online application.
   Please contact Marlene Sandoval to obtain the direct link to the online application and instructions on the process. Chemeketa's Dean in the appropriate area will review the teacher's application, résumé, transcripts, course content and textbook then approve, deny, or assist in development of a plan.
3. The Dual Credit Coordinator will notify the high school instructor and principal by e-mail regarding the status of the teacher's application.

Recommended Graduate Coursework

Below are suggestions for teachers who need to complete additional graduate coursework in order to be qualified to teach for CCN.

Writing

The recommended main course would be Composition Theory. Other courses recommended are Northwest Writers seminar and classes with the prefixes WR, ENG or LIT.

Math

Refer to the list of graduate level courses from Oregon State University that lead to a Master's of Science degree in Math. Other 4-year universities likely have different but analogous offerings that would meet the same requirements.

Math classes with ED(U) prefixes do not apply. However, there are several schools that do now have a Master's in teaching math that is focused in training students to become teachers, including at the post-secondary level. These programs are different than the traditional MAT and we would need to evaluate which school and which courses on an individual basis because of the variable nature of the programs.

Sponsored Dual Credit Instructor Approval

High School instructors that do not meet the Chemeketa Community College instructor qualifications but would like to articulate their course for college credit need to contact the CCN office to inquire about Sponsored Dual Credit. Courses available are BI101, BI102, HST201, HST202, HST203, MTH105, & MTH111. Additional courses may be requested with departmental approval.

Sponsored DC Qualifications:

I.   Specific qualifications as determined by the department.
II.   Qualifications may include, but are not limited to:
1.   Master's degree in Teaching/Education
2.   Content area specific graduate level credits (# of credits), emphasis area
3.   Work experience
4.   Industry recognized credentials

History Qualifications for Sponsored Dual Credit:

1. Consistent enrollment and completion of courses in a History Master's Program,
2. College professor approval of syllabus and course content,
3. Regular, ongoing and substantive mentoring and interaction between the college professor sponsor and the uncredentialed high school instructor.

Math Qualifications for Sponsored Dual Credit:

15-18 graduate hours in math and at least 3 years' experience teaching Algebra 2 or higher in High School.

Biology Qualifications for Sponsored Dual Credit:

15-18 graduate hours in Biology.

Sponsored Dual Credit tracking process is maintained via PDF Forms used by the department liaison in conjunction with communication from the sponsored high school teacher.

For full details please refer to our [Sponsored DC Procedure](#).

Course Approval

All courses must be approved prior to registering students (see [Program Assurance](#)). Applicants or approved CCN instructors can request course descriptions/outlines by emailing [Marlene Sandoval](#). If you are an approved CCN instructor, you can view all Chemeketa approved course outlines by logging into your My Chemeketa account, select the Employee tab>>Employee dashboard>>Sites>>Curriculum Resource Center>>Curriculum>>Course Outlines. Courses must be taught following the current Chemeketa course outline.
Textbooks must be approved by Chemeketa faculty (if applicable).

CCN Course Syllabi Requirements

All courses approved for CCN articulation must have a detailed syllabus including the items listed on the [CCN Syllabus Checklist.](#) The CCN Instructor may include additional information in the course syllabus as needed to meet high school requirements but must also include the college information. Some departments have developed syllabi templates for CCN

courses to assist you with developing your syllabus. Please check with CCN office and/or CCN liaison for available templates. All revised and updated syllabi will be due annually.

We highly encourage fall/winter term syllabi to be submitted early (April-May) by sending them to collegecreditnow@chemeketa.edu.

Syllabi Submission dates are listed below:
- September 8, 2023, for Fall and Winter term courses
- January 5, 2024, for Spring courses

CCN Participation Form & Syllabi Submission

In order to prepare for your CCN course offerings, all CCN instructors must complete the CCN Participation Google Form. Here you will report which course(s) you are planning to teach in the upcoming year and upload your syllabus. We need this to be completed by the end of June. This gives our team enough time in the summer to prepare and create your courses in our system. CCN Participation Form Link.

CCN Instructor Orientation

The CCN Instructor Orientation was developed to explain and assist new instructors with the different college processes of offering a college credit course. This online resource will provide you with information about the CCN program at Chemeketa. There are a set of modules to work through, and a Certificate of Completion will be sent at the end. This course must be completed prior to students registering. You will be enrolled in this course as part of the New CCN Teacher Onboarding process, if you have any questions, please contact the CCN office.

Extended Leave Procedures:

If a CCN approved teacher relinquishes their classroom for an extended leave of absence, the substitute teacher must be approved by Chemeketa to teach the CCN course. If substitute teacher is not approved to teach for CCN, students will not be eligible to obtain the college credit. The CCN office and Faculty Liaison must be notified as soon as possible about the extended leave situation to proceed with proper procedures.

Expectations of CCN Teachers:

- Attend Chemeketa CCN program-sponsored events (which include the annual fall term meeting). At least one CCN event must be attended each academic year for continued participation in the CCN program.
- Prior to the beginning of instruction, the instructor will submit to the CCN office their course syllabus and course materials. Students will not be registered in the Chemeketa course until the syllabus is reviewed and approved by the Faculty Liaison.
- The syllabi will be constructed following Chemeketa's Syllabus Construction Handbook. Syllabi must include the Chemeketa Performance-Based Learner Outcomes and explicit information on how students' grades are determined.
- Instructors will follow the Chemeketa course outline. This includes using the textbook approved for use in Chemeketa courses. Instructors wishing to use an alternative text should contact their liaison for approval. All texts must be targeted to a college-level course.
- Complete and record any required course level assessments that are sent by the program area/department.

- Instructors teaching courses designed Difference, Power, and Responsibility (DPR) courses are required to participate in Chemeketa's DPR training session before teaching the course.
- Contact Chemeketa program liaison if procedural questions arise
- Regular communication between the Faculty Liaison and the CCN instructor is imperative to the success of this partnership. Instructors will be expected to attend meetings and activities as requested and provide input and feedback on a regular basis.
- The College's Dean may observe one class session during the first term of instruction by a new instructor and once per year thereafter. All instructors may be observed once per year.

Expectations of Chemeketa Liaisons:

- Ensure CCN instructors are included in assessment communication and process.
- Regularly communicate course content changes to the CCN office and instructor(s).
- Include CCN instructors in program events.
- Provide timely response to questions and concerns of CCN instructor(s).

Accelerated Learning Peer Review Process

Annually the Higher Education Coordinating Commission calls out for volunteers for a statewide review process of Dual Credit programs. The peer review process is coordinated by HECC staff and provides for a self-study and facilitated peer review to demonstrate continuing adherence to the Oregon Standards.

The CCN office will nominate up to two faculty liaisons, one from Gen Ed and one from CTE, to participate in this process. Funding for Faculty who are put forward will be compensated by the CCN office. Compensation will be at the faculty meeting rate and the timesheet will need to be submitted to the CCN office. Faculty that would like to volunteer outside the nomination process can do so but would need to check with their department for available funds. Faculty who self-nominate for this process should notify their Dean and the Dean of High School Partnerships prior to the process, as participation is tracked by the CCN office.

Roles and Responsibilities for the College Credit Now Partners

	CCN Department	High School teacher	Chemeketa Liaison	Chemeketa Dean
Teacher approval	Provide potential teachers the link to the Chemeketa online application Answer basic questions about curriculum Notify high school teacher of status	Complete online Chemeketa application with résumé, transcripts and course syllabus attached to application	Assist Dean as needed to determine approval status of the high school teacher. This includes reviewing application, transcripts and/or validating work experience	Final approval of teacher application
Course approval	Provide course outlines and sample syllabi to high school teachers	Provide all related course information needed by Chemeketa, including syllabi, textbook, and any other supportive material, i.e., grading procedures and sample activities	Review and approve high school course syllabus Provide support for syllabus construction, teaching techniques or curriculum	Support Chemeketa Liaison
On-going communication	Coordinate and attend content area curriculum specific meetings including: registration, food, notices, teacher packets, and copies of handouts Provide email updates to Chemeketa liaison and HS teachers Organize the CCN Kickoff Meet regularly with Chemeketa Deans and staff Meet regularly with high school teachers and principals	Attend curricular area meetings Attend CCN Kickoff Contact Chemeketa regarding curriculum, syllabi content, and samples	Provide curricular area agenda topics Provide support to high school teachers with one-on-one contacts and/or through curricular area meetings. Attend CCN Kickoff. **Sponsored DC** Ongoing interaction & communication level requirement will be determined by department at time of approval. Refer to Sponsored DC Procedure.	Support Chemeketa Liaison
Registration of students	Assist students and teachers with registration process	Facilitate and monitor registration process by the due dates each term Check Class List		

	CCN Department	High School teacher	Chemeketa liaison	Chemeketa Dean
Grading and Assessment	Email timelines and grading procedures to teachers each term Ensure grades are complete by deadline	Enter student grades in **My Chemeketa** by grading deadline. Submit list of CCN students to administration. Complete and record any required course level assessments that are sent by the program area/department.	Ensure CCN instructors are included in assessment communication and process.	Support Chemeketa Liaison

CCN Annual Requirements & Information

Program Assurance:

1. The high school instructor's syllabus must be submitted to the CCN Office by the deadlines listed on the [Calendar of important deadlines](#). Please email them directly to collegecreditnow@chemeketa.edu. The syllabus will be reviewed by the Chemeketa Faculty Liaison. The CCN staff or Chemeketa Faculty Liaison will contact you if there are issues regarding the status of your syllabus.
2. High School instructors must attend a curricular area meeting and/or have personal contact with Chemeketa Liaison. The frequency depends upon if the instructor is teaching Dual Credit or Sponsored Dual Credit.
   a) Dual Credit instructors are required to meet at least once a year to continue College Credit Now teaching status. Attending the College Credit Now Kickoff fulfills this requirement.
   b) Sponsored Dual Credit Instructors are required to interact with college faculty at least quarterly.
3. CCN instructors are teaching a Chemeketa course and must meet the same outcomes as described on the Chemeketa course outline.
4. The high school administrator(s) should make class visitations and annual evaluations of the CCN teacher and course, as per contract guidelines in their district.
5. Samples of student work and/or course competency forms need to be kept on file at the high school for three years to demonstrate grading procedures, student progress, etc.
6. Approved CCN teachers need to submit a complete list of CCN students to their administrator each year.
7. Complete student grade entry online and within the timeline required by the College.

In-service/Curricular Area Teams:

1. College Credit Now instructors will attend an in-service and/or curricular area meeting which is normally held on the Chemeketa campus at least once a year to discuss issues related to teaching College Credit Now courses. Topics may include use of Chemeketa's website, syllabus construction, outlines, objectives, course requirements, tests, course changes, use of technology, classroom best practices sharing, business tours and current business standards, and online student registration. If an instructor is unable to attend a minimum of one in-service/curricular area meeting each year, they are required to make special arrangements to meet with the college department liaison.
2. The high school will negotiate release time so that the high school teacher can attend the in-service/curricular area meeting(s).
3. The Chemeketa CCN liaison will lead the discussion at the curricular area meetings to ensure curriculum alignment & consistency.

Maintaining Alignment & Articulation:

Non-compliance

Chemeketa Community College and our partnering local school districts share a common goal of providing exceptional learning experiences for students and actively encouraging and supporting successful transition from high school to college and university study. College Credit Now course articulations for Dual Credit is one opportunity that has proven effective for many students. These high school-based college credit partnerships require collaboration, communication, cooperation and good faith effort to maintain a healthy partnership and avoid noncompliance issues. It should be expected that periodic changes to course content, outcomes and expectations will occur and can create opportunities to ensure academic rigor, quality of instruction and alignment of course content with Chemeketa's requirements. Our goal is to help high school instructors to embrace these necessary changes to ensure that their course is sufficiently similar to the same course being offered on the college campus.

CCN Instructors:
- Dual Credit instructors must interact with college faculty at least once annually, the CCN Kickoff fulfills this requirement.
- Sponsored Dual Credit instructors must interact with college faculty at least quarterly.

Unfortunately, issues and concerns may develop which could result in the suspension of a course articulation agreement. The CCN program is committed to working with all parties to resolve any conflicts and address concerns that develop in the execution of these partnerships.

At any time, if there is reason to believe that the high school instructor or partnering school district is not complying with the course expectations and roles and responsibilities as detailed in this handbook or other communicated expectation by the CCN staff or authorized college representatives, the following steps shall be followed to resolve the noncompliance issue:

1. Chemeketa Department Deans or Faculty Liaisons will submit a corrective action advisement email to the CCN office to be communicated to the high school instructor and administrator.
2. A plan of action to address the concerns within a reasonable timeframe (usually one semester or less) will be implemented for the high school instructor or district to address the concerns and correct the problems. CCN staff will follow up to confirm that the issues have been resolved.
3. Failure of the high school partner to comply with the communicated plan of action within the timeline will result in suspension of the high school instructor's course articulation until the identified concerns are resolved. Notification of suspension will be communicated to the high school instructor and administration through the College Credit Now office.

Chemeketa CCN Faculty Liaison non-compliance issues are handled in strict accordance with the current Chemeketa Faculty Association collective bargaining agreement and individual department policy. If it is brought to the attention of the CCN Dual Credit Coordinator that there is a problem with a CCN Faculty Liaison, the Dual Credit Coordinator will contact the college Dean to alert them to the issue. If the issue is not resolved, the department chair and/or Dean may remove a Faculty Liaison and assign a new faculty member. All efforts to correct an issue should be made before removal of a Faculty Liaison.

Administration:

1. Please direct CCN administrative type questions to the CCN office at 503.399.5239.
2. Chemeketa and the CCN staff will assist with student registration, teacher approval, course approval, curricular area meetings, and site visitations.
3. The registration fee for all College Credit Now classes is $30 per student per year, payable to the high school.
4. In order to prepare for your CCN course offerings, all CCN instructors must complete the CCN Participation Google Form. Report which course(s) you are planning to teach in the upcoming year and upload your syllabus. We need the this to be completed by the beginning of June. This gives our team enough time in the summer to prepare and create your courses in our system. CCN Participation Form Link.

Textbooks:

Students enrolled in the College Credit Now classes are encouraged to purchase the textbooks required for the courses. It is an important part of the student's education to own the book(s), learn to underline appropriately, make marginal notes if desired, and be responsible for personal property. High schools should order the books through their own textbook ordering process and sell/loan them to the students through their own system.

Changing technologies may require frequent textbook changes. If the high school cannot use the current textbook listed on a course outline, the instructor must submit their textbook for approval by Chemeketa staff. A letter of request for approval must state how their current text supports Chemeketa's course outline. Please contact the Chemeketa CCN liaison to find out the current textbook, so you can order a teacher's edition from the publisher.

End of Term Course Evaluations:

The college conducts an end-of-term student course evaluation for courses offered through the Dual Credit Program. The course evaluation is intended to influence program improvement rather than instructor evaluation. Names (of the instructor or students) will not be included in the evaluation. CCN office will email instructors directly and provide a link for students to access.

Tuition Waiver for CCN Teachers:

Teachers that offer CCN courses will receive a three-credit tuition waiver via email in June. The tuition waivers are good from summer through spring term of the academic year following the one in which you offered a CCN course. If you have questions, please contact the CCN office.

Department Requirements

Academic Development

❖ **Reading**

Course ID	Course Title	Credits
RD115	Academic Thinking and Reading	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- At least 24 graduate hours in the discipline is required.

The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Karie Beavert • karie.beavert@chemeketa.edu • 503.399.6987

Agricultural Sciences & Technology

Agribusiness Management • Horticulture Management • Electronics Technology • Robotics

❖ **Horticulture**

Course ID	Course Title	Credits
HOR111	Intro to Horticulture	3
HOR211	Plant Propagation	4
HOR286	Organic Gardening Summer Practices	2
SOIL205	Soil Science	4

Minimum Qualifications Horticulture:

The credentials of a prospective instructor will be reviewed by the Horticulture Program Chair to determine approval.

Teachers must complete the following requirements either at Oregon State University (OSU), Chemeketa or an equivalent institution:

- Three terms of Botany or Biology
- Introduction to Horticulture or equivalent experience
- At least one course in Soils
- At least one course in Plant Propagation

In addition, the candidate will submit a detailed summary of their teaching experience as related to Horticulture.

Candidates who have completed all of the above criteria will be approved so their students are eligible to receive CCN credit for HOR 111 and 211. Teachers that have yet to complete a course in Plant Propagation, but have met the other requirements can seek approval for HOR 111. Full approval to teach HOR 211 (Plant Propagation) will be granted to the candidate once they have completed a Plant Propagation course (at either OSU, Chemeketa or an equivalent institution). The candidate must complete the CCN application through the CCN office to teach HOR 211 accompanied by a transcript record of completion for the Plant Propagation course prior to being given approval for that course. The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Joleen Schilling • joleen.schilling@chemeketa.edu • 503.399.5150

❖ **Electronics Technology & Robotics**

Course ID	Course Title	Credits
ELT100	Electronics Fundamentals/Non-Major	4
MT105	Introduction to Robotics	3

Minimum Qualification:
- High school teachers of Robotics, Drafting, Electronics, CAD/CAM, Automotive or related field with at least two years' experience in leading a FRC, FTC or VEX robotics team
    Or
- High school teachers with Project Lead the Way Digital Electronics Certification
    Or
- Bachelor's Degree in Electrical Engineering, Industrial Management or related fields

CCN Liaison: Chuck Sekafetz • chuck.sekafetz@chemeketa.edu • 503.399.6254

Applied Technologies

Automotive Technology • Drafting • Machining Technology • Visual Communications • Welding

❖ **Automotive Technology**

Course ID	Course Title	Credits
AUM151	Basic Auto Engines	5
AUM157	Auto Brake Systems	6
AUM168	Automotive Electrical Systems I	5
AUM184	Auto Materials & Resources	1

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor

- Work experience in a related field

- At least 24 graduate hours in the discipline is required in some programs

- The Dean of the Department will review the credentials of a prospective instructor to determine approval.
CCN Liaison: Sam Olheiser • sam.olheiser@chemeketa.edu • 503.399.6522

❖ **Drafting**

Course ID	Course Title	Credits
DRF130	CAD 1	3
DRF131	CAD 2	3
DRF150	Architectural Drafting 1	3

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor

- Work experience in a related field

- At least 24 graduate hours in the discipline is required in some programs

- The Dean of the Department will review the credentials of a prospective instructor to determine approval.

- Final Approval Requirement to Teach: It is a requirement that anyone wanting to teach DRF130 (or DRF131) must successfully complete the course prior to teaching. Tuition assistance is available through our CCN office.
CCN Liaison: Andrew Frank • andrew.frank@chemeketa.edu • 503.399.6539

❖ Machining Technology

Course ID	Course Title	Credits
CAM050	Orientation/Manufacturing Proc.	2

Minimum Qualifications:

• Same criteria as a full-time or adjunct instructor

• Work experience in a related field

• At least 24 graduate hours in the discipline is required in some programs

• The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Sheldon Schnider • sheldon.schnider@chemeketa.edu • 503.589.7875

❖ Visual Communications

Course ID	Course Title	Credits
VC130	Photoshop 1	2

Minimum Qualifications:

To qualify to teach a Visual Communications course with a "VC" prefix, the CCN teacher applicant needs to have:

• A Baccalaureate degree and a minimum of three years professional graphic arts experience related to the specific subject area taught.
• OR a Master's degree and related experience specific to the course content.
• OR a related Associates Degree and a minimum of five years of related full time professional experience
• AND a portfolio of their own work that provides evidence of the professional skills necessary to teach the specific course content that the instructor would be teaching for Chemeketa college credit.

CCN Liaison: Peter Hoelter • peter.hoelter@chemeketa.edu • 503.399.6475

❖ Welding

Course ID	Course Title	Credits
WLD177	Welding Processes	4
WLD197	Welding	2

Minimum Qualifications:

• Same criteria as a full-time or adjunct instructor

• Work experience in a related field

• At least 24 graduate hours in the discipline is required in some programs

• Complete course at Chemeketa to receive Final Approval Teach: Anyone wanting to teach WLD can complete the course for approval. Tuition assistance is available through our CCN office.

• The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Mike Meyers • mike.myers@chemeketa.edu • 503.399.6066

Apprenticeship

Electrician • HVAC/R • Plumber • Sheet Metal

❖ **Apprenticeship**

Course ID	Course Title	Credits
APR101	Trade Skills Fundamentals	4

<u>Minimum Qualifications:</u>

• Journey-level proficiency in a construction trade with three or more years of experience.

The Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaisons:
Frosti Adams • myra.adams@chemeketa.edu • 503.399.5255
Francisco Saldivar • Francisco.saldivar@chemeketa.edu

Building Inspection

❖ **Building Inspection Technology**

Course ID	Course Title	Credits
BLD141	International Residential Code 1	3
BLD142	International Residential Code 2	3
BLD158	Construction Materials, Systems, and Drawings	2

Minimum Qualifications:
- Associates Degree in Building Inspection Technology, Construction or related field
  -AND-
  5 (five) years' experience in inspection/plan review or residential/commercial construction
  -AND-
  Current State of Oregon certification as A-level Building Inspector, A- level Plans Examiner and/or A- level Mechanical Inspector
  -OR-
- International Code Council (ICC) certified as Building Inspector (B1, or B2), Plans Examiner (R3 or B3), and/or Mechanical Inspector (M1, or M2).
  -OR-
- Ten (10) years' experience in building inspection/plan review/building official position will substitute for the minimum required education

Preferred Qualifications:
- Experience teaching Building Inspection courses at a college
- Have a current State of Oregon certification as Fire & Life Safety Plans Examiner or ICC equivalent
- Building Official Experience
- Building Official Certification
- Bachelor's Degree or higher in Engineering, Architecture, Construction Management or related field

The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Jordan Bermingham jordan.bermingham@chemeketa.edu 503.399.5050

Business & Technology, and Early Childhood Education

Accounting • Office Management & Technology • CIS • CWE • Early Childhood Education • Business Management

❖ **Business Management**

Course ID	Course Title	Credits
BA100	Business Career Exploration	3
BA101	Introduction to Business	4

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Master's Degree in Business Administration

Preferred Qualifications:
- Current teaching experience in secondary or post-secondary institutions.
- Bilingual/Bicultural

BA100 Minimum Qualifications:
- A Bachelor's degree in business or related discipline from an accredited institution.
  And Three years of relevant teaching or training experience in business or a related field.

CCN Liaison: Karen Edwards • karen.edwards@chemeketa.edu • 503.399.3996

❖ **Office Administration & Technology**

Course ID	Course Title	Credits
BA115	Introduction to Accounting	4
CA121	Keyboarding & Document Production	3
CA122	Advanced Keyboarding & Document Production	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Master's Degree in Business Education or a related discipline, experience in teaching a variety of business/clerical subjects at secondary or college level, office/business/clerical experience; proficiency in teaching and using Microsoft Office Suite.

Preferred Qualifications:
- Current teaching experience in secondary or post-secondary institutions.
- Bilingual/Bicultural

CCN Liaison: Bryan Monson • bryan.monson@chemeketa.edu • 503.399.6151

❖ Computer Information Systems

Course ID	Course Title	Credits
CIS101	Computer Concepts	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Master's Degree in Business Education or a related discipline, experience in teaching a variety of business/clerical subjects at secondary or college level, office/business/clerical experience; proficiency in teaching and using Microsoft Office Suite.

Preferred Qualifications:
- Current teaching experience in secondary or post-secondary institutions.
- Bilingual/Bicultural

CCN Liaison: Don Kraus • don.kraus@chemeketa.edu • 503.589.7685

❖ Early Childhood Education • Human Development & Family Studies

Course ID	Course Title	Credits
ECE150	Intro & Observation in Early Childhood Education	3
ECE155	Child Nutrition	3
HDF222	Family Relationships	3
HDF225	Prenatal, Infant & Toddler Dev.	3
HDF247	Preschool Child Development	3

Minimum Qualifications:
- Master's Degree from an accredited institution in Education, Early Childhood Education, and/or Human Development
  -OR-
- Master's Degree in a related field from an accredited institution with 24 graduate credits in Early Childhood Education and/or Human Development

Preferred Qualifications:
- College-level teaching experience
- Three years working in programs for and/or with children and families
- Bilingual in English and Spanish

CCN Liaison: Pam Ditterick • pam.ditterick@chemeketa.edu • 503.399.6076

Diesel Technology

Diesel Technology

❖ **Diesel Technology**

Course ID	Course Title	Credits
DSL110	Diesel Engine Diagnosis and Repair	6
DSL111	Diesel Technology Introduction to Electrical and Electronics	6
DSL 130	Diesel Technology: Introduction to Hydraulics	6
DSL 210	Diesel Technology: Heavy Duty Brakes	6

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Work experience in a related field

The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Kevin Ruby • kevin.ruby@chemeketa.edu • 503.931.4990

Education

Education

❖ **Education**

Course ID	Course Title	Credits
ED101	Introduction to Practicum and Teaching	3
ED105*	Teacher Cadets	2

*ED105 Not Recommended- Not part of the Statewide Major Transfer Map (MTM) in elementary education.

Minimum Qualifications:
- A Master's degree in Education or related discipline with an authorization in Early Childhood, Elementary, Middle, or High School levels.

CCN Liaison: Don Brase • don.brase@chemeketa.edu • 503.399.6149

Emergency Services

Brooks Regional Training Center • Criminal Justice • Emergency Medical Technology • Fire Protection

❖ **Criminal Justice**

Course ID	Course Title	Credits
CJ100	Survey of the Criminal Justice System	3
CJ101	Criminology	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- *Note: some classes within these programs require a Master's Degree. If you are interested, please contact the CCN office, 503.399.5239.*

The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Megan Gonzalez • megan.gonzalez@chemeketa.edu • 503.584.7350

❖ **Emergency Medical Technology**

Course ID	Course Title	Credits
EMT151	Emergency Medical Technician, Part 1	6
EMT152B	Emergency Medical Technician, Part 2	6
EMT177	Emergency Res. Comm./Doc.	2
ES172	Intro to Emergency Services	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- *Note: some classes within these programs require a Master's Degree.*

The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Chris Arbuckle • chris.arbuckle@chemeketa.edu • 503.399.2663

❖ **Fire Protection**

Course ID	Course Title	Credits
FRP150	Intro to Fire Protection	3
FRP157	Hazardous Materials Operations	3
FRP179	Wildland Urban Interface	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- *Note: some classes within these programs require a Master's Degree.*

The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Josh Darland • joshua.darland@chemeketa.edu • 503.399.6241   Return to top

Health & Human Performance

Health Education • Physical Education

❖ **Health Education**

Course ID	Course Title	Credits
HPE184	Sports Medicine: Prevention & Care of Athletic Injuries	3
HPE270	Sports Psychology	3
HPE285	Advanced Prevention & Care of Athletic Injuries	4
HPE295	Health & Fitness for Life	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- *Note: Classes within these programs require a Master's Degree. If you are interested, please contact the CCN office, 503.399.5239.*

The Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaisons:
- **HPE184 & HPE285: Marty Limbird** • marty.limbird@chemeketa.edu • 503.399.5030
- **HPE270: Nathan Pratt** • nathan.pratt@chemeketa.edu • 503.399.2559
- **HPE295: Raschel Larsen** • raschel.larsen@chemeketa.edu • 503.399.3991

❖ **Physical Education**

Course ID	Course Title	Credits
PE185AA	Beginning Sports Conditioning	1
PE185BJ	Beginning Basketball	1
PE185CA	Beginning Conditioning	1
PE185FD	Beginning Soccer	1
PE185VJ	Beginning Volleyball	1
PE185WK	Beginning Walking Fitness	1

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- *Note: Classes within these programs require a Master's Degree. If you are interested, please contact the CCN office, 503.399.5239.*

The Director of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Raschel Larsen • raschel.larsen@chemeketa.edu • 503.399.3991

Health Sciences

Anesthesia Technology • Dental Assisting • Health Information Management • Human Services • Nursing Education • Pharmacy Technician

❖ **Health Services Management**

Course ID	Course Title	Credits
AH115	Healthcare Career Success Strategies	2
HM101	Medical Law and Ethics	3
HM120	Medical Terminology I	3
HM121	Medical Terminology II	4

Minimum Qualifications:

- Same criteria as a full-time or adjunct instructor
- At least 24 graduate hours in the discipline is required.

The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Sandi Kellogg • sandi.kellogg@chemeketa.edu • 503.399.5041

Hospitality Tourism Management

Nutrition & Food Management • Vineyard Management

❖ **Hospitality Management**

Course ID	Course Title	Credits
HTM100	Hospitality Industry	4
HTM104	Tourism and Travel Industry	4
HTM105	Restaurant Operations	4

Minimum Qualifications:

- At least 1-year industry experience
  OR
- Current PROSTART/CHTMP Instructor.

The Program Director will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Eric Aebi • eric.aebi@chemeketa.edu • 503.589.7994

❖ **Vineyard Management**

Course ID	Course Title	Credits
VMW101	General Viticulture	3

Minimum Qualifications – Wine Studies:

- Same criteria as a full-time or adjunct instructor
- Work experience in a related field
- Demonstrated coursework in Viticulture, Horticulture, or related field. Completion of VMW 101 and VMW 116 at Chemeketa, or equivalent.

The Program Director will review the credentials of a prospective instructor to determine approval

CCN Liaison: Bryan Berenguer • bryan.berenguer@chemeketa.edu • 503.584.7278

Liberal Arts & Social Sciences

Communication • English/Writing • Philosophy/Religious Studies • Visual and Performing Arts • Languages • Social Sciences

❖ **Communication**

Course ID	Course Title	Credits
COMM111Z	Fundamentals of Public Speaking	4

Minimum Qualifications:

To qualify to teach a College Credit Now Speech course, high school instructors must have:

- Master's Degree in the subject area
  OR
- Master's in a related field to the subject matter with a concentration of 24 graduate credits in the specific subject area.
- Prospective CCN instructors are encouraged to contact the Communication Program chair or the Dean.

Expectations of instructional staff:

- Instructors will follow the Chemeketa course outline.
- The Communication Program must approve deviations if reading and class material other than the required text is used.
- If the proposed course is designated a Difference, Power, and Responsibility (DPR) course, the instructor must participate in Chemeketa's DPR training session before teaching the course.
- Prior to the beginning of instruction, the instructor will submit to the CCN office his or her course syllabus and sample assignments for review. The syllabus should also be provided to the campus lead instructor for approval and will be constructed following Chemeketa's Syllabus Construction Handbook. The program chair can provide the name of the lead instructor for each course.
- Regular communication between the campus lead instructor and the CCN instructor is imperative to the success of this partnership. Instructors will be expected to attend meetings and activities as requested and provide input and feedback on a regular basis.

CCN Liaison: Josie Wood • josie.wood@chemeketa.edu • 503.399.8734

❖ English/Writing

Course ID	Course Title	Credits
WR115	Introduction to Composition	4
WR121Z	Academic Composition	4
WR122Z	Argument, Research, and Multimodal Composition	4

Minimum Qualifications:
- To qualify to teach a College Credit Now English course, high school instructors must have a Master's degree in English or a related field*.
- * Equivalent degrees considered include: MFA in Creative Writing, MA or PhD in Composition & Rhetoric, MA or PhD in Literature, MA or PhD in Interdisciplinary Studies with at least 24 hours of graduate course credit in composition and/or literature. An MAT is not an acceptable related degree.
- To apply to teach a College Credit Now English course, prospective instructors should meet with the English Program chair or the Dean.

Expectations of CCN teachers:
The following expectations must be met by instructors to teach Chemeketa writing courses as part of College Credit Now.

Course Definition: Chemeketa writing courses must be taught as discreet courses as defined by the relevant course outline, not blended into high school English or Language Arts courses or combined with one another. This also means not giving Chemeketa credits for a certain level of success in a high school course.

Syllabi: Instructors must submit directly to Chemeketa's English Program liaison person a separate syllabus for each Chemeketa course not later than the first week of that course, with a copy to the College Credit Now office. (It is preferred that this be done electronically as an attached MS Word or Rich Text Format document, but it can also be faxed or mailed.)

All syllabi must contain the following:
- course prerequisites, if any
- the course description and outcome statements taken verbatim from the Course Outline
- the English Program's Academic Honesty statement, verbatim, with any additional policies of the teacher concerning the handling of plagiarism that conform to Chemeketa's Academic Policies and Procedures
- a description of each of the major graded writing assignments required in the course as well as any exams
- a description of the teachers grading procedures
- a list of texts to be used in the course
- an indication of the daily and/or weekly schedule for course assignments

Texts: Instructors must use texts approved by Chemeketa's English Program for each course or request a deviation from the English Program liaison.

Prerequisites: Course prerequisites, including required placement test scores for WR115 and WR121, must be strictly enforced. Consent of instructor should be granted rarely, only to students who clearly display writing skills at the prerequisite level and who have shown appropriate study skills and academic commitment for a college course.

Section limits: Writing sections at Chemeketa are capped at a maximum of 25 students, and we urge high schools to abide by the same enrollment limits. If there are more students, we recommend that an additional section be created.

Meetings: While College Credit Now requires instructors to attend one English in-service meeting each year, the English Program may require a second meeting in the spring.

Questions: Questions about any of these matters should be directed to the English Program liaison person.

CCN Liaison: Daniel Couch • daniel.couch@chemeketa.edu • 503.399.5201

❖ **Languages: French, Japanese, Spanish**

Course ID	Course Title	Credits
FR101	First Year French, Term 1	4
FR102	First Year French, Term 2	4
FR103	First Year French, Term 3	4
FR201	Second Year French, Term 1	4
FR202	Second Year French, Term 2	4
FR203	Second Year French, Term 3	4
JPN101	First Year Japanese, Term 1	4
JPN102	First Year Japanese, Term 2	4
JPN103	First Year Japanese, Term 3	4
JPN201	Second Year Japanese, Term 1	4
JPN202	Second Year Japanese, Term 2	4
JPN203	Second Year Japanese, Term 3	4
SPN101	First Year Spanish, Term 1	4
SPN102	First Year Spanish, Term 2	4
SPN103	First Year Spanish, Term 3	4
SPN201	Second Year Spanish, Term 1	4
SPN202	Second Year Spanish, Term 2	4
SPN203	Second Year Spanish, Term 3	4
SPN211	Interm. Spanish Conv. Term 1	3
SPN212	Interm. Spanish Conv. Term 2	3
SPN213	Interm. Spanish Conv. Term 3	3
SPN214	Heritage Spanish 1	4
SPN215	Heritage Spanish 2	4
SPN216	Heritage Spanish 3	4

Minimum Qualifications:

1. Relevant education & language proficiency, as evidenced by one of the following:

- M.A. in target language (i.e., French, Spanish or Japanese)
- M.A. in related field, including a minimum of 24 graduate hours in target language
- M.A. in any field plus a minimum of a Bachelor's degree from a foreign university in which instruction is in target language
- M.A. in any field plus official OPI rating of Superior in the target language

2. Pedagogical expertise, as evidenced by at least one of the following:

- Education courses, including foreign language teaching methodology
- Teacher certification in foreign language instruction
- Significant experience teaching foreign language

College Credit Now Instructors are required to meet the same criteria as other adjunct faculty. A Salem campus full-time faculty member will review the credentials of a prospective instructor to determine approval. (Prospective CCN instructors are encouraged to contact the Foreign Languages Program CCN liaison, Silvia Herman, the program chair, Ed Lazzara, for an application to teach the proposed course.)

CCN Liaison: Silvia Herman • silvia.herman@chemeketa.edu • 503.399.5287

❖ **Social Science: Geography, History**

Course ID	Course Title	Credits
GEG106	Cultural Geography 1	4
GEG107	Development, Resources, and Sustainability	4
GEG201	World Reg Geog: Developed World	4
GEG202	World Reg Geo: Developing World	4
HST104	World Civilization: 3500 B.C. to 1450	4
HST105	World Civilization: 1450 C.E. to 1870	4
HST106	World Civilization: 1870 to the present	4
HST201	United States: to 1840	4
HST202	United States: 1840 to 1900	4
HST203	United States: 1900 to present	4

Minimum Qualifications:

- Master's in the Discipline or Related Field **or**

- At least 24 graduate hours in the discipline is required.

- At least 18 of these graduate credits should be directly relevant to the teaching assignment requested.

The Salem-campus lead instructor and the Social Science program Dean will review the credentials of a prospective instructor to determine approval.

Prospective CCN instructors are encouraged to teach the proposed course at Chemeketa, based on availability of sections, before they teach in the College Credit Now program. They can submit a Chemeketa adjunct faculty application in the HR office and follow-up with the Social Science program for more information.

CCN Liaison: Traci Hodgson • traci.hodgson@chemeketa.edu• 503.399.6092

Life & Physical Sciences

Life& Physical Sciences

❖ **Life Science**

Course ID	Course Title	Credits
BI101	General Biology 1	4
BI102	General Biology 2	4

BI121/122* While BI121 and BI122 have historically been an option for a CCN class with Chemeketa, the Life Science department is not currently offering the classes due to a change in its status as a prerequisite for another program. Please check back with us in the future to see if that class was reinstated into our curriculum.

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- At least 30 graduate quarter hours in the discipline is required.

CCN Liaison: Jonathan Christie • jonathan.christie@chemeketa.edu • 503.399.7559

Math, Computer Science and Engineering

Computer Science • Engineering • Mathematics

❖ **Computer Science**

Course ID	Course Title	Credits
CS160	Introduction to Computer Science	4
CS161	Computer Science 1	4

Minimum Qualifications:

- Master's Degree from an accredited institution in computer science or software engineering

  -------OR-------

- Master's Degree in a related field with 30 graduate credit hours in computer science

  -------OR-------

- Bachelor's degree in computer science or software engineering with professional experience in either software development, computer science, or computer science education

  -AND-

- Ability to demonstrate effective teaching skills

- *The degrees listed above are not inclusive. The division dean will make the final determination about the applicability of a particular degree. The dean and department chair can determine the applicability of a particular degree to teaching a specific course listed above.*

CCN Liaison: Andrew Scholer • andrew.scholer@chemeketa.edu • 503.589.7649

❖ **Engineering**

Course ID	Course Title	Credits
EGR248*	Graphics & 3-D Modeling	3
GE101	Engineering Orientation	3
GE102	Engineering Computations	3
GE103	Engineering Computations	3

Minimum Qualifications:
- Same criteria as a full-time or adjunct instructor
- At least 30 graduate quarter hours in the discipline is required.
- **EGR248:** Final Approval Requirement to Teach EGR248: It is a requirement that anyone wanting to teach EGR248 must successfully complete the course prior to teaching. Please note DRF130 is prerequisite to this course and will also need to be completed. Tuition assistance is available through our CCN office.

CCN Liaison: Halston Tuss • halston.tuss@chemeketa.edu • 503.399.5229

❖ **Mathematics**

Course ID	Course Title	Credits
MTH105Z	Math in Society	4
MTH111Z	Precalculus I: Functions	4
MTH112Z	Precalculus II: Trigonometry	4
STAT243Z	Elementary Statistics I	4
STAT244	Elementary Statistics II	4
MTH251	Differential Calculus	5
MTH252	Integral Calculus	5
MTH253	Series Calculus & Linear Algebra	5

Minimum Qualifications:

- A Master's Degree with at least 24 graduate quarter hours in the discipline is required for provisional approval and 30 credits for full approval.
- The Dean of the Department will review the credentials of a prospective instructor to determine approval.

CCN Liaison: Nolan Mitchell • Nolan.mitchell@chemeketa.edu • 503.365.4667   Return to top

CCN Student Information and Processes

CCN Application & Registration Process

A participant in College Credit Now will be considered a Chemeketa Community College student once they apply for their K number (student ID) and register for CCN classes.

Step 1: Admission Application

All CCN students must be admitted through the online CCN admission application. By doing so, the student will be coded with an appropriate program code that will allow them to register for a CCN course.
The admission application can be found on the College Credit Now website under the Apply section.

TIP! *Even though it is not required, **using your social security number may make it easier to retrieve information from my.chemeketa.edu if you lose your username or password**. If you didn't input your SSN, please call 503.399.5239 and identify yourself as a CCN student.*

Once the student has completed the application, they will receive an automated email with their username and Chemeketa K number. Students should save this information to be able to log into their My Chemeketa account. If a student doesn't receive a welcome email within 3 business days, please call the CCN Office 503.399.5239.

Setting up My Chemeketa

First time user: In order to complete Step 2: Registration the student will need to visit login.chemeketa.edu and enter their username and then click on the Claim My Account button.

Returning user: Visit login.chemeketa.edu and enter your username and then click on the Go button.

Students should record and keep their student information in a safe place for future reference. They will need to know their username and password to complete the registration each term they are taking a CCN course.

Step 2: Registration

CCN students must complete registration through their My Chemeketa account to obtain college credit. This step will ensure the college credit and grade are posted on their college transcript at Chemeketa.

Students will obtain the CRN (course reference number) from their CCN instructor in order to register in the appropriate course. Registration must happen during the appropriate registration window.

If any error messages occur during the registration process, please refer students to the CCN office 503.399.5239 or email collegecreditnow@chemeketa.edu

The application and registration process instructions can be found on our website under the Apply section.

go.chemeketa.edu/collegecreditnow

Registration Timelines 2023-2024

CCN Student Calendar 2023-2024

	Fall 2023 *1st Trimester* OR *1st course in 3 term series*	**Winter 2024** *2nd Trimester* *1st Semester*	**Spring 2024** *3rd Trimester* *2nd Semester*
Step 1: CCN Student Admission Applications are available at any time. Please make sure to select the correct term indicated below. Applications must be submitted at least 3 days prior to the end of the registration period.			
When do you want to register for classes?	**Select: Fall 2023**	**Select: Winter 2024**	**Select: Spring 2024**
Step 2: Registration Period	**September 11 - October 6**	**November 21 - January 5**	**March 5 - April 9**
Last Day to Withdraw from Classes: Student will receive a W mark as a final grade posted on Chemeketa transcript.	**November 3**	**January 12**	**May 10**
Grades Visible: Check college transcript	**December 13**	**March 27**	**June 19**

Overview of Student Process

For detailed instructions on the application & registration process, please visit the Apply section on our website.

Here is a list of general steps to the process.

- Complete CCN Admission Application for a Chemeketa K Number
- You will receive an automated email with your username and Chemeketa K Number.
- Write down and keep track of Chemeketa K Number, Username and Password.
- Log in to your My Chemeketa or claim your account and register online for CCN classes within registration timelines for each term.
- Check Chemeketa transcript each term to view grades and accuracy of courses listed.
- Pay the $30 fee directly to the high school when registering for your first CCN class each year.

Please Note: Chemeketa has a limit on the number of credits a student can take in one term. If you are registering for more than 18 credits in one college term, you will need to contact the CCN Office at 503.399.5239.

Placement Testing and Prerequisite Requirements

Chemeketa Community College uses Accuplacer placement assessment and accepts other methods for placement. The College Credit Now program has coordinated the work between High Schools and College departments to generate a list of equivalent coursework that meets prerequisite standards. Students must meet course prerequisites for CCN courses as established by the high school and approved by the college prior to enrolling in a CCN course.

In some cases, it is also necessary for students to take a prerequisite course. In these situations, those prerequisites are communicated by the high school instructor to students through individual advising and syllabus. The prerequisites required for CCN courses can be found in this handbook.

Cost and Payment for CCN

The cost for credit earned through CCN is **$30** per student per year and students can take as many classes as are available to them at their high school. This is a significantly reduced rate to the standard tuition/fees for Oregon Students at Chemeketa of currently $138 per credit. The high school will collect the fee and Chemeketa will invoice the high school at the end of the year for the total number of students (unduplicated headcount) as part of the Intergovernmental Agreement.

College Procedures

Withdraw Policy

Students are responsible to withdraw CCN classes by the withdraw deadlines for each term if they drop the class at the high school, or if they decide not to have a class or grade posted to their college transcript. If a student misses the withdraw deadline, the course will post to the transcript and the student is responsible for the course and grade earned. If a student has any questions, please contact the CCN office at 503.399.5239 or collegecreditnow@chemeketa.edu.

To withdraw a CCN course, a student must log into their My Chemeketa account and click on Add/Drop classes, select the course(s) to withdraw, and then confirm the withdraw. For a student to verify that changes have been submitted, click on Student Menu>Registration & Schedule Menu>Student Detail Schedule. The course will no longer show on the student's schedule if the withdraw was successful. **Remember, if a student does not withdraw by the posted withdraw deadlines, they will be responsible for payment and the course and grade will be assigned to the college transcript.**

Transcripts

College credits obtained through our College Credit Now program will be posted on the student's college transcript at Chemeketa. Students have 24/7 access to their unofficial transcript and online ordering of official transcripts through their My Chemeketa student account. Official transcripts cost $5 and are sent electronically to the college or university requested by the student. Paper copies are also available for pick up or to be mailed, the cost is $7.50.

Students are strongly advised in the Student Handbook to review their unofficial transcript after each term of CCN registration to verify grades and courses are posted accurately. Courses are not posted to a student transcript until grades have been posted. Courses cannot be removed from a transcript, but if an error has occurred in a grade posting we can contact the instructor for a correction.

Financial Aid Implications for Dual Credit

The credits earned through the College Credit Now program may be considered within future financial aid awards. College credit courses completed in high school become a permanent part of the student's record and count against limits for financial aid.

- For example, the Oregon Promise grant funds the first 90 attempted college credits. Students earning a large amount of college credit in high school will see reduced opportunities for public financial assistance in college.

- Student loan subsidy is limited to 150% of the program length. If courses attempted while in high school aren't needed for their college program or are not passed, the credit limit may be reached, and the student may be responsible for interest on their loans while still in school.

This is a good reason to be very intentional about the courses and grades allowed to post to the college transcript. We recommend only having grades of A, B and possibly C post to a transcript when students are still in high school. Please refer to withdraw policies above if students are not obtaining the desired passing grade in the college class.

FERPA Privacy Policy

Chemeketa Community College, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for maintaining educational records and monitoring the release of information in those records. Chemeketa employees with access to student educational records are legally responsible for protecting the privacy of our students by using information only when necessary to instruct, advise, or otherwise assist students.

Only those records defined as "directory information" may be released without the written permission of the student. Directory information at Chemeketa includes:
- Name
- Credit hour status (enrollment status, e.g. full-time, part-time, half-time, not enrolled)
- Dates and terms of enrollment
- Certificate or degree earned and date earned (including GED certificate and Chemeketa high school diploma)
- Certificate or degree candidacy and anticipated graduation date (including GED certificate and Chemeketa high school diploma)
- Athletic honors and statistics
- Honors, awards and scholarships*
        *released only to other academic institutions

No other information contained in a student's educational record(s) at Chemeketa may be released to persons or organizations without the student's prior written approval. Information beyond "directory information" is not to be released to anyone including relatives, friends, police officers, schools or colleges, other students, or prospective employers, who may wish to contact the student. Additionally, information may never be used for personal benefit of college employees. Chemeketa may communicate with the high school at which a CCN student is enrolled regarding the student's CCN participation.

Student Accessibility Services

High schools and colleges operate under different guidelines for students with disabilities. All eligible students are allowed to participate in College Credit Now courses, but they must meet the college requirements in order to be eligible for the college credit. Reasonable adjustments in teaching methods and/or assessment delivery that do not alter the essential content of a course or program, may be possible, but all students must meet the student learning outcomes and the assessment rigor of the course in order to be eligible for college credit. If accommodation services are needed, the student must contact the high school. Chemeketa will determine appropriate accommodations and work with the high school for implementation.

Differences between HS and College for dual credit students

High schools follow the IDEA mandates, which require modifications to course curricula. These mandates ensure students with disabilities pathways to success that correspond with/are compatible with their individual abilities.

Examples of accommodation for success include:
Reduced number of assignments
Extended deadlines and due dates
Reduced number of questions on exams
Permit test retakes
Alternate test-delivery methods, e.g. oral or multiple-choice tests instead of essays

College provides access to course materials, facilities, and college-sponsored activities without modification of academic of course materials, learning objectives, or assignments.

Examples of accommodation for access include:
Provision of course materials including those in alternate format e.g., braille, large print, electronic
Change of classroom location to accommodate mobility needs
Provision of reduced distraction testing environment
Communication access e.g., CART/Typewell, Sign Language interpreters

For more information contact our Student Accessibility Services office located in Bldg.2 Room 174 Phone: 503.399.5192 or email studentaccess@chemeketa.edu.

Student Conduct and Cheating/Plagiarism Policies

CCN students are earning both high school and college credit for the CCN classes offered at the high school, students are expected to follow student conduct policies of both the high school and the college. Student policies are found in the college's website: www.chemeketa.edu/students/student-rights-responsibilities/ or in the CCN Student Handbook.

Academic Honesty

Student Services Series—5000

ACADEMIC HONESTY

Prevention/Philosophy

As members of a community of people seeking to foster growth through education, Chemeketa students are expected to act in a manner that promotes the college's mission, vision and values. In addition, choosing to join the college community obligates each member to adhere to the College's Community Standards, which includes Academic Honesty and Personal Integrity.

All faculty, staff, and administrators can aid in creating a culture of academic integrity by sharing their commitment to these values with students. Faculty are encouraged to share the value of academic integrity and the importance of trust and respect on the syllabus for each course they teach. To assist students in choosing ethical behavior, faculty can remind students before major assignments and exams about Chemeketa's commitment to maintaining a culture of honesty. Continuing college-wide professional development and active student involvement in academic integrity initiatives create awareness and support for Chemeketa's culture of integrity.

Action/Steps by Faculty

1. If a faculty member suspects a violation of the Chemeketa Community College Academic Honesty Policy, the faculty member shall collect evidence documenting the alleged act of academic dishonesty. The evidence may include various samples of the student's work, SafeAssign results, and copies of resources used but not cited.

2. The faculty member observing or investigating an apparent violation of academic honesty meets with the student whenever possible and shares the Chemeketa Community College Academic Honesty Policy and guidelines. The faculty member explains to the student the procedures and penalties for violation of academic honesty.

3. The faculty member provides the student an opportunity to explain the incident.

4. If, after initial investigation, the faculty member determines that there was no violation of academic honesty, the process is concluded and no further action is required.

5. If, after initial investigation, the faculty member reasonably believes that there has been some violation of academic honesty, the faculty member will determine an appropriate course of action, which may include:

   a) Oral or written disciplinary admonition and warning

   b) Temporary exclusion from class, lab, clinical not to exceed one class session

   c) A grade of "F" or a zero for the assignment, project, or examination

   d) A lower grade or grade of "F" or "No Pass" for the course (which overrides a student's ability to withdraw from the course)

   e) Requirement to complete an Academic Integrity Seminar (online or in person)

   f) Requirement to meet with the Academic Integrity Coordinator

   g) Referral to support services such as Tutoring and/or Peer Mentoring

6. The violation is documented using the online Academic Honesty Concern Report form. All supporting documentation should be submitted with the Concern Report form.

7. If the faculty member suspects, but has no documenting proof of a student's violations of the Academic Honesty policy, the faculty member is still encouraged to document the suspected incident using the online Academic Honesty Concern Report form as a Potential Concern. If repeated reports of suspected Academic Honesty violations are reported, the student will be referred to the Academic Integrity Coordinator.

8. Upon submission of the online Academic Honesty Concern Report form and supporting documentation, it is automatically routed to the office of the Executive Dean of Students and the appropriate Academic Dean or Director.

9. If the sanction includes an "F" or "No Pass" for the course, the student is prohibited from dropping the course. When an Academic Honesty Concern Report is received with this sanction, the office of the Executive Dean of Students will place a temporary "HOLD" on the student's account preventing the student from dropping the course to avoid being awarded an "F" or "No Pass". If for any reason the student is able to drop the course, they will be administratively added back into the course and the grade of "F" or "No Pass "will be reflected on the transcript.

Complete Academic Honesty Procedure

CCN Calendar 2023-2024

	Fall 2023 _1st Trimester_ _OR_ _1st course in 3 term series_	**_Winter 2024_** _2nd Trimester_ _1st Semester_	**_Spring 2024_** _3rd Trimester_ _2nd Semester_
Course Syllabus and New CCN Teacher Application Deadlines Per Term	September 8	September 8	January 5
Step 1: CCN Student Admission Applications are available at any time. Please make sure to select the correct term indicated below. **Applications must be submitted at least 3 days prior to the end of the registration period.**			
When do students need to register for classes?	Select: Fall 2023	Select: Winter 2024	Select: Spring 2024
Step 2: Registration Period	September 11 - October 6	November 21 - January 5	March 5 - April 9
Last Day to Withdraw from Classes: Student will receive a W mark as a final grade posted on Chemeketa transcript.	November 3	January 12	May 10
Grade Entry Due by 10 am	December 11	March 25	June 17

Contact us! collegecreditnow@chemeketa.edu 503.399.5239:

Helpful Websites:

CCN Website contains information, resources and steps on how to apply and register in CCN courses: go.chemeketa.edu/collegecreditnow

Learn more about accelerated learning and how your college credits transfer: https://c3-oregon.org/accelerated-learning

Add us at
ChemeketaCCN

Chemeketa Sponsored Dual Credit (SDC) Procedure

PURPOSE

Chemeketa Community College's College Credit Now program is expanding dual credit offerings to include Sponsored Dual Credit (SDC).

By providing this additional dual credit opportunity, Chemeketa hopes to:
1. Reduce the equity gap on which high school students in our district have access to college credits.
2. Ensure access to quality instruction guided by our faculty and curriculum in areas where dual credit opportunities have been historically underrepresented within our service area.
3. Offer specific college credit to high schools which will provide students who attend Chemeketa the first courses in their Guided Pathways.

Sponsored Dual Credit emphasizes effective learning and student outcomes. Instructor credentials at the high school level are not identical to college required qualifications. Therefore, guidance and interaction with college faculty are built into the SDC model to assure academic standards and quality.

SDC, together with our Traditional DC, will provide broader access to college credits for students who have been underserved through AP and IB programs, and data show a higher rate of underserved students participating in CCN when compared to IB/AP. Furthermore, students who have participated in DC and SDC have performed at a higher level upon transfer to Chemeketa (with higher GPAs and faster degree completion). DC and SDC courses also increase FTE at Chemeketa within the terms offered, and support a future enrollment pipeline for transfer to Chemeketa after high school. In fact, 45% of students who participate in Chemeketa dual credit in high school come to Chemeketa following HS.

High schools are our partners and working collaboratively is vital to the overall student success in transition to a post-secondary institution. High Schools are the source of our future students, and our alignment with them will assure longer term student success.

SUMMARY

Chemeketa Community College will grant college credit for equivalent college courses offered at high schools, taught by approved high school instructors who meet college standards and procedures, as stipulated by the respective academic departments and based on the Oregon Dual Credit and Sponsored Dual Credit Program Standards.

PROCEDURE #4051 PRO

Educational Program Series—4000

COLLEGE CREDIT NOW SPONSORED DUAL CREDIT

The Office of College Credit Now will:
1. Serve as the initial point of contact for the high schools, and will compile the necessary materials and coordinate with appropriate college staff, department Deans/Directors and faculty liaisons for review.
2. Coordinate registration and data collection processes.
3. Administer agreements entered into by the college and high schools.

4. Maintain documentation for all signed College Credit Now agreements.
5. Track Dual Credit and Sponsored Dual Credit (SDC) instructors in the high school to ensure compliance with the following standards:
   a. Minimal required interactions between high school instructors and college faculty have occurred and are documented;
      i. Interactions may include: email, phone, video conference, in-person site visits, classroom visits, and professional development activities.
      ii. Frequency of interactions is determined at time of approval to teach within the SDC program and in consultation with the approving department.
   b. Syllabi are submitted each term the class is offered.
   c. Course level outcome assessment submitted at least once a year as defined by the College academic department.
   d. Textbook adoptions/changes, curriculum alignment and norming activities completed at least once a year as defined by the College academic department.
2. Complete the following if SDC instructors are found to be out of compliance:
   a. Send an informal warning to CCN instructor stating compliance issue within 15-days of being found out of compliance.
   b. Send a formal written warning to CCN instructor, administrator, and college department chair stating required actions and timeline within 45-days of non-compliance.
   c. Suspend the agreement and post a notification on the CCN website, blocking registration if corrective action has not been taken within 90-days from the initial notification.
   d. May reauthorize suspended agreements once the CCN instructor has addressed the compliance issue.

Chemeketa Department Deans/Directors and SDC Faculty Liaisons will:
1. Review and approve/deny potential SDC instructors and courses based on state, college, and departmental standards.
2. Determine if the CCN instructor qualifies for Sponsored Dual Credit (SDC):
   a. Dual Credit (For Reference)
      i. Master's degree in content area,
      ii. Master's degree with 24/30 graduate credits in the content area, or
      iii. In cases where the high school instructor has demonstrated competencies or served in professional fields and can show documentation (e.g., Associate's or Bachelor's degree, industry certifications, or licensure) to support the individual's high level of proficiency, the Master's degree requirement may be waived by the academic department.
      iv. Same criteria as a full-time or adjunct instructor; work experience in related field.
   b. Sponsored Dual Credit (SDC):
      i. Specific qualifications as determined by the department.
      ii. Qualifications may include, but are not limited to:
         1. Master's degree in Teaching/Education
         2. Content area specific graduate level credits (# of credits), emphasis area
         3. Work experience
         4. Industry recognized credential
3. Determine the appropriate SDC level for SDC instructors with SDC Faculty Liaison:

Level 3: For new instructors to the program. An individualized plan with regular interactions. Includes site visits to high school classrooms, and review of student outcomes on common assessments.

> At level 3, Chemeketa and High School instructors will meet at least once per month. Additional meeting time may be necessary if determined by the college.

Level 2: For instructors who are not new to the program, and have some areas of successful teaching but have not fully met the expectations of the College faculty.

> At level 2, Chemeketa and High School instructors will meet once monthly.

Level 1: For experienced HS teachers who have had consistent curriculum alignment, collegial interaction with liaisons, and have met participation expectations in the SDC model for at least 3 classes within the SDC model.

> At level 1, Chemeketa and High School instructors meet at a minimum of twice quarterly in an interactive synchronous manner. This can occur via email, phone, video or in person. Interactions should be varied and not dependent solely on email or phone.

Engagement in regular interactions with CCN instructors is required by Dual Credit and SDC standards, as appropriate. Regular interactions may occur via email, phone, video conference, in-person site visits, classroom visits, and through department sponsored professional development activities. These interactions will consist of program updates and/or substantive interactions between the CCN high school instructor and college faculty.

4. Document regular interactions with SDC instructors.
5. Conduct site visits. Site visits will be used to provide an opportunity for the college faculty to visit the CCN instructor during class, to discuss course content, curriculum, and assessments, and to provide feedback on course alignment. College faculty will conduct site visits and submit completed visit reports in accordance with guidelines and forms maintained by the College Credit Now Office.
6. Review CCN agreements every year.
7. Compensation for participating SDC Faculty Liaisons for the 20-21 year will be documented via timesheet submission monthly to their department at the determined College meeting rate.

CCN Instructors will:
1. Engage in regular interactions with College faculty under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions will consist of program updates and/or substantive interactions between the CCN instructor and college faculty.
   a. Dual credit instructors must interact with College faculty at least once annually
   b. SDC instructors must interact with College faculty at least once quarterly.
1. Participate in site visits at the discretion of the SDC Faculty Liaison. Site visits will be used to provide an opportunity for the college faculty to visit the CCN instructor during class, to discuss course content, curriculum, and assessments, and to provide feedback on course alignment.
2. Maintain compliance with required interactions, syllabus submission, and assessment requirements. CCN instructors will be found out of compliance for missed interactions, an incomplete syllabus (a syllabus that does not include all elements, as listed on the Syllabus Checklist), or incomplete assessment materials.
3. Take action to correct compliance issues in a timely manner.

a. Corrective action options for interaction requirements will be department specific and may include:
  i. Meeting with the department chair/lead faculty; or
  ii. Submitting a written reflection on assessment results.
b. Corrective action options for a missing or incomplete syllabus include:
  i. Submitting the missing syllabus; or
  ii. Modifying and submitting the incomplete syllabus so that it is deemed complete.

June 5, 2020
Adopted College Council

Revised

Chemeketa History Sponsored Dual Credit Program

Adopted November 2021

The goal of the Chemeketa Sponsored Dual Credit program is to mentor uncredentialed high school instructors as they acquire the educational training required to teach a college history course – completing 24 graduate quarter hours in history. Once that educational standard has been met, the high school instructor will no longer be a part of the Sponsored Dual Credit program and be accepted as a regular college instructor in the regular Chemeketa College Credit Now dual credit program.

Chemeketa history professors believe that college-level history courses are different than high school history courses and will willingly engage with high school instructors interested in making the transition from high school to college-level teaching.

Chemeketa faculty have designed the Sponsored Dual Credit program to replicate the teaching mentoring offered to a history graduate student. Uncredentialed graduate assistants are overseen and mentored by college professors with whom they jointly teach introductory classes. Sponsoring professors meet biweekly with graduate assistants to provide mentoring. This teaching mentoring typically continues for three quarters or two semesters. The Chemeketa Sponsored Dual Credit program is also informed by, and closely aligned with, the Sponsored Dual Credit Standards adopted by the Oregon Higher Education Coordinating Commission.[1]

Because of their substantial role in the development of the Sponsored Dual Credit courses, Chemeketa college instructors will be compensated by the college for the equivalent of half the teaching ILC's for Sponsored Dual Credit courses.

Sponsored Dual Credit Program Requirements

A. Consistent enrollment and completion of courses in a History Master's Program,
B. College professor approval of syllabus and course content,
C. Regular, ongoing and substantive mentoring and interaction between the college professor sponsor and the uncredentialed high school instructor.

A. Enrollment and Academic Progress in a History Master's Program

This includes continuous enrollment of the high school instructor in an accredited history master's program, enrolling in at

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[1] Higher Education Coordinating Commission, *Sponsored Dual Credit Standards*, https://www.oregon.gov/highered/policy-collaboration/Documents/High-School-College/SDC%20Oregon%20Sponsored%20Dual%20Credit%20Standards%202019.pdf

least 8 graduate quarter credits (or 6 semester credits) per year until they have completed 24 graduate quarter hours (16 semester hours) in history.

A recommended program is the Pace University Master's program in U.S. history, sponsored by the Gilder Lehrman Institute of American history. Its courses are offered online at reasonable prices and are designed for K-12 educators.[2]

B. Approved College Textbook and Syllabi

Use of College-Level Textbook
Students will learn from a college-level textbook in the course. The textbook will be approved by the sponsoring college professor at least one week in advance of the first day of class.

Approved Course Syllabus Distributed to Students
The course syllabus will be written by the high school instructor using the information shared by the sponsoring college professor at the pre-term preparatory meeting. It will be submitted at least one week in advance of the first day of class. The college professor will provide immediate feedback so it may be revised and approved by the first day of class.

The approved course syllabus will be distributed to high school students on the first day of the class.

C. Regular, Ongoing and Substantive Mentoring
The full-time Chemeketa history professors will provide a list of approved history mentors for the upcoming academic year to the Chemeketa College Credit Now program by July 1. Those on the list will be history professors that are willing to commit to the extensive mentoring necessary to train college history instructors. Chemeketa history professors will identify at least one history mentor every year there is a high school instructor in the Sponsored Dual Credit program.

Chemeketa history professors believe that there are important differences between high school and college teaching of history. It is the goal of the college for dual credit students to get an authentic college experience, so they can know what to expect when they take classes on a college campus in the future. For this reason, uncredentialed high school instructors will be supported with regular, ongoing and substantive mentoring. This will be adapted based on the level of college-level teaching experience of the high school instructor as noted below.

Required Pre-Term Preparatory Mentoring Meeting
There will be a required meeting at least one month in advance of the beginning of the dual credit class, between the sponsoring college professor and uncredentialed high school instructor. College faculty will share the following at this meeting:

- Expectations for Chemeketa college course content, based on the course outline,
- Expectations for Chemeketa syllabus content, based on college requirements,
- Teaching philosophy as expressed in the Course Outlines,
- Course performance-based learning outcomes,
- Social Science course outcomes,

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[2] MA in American History, *Gilder Lehrman Institute of American History*, https://www.gilderlehrman.org/programs-and-events/ma-american-history.

- Assessment requirements for Chemeketa courses,
- The latest approaches to effective college history teaching,
- Great history teaching resources online,
- Chemeketa online and campus resources available to high school students,
- Recommended college history textbooks, including free open educational resources.

If the uncredentialed high school instructor is teaching their first three college history classes:
The college sponsoring professor and high school instructor will meet every two weeks for 90 minutes. At these meetings, they will jointly plan the course content, delivery and assessment with the goal of maintaining consistency between this class and other college courses. The high school instructor will share their plans for course content and assignments for the next two weeks. The high school instructor will adapt their assignments based on the feedback of the college professor at this meeting.

The college professor will teach a college-level activity in the high school class twice during the term that they use their own introductory college history classes. The high school instructor will observe and the activity will be a focus of one of the regular meetings.

The college professor and high school instructor will jointly create any course examinations to ensure consistency with college standards and practices.

If the uncredentialed high school instructor has taught a college course at least 3 times:
In this situation, the college sponsor and high school instructor will meet twice a term for 90 minutes each time. These meetings will take place three weeks after the beginning of the course and six weeks after the beginning of the course.

At these meetings, the high school instructor will share their plans for course content, delivery and assessments for the next three weeks of the course. The high school instructor will adapt their assignments based on the feedback of the college professor at this meeting.

The college professor will teach a college-level activity in the high school class once in the first six weeks of the term. This activity will be something that the college professor uses in their own introductory college history classes. The high school instructor will observe and the activity will be a focus of discussion at one of the scheduled meetings.

If the uncredentialed high school instructor has taught a college course at least 6 times:
In this situation, the college sponsor and high school instructor will meet once in the term for 90 minutes. This meeting will take place six weeks after the beginning of the course.

At this meeting, the high school instructor will share their plans for course content, delivery and assessments for the course, including what has been taught and what will be taught. The high school instructor will adapt their assignments based on the feedback of the college professor at this meeting.

Assessing Compliance for Continuation in the Sponsored Dual Credit Program
Every year on June 1, the Chemeketa history faculty will meet to assess the progress of every high school instructor in the Sponsored Dual Credit program. The instructor is expected to have met all of the following standards in the closing academic year to be continued in the program for the following year:

I. Enrollment and Academic Progress within a graduate history program
    1. *Year One* - must have enrolled in an accredited history graduate program. Paperwork provided as evidence.
    2. *Year Two* - must have completed 8 graduate quarter credit hours in a history graduate program. College transcript submitted as evidence.
    3. *Year Three* – must have completed 16 graduate quarter credit hours in a history graduate program. College transcript submitted as evidence.
    4. *Year Four* – must have completed 24 graduate credit hours in a history graduate program. College transcript submitted as evidence. If so, will be removed from the Sponsored Dual Credit program for future years and will be allowed to teach college courses in the regular college dual credit program.
II. Approved College Textbook and Syllabi
    1. Evidence that students learned history from a college-level textbook on a regular basis within each course.
    2. Evidence that students were provided a college syllabi on the first day of class.
    3. Evidence that the syllabi used in the course meet Chemeketa standards and included college-level student work.
III. Regular, Ongoing and Substantive Mentoring
    1. High school instructor participated in a collaborative way in the pre-term preparatory meeting.
    2. High school instructor participated in a collaborative way in the required meetings within the term.
    3. High school instructor arranged for college professor to teach any required activity to students during the term.
    4. High school instructor adjusted course content and assessments based on college professor feedback.
    5. Evidence that high school instructor administered any required exams in their first three terms teaching a college course.
IV. Participation in the Chemeketa History Assessment program
    1. Submission of student assessment data for each course taught in the year.

Approved College Credit Now Courses

Course ID	Course Title	Credits	Course ID	Course Title	Credits
AH115	Healthcare Career Success Strategies	2	ED105	Teacher Cadets	2
APR101	Trade Skills Fundamentals	4	EGR248	Graphics & 3D Modeling	3
AUM151	Basic Automotive Engines	5	ELT100	Electronic Fundamentals for Non-majors	4
AUM157	Automotive Brake Systems	6	EMT151	Emergency Medical Technician, Part 1	6
AUM168	Automotive Electrical Systems I	5	EMT152B	Emergency Medical Technician, Part 2	6
AUM184	Automotive Materials & Resources	2	EMT177	Emergency Res. Comm./Doc.	2
BA100	Business Career Exploration	3	ES172	Intro to Emergency Services	3
BA101	Introduction to Business	4	FE280	Cooperative Work Experience	2-12
BA115	Introduction to Accounting	4	FR101	First Year French, 1st Term	4
BI101	General Biology 1	4	FR102	First Year French, 2nd Term	4
BI102	General Biology 2	4	FR103	First Year French, 3rd Term	4
BLD141	International Residential Code 1	3	FR201	Second Year French, 1st Term	4
BLD142	International Residential Code 2	3	FR202	Second Year French, 2nd Term	4
BLD158	Construction Materials, Systems, and Drawings	2	FR203	Second Year French, 3rd Term	4
CA121	Keyboarding & Document Production	3	FRP150	Introduction to Fire Protection	3
CA122	Advanced Keyboarding & Document Production	3	FRP157	Hazardous Materials Operations	3
CAM050	Orientation/Manufacturing Proc.	2	FRP179	Wildland Urban Interface	3
CIS101	Computer Concepts	3	GE101	Engineering Orientation	3
CJ100	Survey of the Criminal Justice System	3	GE102	Engineering Computations	3
CJ101	Criminology	3	GE103	Engineering Computations	3
COMM111Z	Fundamentals of Public Speaking	4	GEG106	Cultural Geography 1	4
CS160	Introduction to Computer Science	4	GEG107	Development, Resources, and Sustainability	4
CS161	Computer Science 1	4	GEG201	World Reg Geog: Developed World	4
DRF130	CAD 1	3	GEG202	World Reg Geo: Developing World	4
DRF131	CAD 2	3	HDF222	Family Relationships	3
DRF150	Architectural Drafting 1	3	HDF225	Prenatal, Infant, & Toddler Development	3
DSL110	Diesel Engine Diagnosis and Repair	6	HDF247	Preschool Child Development	3
DSL111	Diesel Technology Introduction to Electrical and Electronics	6	HM101	Medical Law and Ethics	3
DSL 130	Diesel Technology: Introduction to Hydraulics	6	HM120	Medical Terminology I	3
ECE150	Intro & Observation in ECE	3	HM121	Medical Terminology II	4
ECE155	Child Nutrition	3	HOR111	Intro to Horticulture	3
ED101	Introduction to Practicum and Teaching	3	HOR211	Plant Propagation	4

Course ID	Course Title	Credits	Course ID	Course Title	Credits
HOR286	Organic Gardening Summer Practices	2	MTH252	Integral Calculus	5
HPE184	Sports Medicine: Prev. & Care of Athletic Injuries	3	MTH253	Series Calculus & Linear Algebra	5
HPE270	Sports Psychology	3	PE185AA	Sports Conditioning-Beginning	1
HPE285	Advanced Prevention & Care of Athletic Injuries	4	PE185BJ	Basketball-Beginning	1
HPE295	Health & Fitness for Life	3	PE185CA	Conditioning-Beginning	1
HST104	World Civilization: 3500 B.C. to 1450	4	PE185FD	Soccer-Beginning	1
HST105	World Civilization: 1450 C.E. to 1870	4	PE185VJ	Volleyball-Beginning	1
HST106	World Civilization: 1870 to the present	4	PE185TF	Tennis-Beginning	1
HST201	United States: to 1840	4	PE185WK	Walking Fitness-Beginning	1
HST202	United States: 1840 to 1900	4	RD115	Academic Thinking and Reading	3
HST203	United States: 1900 to Present	4	SOIL205	Soil Science	4
HTM100	Hospitality Industry	4	SPN101	First Year Spanish, 1st Term	4
HTM104	Tourism and Travel Industry	4	SPN102	First Year Spanish, 2nd Term	4
HTM105	Restaurant Operations	4	SPN103	First Year Spanish, 3rd Term	4
JPN101	First Year Japanese, Term 1	4	SPN201	2nd Year Spanish, 1st Term	4
JPN102	First Year Japanese, Term 2	4	SPN202	2nd Year Spanish, 2nd Term	4
JPN103	First Year Japanese, Term 3	4	SPN203	2nd Year Spanish, 3rd Term	4
JPN201	Second Year Japanese, Term 1	4	SPN211	Intermediate Spanish Conversation, Term I	3
JPN202	Second Year Japanese, Term 2	4	SPN212	Spanish Conversation-Intermediate, Term II	3
JPN203	Second Year Japanese, Term 3	4	SPN213	Spanish Conversation-Intermediate, Term III	3
MT105	Introduction to Robotics	3	SPN 214-216	Heritage Spanish 1 -3	4
MTH105Z	Math in Society	4	VC130	Photoshop I	2
MTH111Z	Precalculus I: Functions	4	VMW101	General Viticulture	3
MTH112Z	Precalculus II: Trigonometry	4	WLD177	Welding Processes	4
STAT243Z	Elementary Statistics I	4	WLD197	Welding	2
STAT244Z	Elementary Statistics II	4	WR115	Introduction to Composition	4
MTH251	Differential Calculus	5	WR121Z	Academic Composition	4
MTH252	Integral Calculus	5	WR122Z	Argument, Research, and Multimodal Composition	4

See our **Course Catalog** for course descriptions.

If you would wish for a new course to be considered for College Credit Now, please call the CCN office at 503.399.5239

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Prerequisite List for Approved CCN Courses

Course ID	Course Title	Prerequisites	Credits
AH115	Healthcare Career Success Strategies	No prerequisite listed.	2
APR101	Trade Skills Fundamentals	No prerequisite listed.	4
AUM151	Basic Automotive Engines	No prerequisite listed.	5
AUM157	Automotive Brake Systems	No prerequisite listed.	6
AUM168	Automotive Electrical Systems I	AUM151 and AUM157, each with a grade of C or better; or consent of instructor.	5
AUM184	Automotive Materials & Resources	No prerequisite listed.	2
BA100	Business Career Exploration	No prerequisite listed.	3
BA101	Introduction to Business	Recommended: Placement into RD090 and WR121.	4
BA115	Introduction to Accounting	No prerequisite listed.	4
BI101	General Biology 1	No prerequisite listed.	4
BI102	General Biology 2	No prerequisite listed.	4
BLD141	International Residential Code 1	No prerequisite listed.	3
BLD142	International Residential Code 2	Prerequisite: BLD141 with a grade of C or better; or consent of instructor.	3
BLD158	Construction Materials, Systems, and Drawings	No prerequisite listed.	2
CA121	Keyboarding & Document Production	No prerequisite listed.	3
CA122	Advanced Keyboarding & Document Production	CA121 with a grade of C or better; or touch keyboarding ability of 25 words per minute (30 words per minute recommended); or consent of instructor.	3
CAM050	Orientation/Manufacturing Proc.	No prerequisite listed.	2
CIS101	Computer Concepts	Recommended: Placement into RD090 (or higher).	3
CJ100	Survey of the Criminal Justice System	No prerequisite listed.	3
CJ101	Criminology	No prerequisite listed.	3
COMM111Z	Fundamentals of Public Speaking	Placement into WR 115 or completion of WR 090 with a grade of C or better; or consent of instructor.	4
CS160	Introduction to Computer Science	Placement into MTH112 (or higher); or completion of MTH111 (or higher) with a grade of C or better (or concurrent enrollment); or consent of instructor.	4
CS161	Computer Science 1	Placement into MTH112 (or higher); or completion of MTH111 (or higher); and CS160 or concurrent enrollment in EGR201; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
DRF130	CAD 1	No prerequisite listed.	3
DRF131	CAD 2	DRF130 with a grade of C or better; or consent of instructor.	3
DRF 150	Architectural Drafting 1	DRF131 with a grade of C or better; or consent of instructor.	3
DRF210	Parametric Design w/SolidWorks	DRF130 with a grade of C or better; or consent of instructor.	3
DSL110	Diesel Engine Diagnosis and Repair	Placement into WR080 and MTH052; or consent of instructor.	6
DSL111	Diesel Technology Introduction to Electrical and Electronics	Placement into WR080 and MTH052; or consent of instructor.	6

DSL 130	Diesel Technology Introduction to Hydraulics	Prerequisite: DLS120 and DSL121 each with a grade of C or better; or consent of instructor.	6
DSL 210	Diesel Technology Heavy Duty Brakes	DSL130 and DSL131 each with a grade of C or better; or consent of instructor.	6
ECE150	Intro & Observation in ECE	No prerequisite listed.	3
ECE155	Child Nutrition	Placement in to RD090 and WR090; or consent of instructor.	3
ED101	Introduction to Education	No prerequisite listed.	3
ED105	Teacher Cadets	No prerequisite listed.	2
EGR248	Graphics & 3D Modeling	DRF130 with a grade of C or better; or consent of instructor.	3
ELT100	Electronic Fundamental for Non-majors	MTH070 with a grade of C or better; or consent of instructor.	4
EMT151A	Emergency Medical Technician, Part 1	Placement in to WR080 (or higher), RD090 (or higher), and MTH020 (or higher). Must be BLS Health Care Providers CPR certified in accordance with current national standard curriculum. Must meet standards set by the Oregon State EMS Office for certification which includes health, driving, immunization and criminal record check.	6
EMT152B	Emergency Medical Technician, Part 2	EMT151 with a grade of C or better. Must meet standards as set by the Oregon State EMS Office for licensure which includes health, driving, immunization, and criminal record check.	6
EMT177	Emergency Res. Comm./Doc.	No prerequisite listed.	2
ES172	Intro to Emergency Services	No prerequisite listed.	4
FE280	Cooperative Work Experience	No prerequisite listed.	2-12
FR101	First Year French, 1st Term	Recommended: FR101: None; FR102: FR101, or one year of high school French; FR103: FR102, or two years of high school French. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
FR102	First Year French, 2nd Term	Recommended: FR101: None; FR102: FR101, or one year of high school French; FR103: FR102, or two years of high school French. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
FR103	First Year French, 3rd Term	Recommended: FR101: None; FR102: FR101, or one year of high school French; FR103: FR102, or two years of high school French. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4

FR201	Second Year French, 1st Term	Recommended: FR201: FR103, or three years of high school French; FR202: FR201, or four years of high school French; FR203: FR202, or four years of high school French. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed in a grade of C or better.)	4
FR202	Second Year French, 2nd Term	Recommended: FR201: FR103, or three years of high school French; FR202: FR201, or four years of high school French; FR203: FR202, or four years of high school French. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed in a grade of C or better.)	4
FR203	Second Year French, 3rd Term	Recommended: FR201: FR103, or three years of high school French; FR202: FR201, or four years of high school French; FR203: FR202, or four years of high school French. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed in a grade of C or better.)	4
FRP150	Introduction to Fire Protection	No prerequisite listed.	3
FRP157	Hazardous Materials Operations	Corequisite: FRP150	3
FRP179	Wildland Urban Interface	FRP151, FRP152, and FRP153; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	3
GE101	Engineering Orientation	Placement into MTH112 (or higher); or completion of MTH111, MTH112, or MTH251 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	3
GE102	Engineering Computations	Placement into MTH112 (or higher); or completion of MTH111, MTH112, or MTH251 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	3
GE103	Engineering Computations	GE101 with a grade of C or better; or consent of instructor.	3
GEG106	Cultural Geography 1	No prerequisite listed.	4
GEG107	Development, Resources, and Sustainability	No prerequisite listed.	4
GEG201	World Reg Geog: Developed World	No prerequisite listed.	4
GEG202	World Reg Geo: Developing World	No prerequisite listed.	4
HDF222	Family Relationships	Placement into RD090 and WR090; or consent of instructor.	3
HDF225	Prenatal, Infant, & Toddler Development	Placement into RD090 and WR090; or consent of instructor.	3
HDF247	Preschool Child Development	Placement into RD090 and WR090; or consent of instructor.	3
HM101	Medical Law and Ethics	No prerequisite listed.	3
HM120	Medical Terminology I	No prerequisite listed.	3
HM121	Medical Terminology II	HM120 with a grade of C or better; or consent of instructor.	4

HOR111	Intro to Horticulture	No prerequisite listed.	3
HOR211	Plant Propagation	No prerequisite listed.	4
HOR286	Organic Gardening Summer Practices	No prerequisite listed.	2
HPE184	Sports Medicine: Prev. & Care of Athletic Injuries	No prerequisite listed.	3
HPE270	Sports Psychology	No prerequisite listed.	3
HPE285	Advanced Prevention & Care of Athletic Injuries	HPE184 with a grade of C or better; or consent of instructor.	4
HPE295	Health & Fitness for Life	No prerequisite listed.	3
HST104	World Civilization: 3500 B.C. to 1450	No prerequisite listed.	4
HST105	World Civilization: 1450 C.E. to 1870	No prerequisite listed.	4
HST106	World Civilization: 1870 to the present	No prerequisite listed.	4
HST201	United States: to 1840	No prerequisite listed.	4
HST202	United States: 1840 to 1900	No prerequisite listed.	4
HST203	United States: 1900 to Present	No prerequisite listed.	4
HTM100	Hospitality Industry	No prerequisite listed.	4
HTM104	Tourism and Travel Industry	No prerequisite listed.	4
HTM105	Restaurant Operations	No prerequisite listed.	4
JNL215	Publications Lab	No prerequisite listed.	2
JPN101	First Year Japanese, Term 1	Recommended: JPN101: None; JPN102: JPN101, or one year of high school Japanese; JPN103: JPN102, or two years of high school Japanese. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
JPN102	First Year Japanese, Term 2	Recommended: JPN101: None; JPN102: JPN101, or one year of high school Japanese; JPN103: JPN102, or two years of high school Japanese. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
JPN103	First Year Japanese, Term 3	Recommended: JPN101: None; JPN102: JPN101, or one year of high school Japanese; JPN103: JPN102, or two years of high school Japanese. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
JPN201	Second Year Japanese, Term 1	Recommended: JPN201: JPN103, or three years of high school Japanese; JPN202: JPN201, or four years of high school Japanese; JPN203: JPN202, or four years of high school Japanese. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All	4

		prerequisite courses must be completed with a grade of C or better.)	
JPN202	Second Year Japanese, Term 2	Recommended: JPN201: JPN103, or three years of high school Japanese; JPN202: JPN201, or four years of high school Japanese; JPN203: JPN202, or four years of high school Japanese. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
JPN203	Second Year Japanese, Term 3	Recommended: JPN201: JPN103, or three years of high school Japanese; JPN202: JPN201, or four years of high school Japanese; JPN203: JPN202, or four years of high school Japanese. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
MT105	Introduction to Robotics	No prerequisite listed.	3
MTH105Z	Math in Society	Placement into WR 115(or higher), or completion of WR 090(or higher); and placement into MTH 105Z (or higher), or concurrent enrollment in MTH 105A, or equivalent course as determined by instructor; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
MTH111Z	Precalculus 1: Functions	Placement into WR 115 (or higher), or completion of WR 090 (or higher); and placement into MTH 111Z (or higher), or completion of MTH 095 (or higher) or equivalent course as determined by instructor; or consent of instructor or concurrent enrollment in MTH 111A (All prerequisite courses must be completed with a grade of C or better.)	4
MTH112Z	Precalculus 2: Trigonometry	Placement into WR 115(or higher), or completion of WR 090(or higher); and placement into MTH 112Z(or higher), or completion of MTH 111Z(or higher) or equivalent course as determined by instructor; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
STAT243Z	Elementary Statistics I	Placement into MTH243 (or higher); or completion of MTH105 (or higher) with a grade of C or better; or equivalent course as determined by instructor; or consent of instructor.	4
STAT244	Elementary Statistics II	MTH243 (or higher) with a grade of C or better; or equivalent course as determined by instructor; or consent of instructor.	4
MTH251	Differential Calculus	Placement into MTH251; or completion of MTH112 with a grade of C or better; or equivalent course as determined by instructor; or consent of instructor.	5
MTH252	Integral Calculus	MTH251 (or higher) with a grade of C or better; or equivalent course as determined by the instructor; or consent of instructor.	5

MTH253	Series Calculus & Linear Algebra	MTH252 (or higher) with a grade of C or better; or equivalent course as determined by instructor; or consent of instructor.	5
PE185AA	Sports Conditioning-Beginning	No prerequisite listed.	1
PE185BJ	Basketball-Beginning	No prerequisite listed.	1
PE185CA	Conditioning-Beginning	No prerequisite listed.	1
PE185FD	Soccer-Beginning	No prerequisite listed.	1
PE185VJ	Volleyball-Beginning	No prerequisite listed.	1
PE185TF	Tennis-Beginning	No prerequisite listed.	1
PE185WK	Walking Fitness-Beginning	No prerequisite listed.	1
RD115	Academic Thinking and Reading	Placement into RD115; or completion of RD080 and RD085, or RD090; or consent of instructor. Also placement into WR090; or concurrent enrollment in WR080; or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	3
SOIL205	Soil Science	No prerequisite listed.	4
SPN101	First Year Spanish, 1st Term	Recommended: SPN101: None; SPN102: SPN101, or one year of high school Spanish; SPN103: SPN102, or two years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN102	First Year Spanish, 2nd Term	Recommended: SPN101: None; SPN102: SPN101, or one year of high school Spanish; SPN103: SPN102, or two years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN103	First Year Spanish, 3rd Term	Recommended: SPN101: None; SPN102: SPN101, or one year of high school Spanish; SPN103: SPN102, or two years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN201	2nd Year Spanish, 1st Term	Recommended: SPN201: SPN103, SPN151, or three years of high school Spanish; SPN202: SPN201, or four years of high school Spanish; SPN203: SPN202, or four years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN202	2nd Year Spanish, 2nd Term	Recommended: SPN201: SPN103, SPN151, or three years of high school Spanish; SPN202:	4

		SPN201, or four years of high school Spanish; SPN203: SPN202, or four years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	
SPN203	2nd Year Spanish, 3rd Term	Recommended: SPN201: SPN103, SPN151, or three years of high school Spanish; SPN202: SPN201, or four years of high school Spanish; SPN203: SPN202, or four years of high school Spanish. (With a grade of C or better.) Prerequisite: Placement into WR115 (or higher); or completion of WR090 (or concurrent enrollment), or WR115 (or higher); or consent of instructor. (All prerequisite courses must be completed with a grade of C or better.)	4
SPN211	Intermediate Spanish Conversation Term 1	Recommended: SPN211: Spn113, or two years of high school Spanish; SPN212: SPN211, or three years of high school Spanish; SPN213: SPN212, or three years of high school Spanish. (With a grade of C or better.)	3
SPN212	Spanish Conversation-Intermediate, Term II	Recommended: SPN211: Spn113, or two years of high school Spanish; SPN212: SPN211, or three years of high school Spanish; SPN213: SPN212, or three years of high school Spanish. (With a grade of C or better.)	3
SPN213	Spanish Conversation-Intermediate, Term III	Recommended: SPN211: Spn113, or two years of high school Spanish; SPN212: SPN211, or three years of high school Spanish; SPN213: SPN212, or three years of high school Spanish. (With a grade of C or better.)	3
SPN214	Heritage Spanish 1	Prerequisite: Placement into WR115 (or higher), or completion of WR090 (or higher) with a grade of C or better or consent of instructor; and Native Spanish speaker (grew up speaking Spanish at home). Students are expected to be familiar with the written language.	4
SPN215	Heritage Spanish 2	Prerequisite: Placement into WR115 (or higher), or completion of WR090 (or higher) with a grade of C or better or consent of instructor; and Native Spanish speaker (grew up speaking Spanish at home). Students are expected to be familiar with the written language.	4
SPN216	Heritage Spanish 3	Prerequisite: Placement into WR115 (or higher), or completion of WR090 (or higher) with a grade of C or better or consent of instructor; and Native Spanish speaker (grew up speaking Spanish at home). Students are expected to be familiar with the written language.	4
VC130	Photoshop I	Previous computer experience; or consent of instructor.	2
VMW101	General Viticulture	No prerequisite listed.	3
WLD177	Welding Processes	No prerequisite listed.	4

WLD197	Welding	Sixth-term standing in Automotive Technology program; or consent of program chair.	2
WR115	Introduction to Composition	Placement into WR115; or completion of WR090 with a grade of C or better.	4
WR121Z	Academic Composition	Placement into WR121; or completion of WR115 (or higher), with a grade of C or better.	4
WR122Z	Argument, Research, and Multimodal Composition	WR121 with a grade of C or better	4

See our Course Catalog for course descriptions.

*If you wish to have a new course be considered for College Credit Now, please call the CCN office at 503.399.5239

College Credit Now Contact Information

Chemeketa Community College

Bldg 49/224

PO Box 14007, Salem, OR 97309

College Credit Now: Main Line: 503.399.5239 collegecreditnow@chemeketa.edu

Staff:

CCN Advising Specialist: Maria Gasca 503.399.6596, maria.gasca@chemeketa.edu
FIPSE Grant Coordinator: Maira Garcia 503.584.7352, maira.garcia@chemeketa.edu
Student Services Coordinator: Marlene Sandoval 503.584.7349, marlene.sandoval@chemeketa.edu
Dean of High School Partnerships: Sara Hastings 503.365.4705, sara.hastings@chemeketa.eu

Chemeketa Program Liaisons 2023-2024:

Department: Course(s)	Liaison	Dean/Director
Academic Advancement: Reading (RD115)	Karie Beavert	Chris Kato
Apprenticeship (APR)	Frosti Adams	Francisco Saldivar
Automotive (AUM)	Sam Olheiser	Larry Cheyne
Building Inspection (BLD)	Jordan Bermingham	Jordan Bermingham
Business Administration (BA100, BA101)	Karen Edwards	R. Taylor
Communication (COMM)	Josie Wood	Keith Russell
Computer Info Systems (CIS)	Don Kraus	R. Taylor
Computer Science (CS)	Andrew Scholer	Timor Saffary
Criminal Justice (CJ)	Megan Gonzalez	Jordan Bermingham
Diesel Technology (DSL)	Kevin Ruby	Jordan Bermingham
Drafting (DRF)	Andrew Frank	Larry Cheyne
Early Childhood Education (ECE, HDF)	Pam Ditterick	R. Taylor
Education (ED)	Don Brase	Don Brase
Electronics (ELT)	Chuck Sekafetz	Tim Ray
Emergency Medical Technology (EMT/ES)	Chris Arbuckle	Jordan Bermingham
Engineering Transfer (EGR,GE)	Halston Tuss	Timor Saffary
English (WR)	Daniel Couch	Keith Russell
Filmmaking (FLM)	Peter Hoelter	R. Taylor

Fire Protection (FRP)	Josh Darland	Jordan Bermingham
Health /Physical Education (HPE184, HPE285)	Marty Limbird	Shaunah Steele
Health /Physical Education (HPE270)	Nathan Pratt	Shaunah Steele
Health /Physical Education (HPE295)	Raschel Larsen	Shaunah Steele
Health Sciences (AH115, HM101, HM120/121)	Sandi Kellogg	Sandi Kellogg
Horticulture/Agriculture (HOR, VMW)	Joleen Schilling	Tim Ray
Hospitality & Tourism Management (HTM)	Eric Aebi	Paul Davis
Journalism (JNL)	Daniel Couch	Keith Russell
Languages (FR, JPN, SPN)	Silvia Herman	Keith Russell
Life Science: Anatomy & Biology (BI)	Jonathan Christie	Marie Gabbard
Machining Technology (CAM)	Duane Hibbeler	Larry Cheyne
Math (MTH)	Nolan Mitchell	Timor Saffary
Music (MUP)	Kerry Burtis	Keith Russell
Network Technology & Robotics (NET,MT)	Chuck Sekafetz	Tim Ray
Office Administration & Technology (BT, CA & BA115)	Bryan Monson	R. Taylor
Physical Education (PE)	Raschel Larsen	Shaunah Steele
Physical Science: Chemistry (CH) & Physics: Astronomy (PH, GS104)	Ben Frankamp	Marie Gabbard
Social Science (GEG and HST)	Traci Hodgson	Keith Russell
Visual Communications (VC)	Peter Hoelter	Larry Cheyne
Viticulture (VMW)	Bryan Berenguer	Paul Davis

Instructor Resources

Final Grade Entry Instructions

Prior to the grade entry deadline, log into your My Chemeketa (http://my.chemeketa.edu) account and confirm that all of your assigned courses are available. If you're unable to log in, click on '*Forgot your Password?*' and follow the steps to "Get Login Information'. If this does not work call the Technology Help Desk; available weekdays from 8 am to 5 pm (503.399.7899).

- **To enter your grades-**
  - o Login to **My Chemeketa** with your username and password.
  - o From the Faculty page, select Grading, and then choose Assign final grades.
  - o Select the appropriate term.
  - o Select the course you intend to grade from the drop down list.
  - o The students in the course will be displayed.
  - o Use the drop down list to select the appropriate grade for each student.
  - o Do not enter anything in the 'last date of attendance' or 'attend hours' fields.
  - o Proof your entries and when satisfied click Submit.
  - o Repeat these steps for any other courses you are teaching.

- **Helpful Hints**
  - o You can enter your grades from anywhere as long as you have a computer and internet access.
  - o When using the scroll wheel be aware that selecting a grade and then rolling the wheel will scroll through the grade choices and you may inadvertently choose the wrong grade. Check your grade entries carefully.
  - o Only the instructor of record may enter grades for a course.
  - o Submitted grades can be changed using the grade entry steps outlined above as long as it is before the deadline for grade submission.
  - o To alter student grades after the grade submission deadline has passed use the Electronic Grade Change function.

- **Grade entry assistance is available-**
  - o Computers are available at the Chemeketa Library, Building 9.
  - o In person assistance:
    - ▪ Tech Hub/Digital Media Lab (academicinnovation@chemeketa.edu).
    - ▪ Chemeketa Outreach Campuses have trained staff available to help during normal business hours.
    - ▪ Instructional areas have trained staff that can guide you through grade entry, but they cannot enter grades for you.
  - o Contact registrar@chemeketa.edu for assistance with grade submission.

Chemeketa Community College's Grading System

For additional clarification or questions, please contact your Dean's office.

Grade	What It Means
A	**Excellent.** An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrative mastery or required knowledge and skills.
B	**Very Capable.** An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.
C	**Competent.** An indication that the student has met the stated outcomes and course criteria but with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
D	**Limited Success.** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
F	**Failure.** An indication that the student has not adequately met the stated outcomes and criteria of the course.
IB IC ID IF	**Incomplete.** An 'I' must be requested by the students and is given at the instructor's discretion when some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. A contract will specify the length of additional time to complete the course material (standard is one-term). If the contract is not fulfilled then the "I" grade will revert to the specified letter grade. An "I" does not entitle a student to satisfy a prerequisite requirement for another course.
P	**Pass.** Acceptable performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better on the regular grading scale, but is given instead of a letter grade. A maximum of eight "P" credits are allowed toward an associate's degree.
NP	**No Pass.** Unacceptable Performance. Does not satisfy requirements for entry into courses where prerequisites are specified.
PL	**Pass.** This grade is used to indicate satisfactory achievement of course outcomes and criteria for Credit for Prior Learning and Credit for Prior Certification.
X	**Audit.** This mark is used when a student participates in the course but does not wish to receive a grade or credit for the course.
M	**Missing Grade.** This mark appears when an instructor neglects to enter a grade for the course. Students receiving an "M" should contact the instructor as soon as possible to request that their grade be entered. Instructors use the online grade change function to change the "M" to the appropriate grade.

Electronic Grade Changes

Step-by-step instructions for submitting a grade change through the My Chemeketa faculty services.

NOTE: Grade changes can be submitted electronically through My Chemeketa by the primary instructor assigned a course **for up to one year** from when it was offered.

Accessing the Grade Change screen
- **Log into My Chemeketa** (you'll need your My Chemeketa user name and password; if you don't have it, contact the IT Help Desk at 503.399.7899 during regular business hours).
- Select **Faculty** from the main **Classes** tab, then select **"Grading"** on the left-hand menu and choose **"Grade Changes"**

Locating the student or course
- By default the list displayed is Grade List by Term and will display all terms available. To display a particular term, select it from the pull down menu available.

- Selecting the Grade List by Student will alphabetize all students taught in the last 12 months. A particular term selection can also be displayed from within this view and each individual heading can be selected to change the sort of the list.

- Searching for a particular student name or course title is also available in each view option. Type in the information to search for in the appropriate search box and click the Search button. To go back to the entire list, select the back button in your browser or select a different display view to refresh the screen.

Changing Grades

NOTE: The grade change options will vary depending on the type of grade submitted at the original term grade entry time.

- A, B, C, D, F, IB, IC, ID, and IF grades can be changed to other standard letter grades.
- M grades will also have the option of IB, IC, ID, or IF (Incomplete).
- CEU and NOC can be changed to either NOC or CEU
- If an X (Audit), P (Pass), or NP (No Pass) grade is displayed, no changes can be made electronically. Contact Enrollment Services directly if a change needs to be made.

- Click **Edit** for the student grade you need to change.
- The Grade History window will display.
- **Select the new grade** from the grade option pull down list and select a **Reason for change** from the available options and click **Save**. You will see a message to "Please Wait" while the system updates the grade.

Sequence	Grade	Change Reason	Grade Date	User
1	C	Original Entry	2020-03-23	ESMITH87

Student Information

Student Name ⑦
Smith, Smithy - K00124631

Course Information ⑦
Preschool Child Development

Subject:
HDF

Course Number:
247

CRN:
53184

Credits: ⑦
3

Registration Status:
**Web Registered

Original grade issued in: ⑦
Winter 2020

Grade Change

Current Grade is: ⑦

C

Change grade to:

A ∨

Reason for change ⑦

Instructor Correction ∨

Save **Cancel**

- The student information where the change has been made will display in red when you return to the student list.

			K01063809	Phillips, Phillip	B **Edit**	✉
			K01091064	Finance, Fannie	C **Edit**	✉
			K01022775	Jones, Joan	A **Edit**	✉
Preschool Child Development (CRN: 53184)	Winter 2020	HDF247	K01079985	Smith, Smithy	A **Edit**	✉

Export to Excel

- The student will receive an automated e-mail to their My Chemeketa e-mail account notifying them of the grade change. If you would like to send a personal e-mail with additional information to the student, click on the e-mail icon ✉ and your e-mail program will open a new message window with the student e-mail address in the TO: field.

Grading System

The following Grade System descriptions are from the current Chemeketa catalog. For additional clarification or questions, please contact your Director's office.

Grade	What It Means
A	**Excellent.** An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrative mastery or required knowledge and skills.
B	**Very Capable.** An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.
C	**Competent.** An indication that the student has met the stated outcomes and course criteria but with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
D	**Limited Success.** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
F	**Failure.** An indication that the student has not adequately met the stated outcomes and criteria of the course.
IB IC ID IF	**Incomplete.** An 'I' must be requested by the students and is given at the instructor's discretion when some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. A contract will specify the length of additional time to complete the course material (standard is one-term). If the contract is not fulfilled then the "I" grade will revert to the specified letter grade. An "I" does not entitle a student to satisfy a prerequisite requirement for another course.
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Incomplete Grade Contract Entry

Instructions for Faculty

Incompletes should be mutually agreed upon by the instructor and student. An incomplete contract must be created between the student and instructor to outline what work must be completed to earn a higher grade than the incomplete grade. The incomplete must be submitted first before an Incomplete Contract can be entered. Incompletes should be assigned as soon as the contract is created so that the contract can be stored correctly.

There are two parts to the process. The process for assigning an incomplete and creating a contract can both be completed as soon as grading opens for the term

Please note: incomplete grades do not fulfill prerequisite requirements for future courses and may negatively impact a student's registration in a future term.

Part I: Assigning the Incomplete Grade

1. Log into My Chemeketa
2. Click on Assign final grades from the Faculty Grading menu inside My Chemeketa
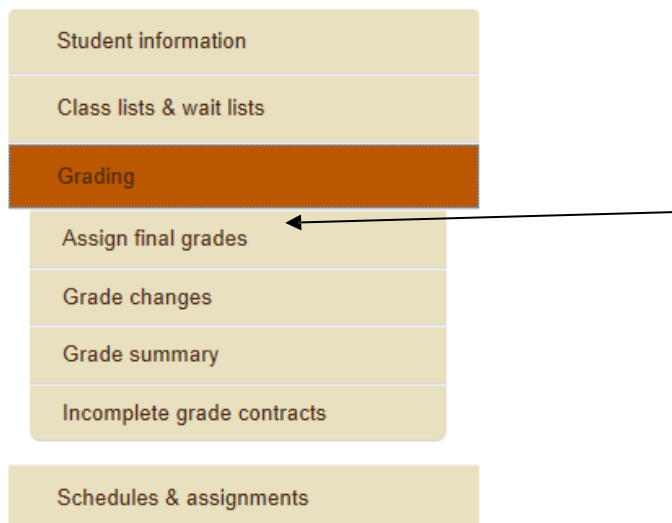
3. Select the term and click submit

4. Select the CRN from the drop down list and click submit

Select CRN

ⓘ Please enter the CRN you wish to access, or select a different term from the menu.

CRN: WR 121 99: English Composition-Exposition, 42007 (1) ▾

[Submit]

5. Select the appropriate final grade from the drop down list

*The grade chosen should be the grade that the student receives if they do **not** complete the contract*

- An "IB", "IC", "ID", "IF" will revert respectively to a "B", "C", "D", "F" if the outstanding work is <u>not completed by the deadline</u>. So choose the incomplete grade combination where the letter grade corresponds with the grade the student will receive if he/she completes no additional work.

6. Submit your selection

Dec 0?

ⓘ Enter any changes to final grades and then click "Submit Grades."

Click on a student's name to view address and phone number information.

⚠ **FERPA Reminder:** All student personal information is confidential. If the word "Confidential" appears next to a student's name, you are not to release **any** inform student--including directory information.

Course Information
English Composition-Exposition - WR 121 99
CRN: 42007
Students Registered: 1

⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:08 pm on Dec 02, 2010 for this page.

Final Grades

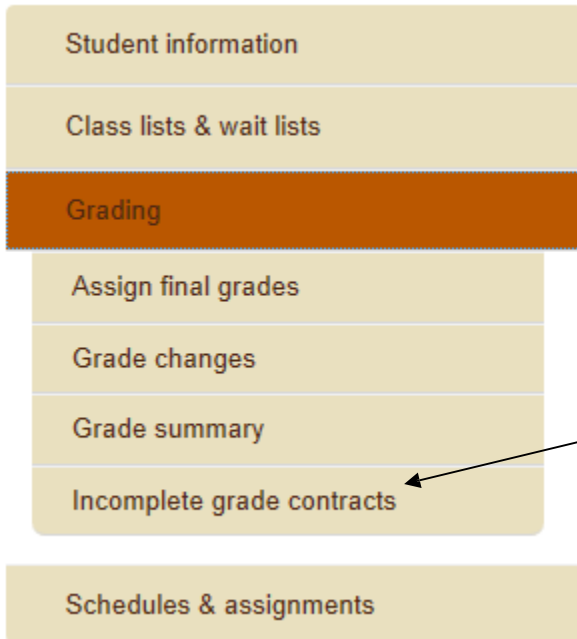| Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Finance, Fannie Q.	K00124631	4.000	**Registered Dec 01, 2010	IB ▾	N			1

[Submit] [Reset]

⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:08 pm on Dec 02, 2010 for this page.

7. On the Incomplete Final Grades page you confirm that the Incomplete Final Grade is the final grade the student should receive if they do not complete their missing work and it is where you designate how much additional time the student will have to complete the work.

- The Incomplete Final Grade will default to match the incomplete grade option you selected (e.g. for an IF it will default to F if a higher grade is never given). If you realize this is the wrong grade you must select "Cancel", return to the Final Grade Work sheet, and assign the appropriate incomplete grade.

- The Extension Date defaults to one term out. It can remain as is or can be extended to one year out (the date cannot be less than the default one-term), though you can have an earlier deadline in your contract—it will not revert until the end of the following term.

10. When you've finished making all necessary changes click Submit

Incomplete Final Grades

💬 Review and maintain, when allowed, incomplete final grades and extension dates for incomplete grades.

Course Information
English Composition-Exposition - WR 121 99
CRN: 42007
Students Registered: 1

⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:14 pm on Dec 02, 2010 for this page.

⚠ The extension date default is Mar 21, 2011. The extension date may have constraints according to level.

Incomplete Final Grades

Record Number	Student Name	ID	Grade	Rolled	Incomplete Final Grade	Extension Date MM/DD/YYYY	Extension Date Constraints
1	Finance, Fannie Q.	K00124631	IB	N	B	03/21/2011	On or after default date.

[Submit] [Cancel] [Reset]
⚠ Please submit the grades often. There is a 45 minute time limit starting at 04:14 pm on Dec 02, 2010 for this page.

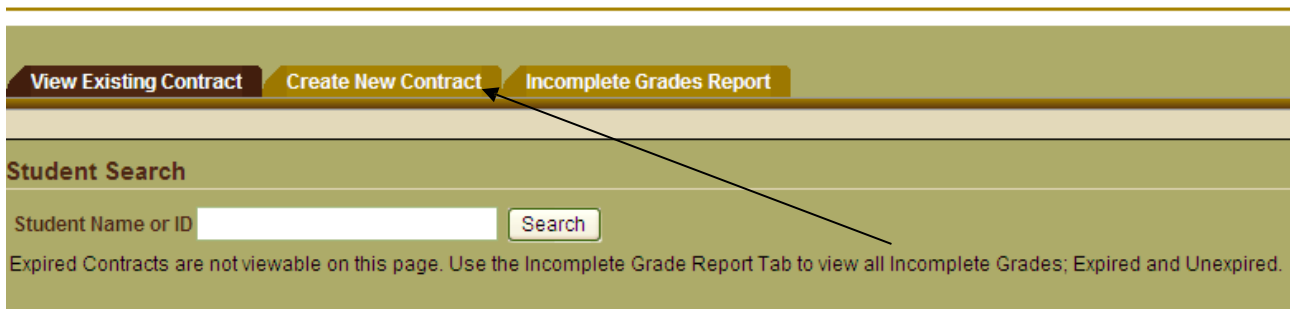11. You will be returned to the Final Grade Worksheet.

12. You should now proceed to creating an incomplete grade contract for the student

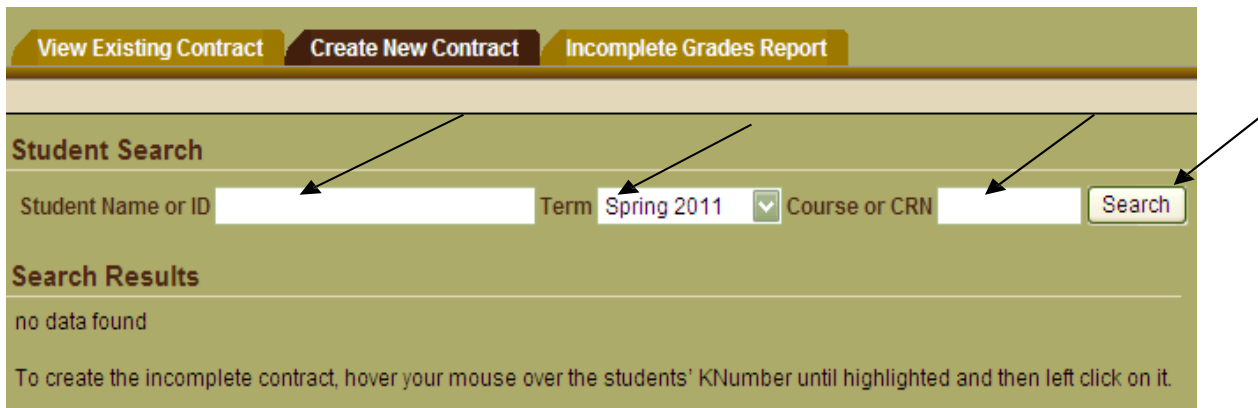## Part II: Submitting the Incomplete Grade Contract

1. Click on Incomplete Grade Contracts from the Faculty Grading menu inside My Chemeketa
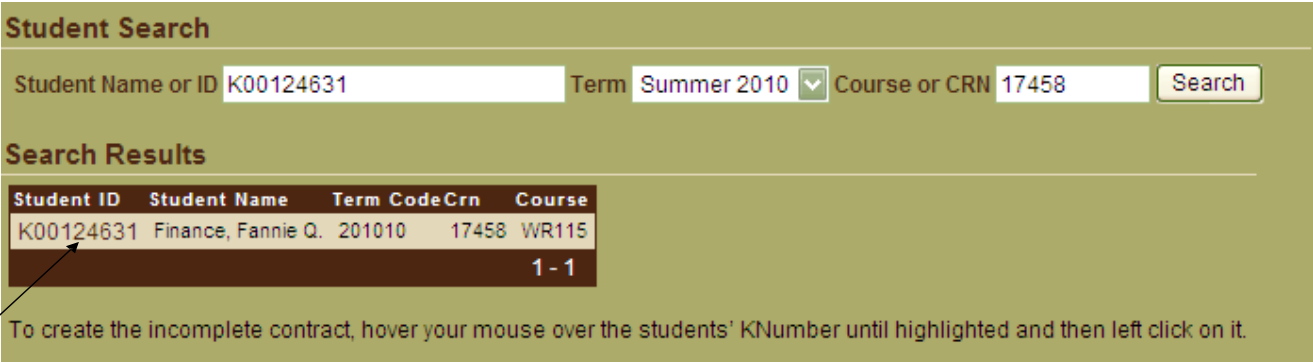
Student information

Class lists & wait lists

Grading

Assign final grades

Grade changes

Grade summary

Incomplete grade contracts

Schedules & assignments

2. Click on the Create New Contract Tab

View Existing Contract   Create New Contract   Incomplete Grades Report

Student Search

Student Name or ID [   ]   Search

Expired Contracts are not viewable on this page. Use the Incomplete Grade Report Tab to view all Incomplete Grades; Expired and Unexpired.

3. Enter the Student Name or ID, select the term, enter the course or CRN and click "Search"

View Existing Contract   Create New Contract   Incomplete Grades Report

Student Search

Student Name or ID [   ]   Term Spring 2011 ☑ Course or CRN [   ]   Search

Search Results

no data found

To create the incomplete contract, hover your mouse over the students' KNumber until highlighted and then left click on it.

5. The search results should appear if the Incomplete Grade was assigned. Click on the student's K# under "Search Results."

6. In the text box provided entre the items that the student must complete in order to have the incomplete grade be replaced with a different grade (e.g final exam, term paper, project, essay, etc.)

7. Click to Create Contract and you are done

To view all existing active Incomplete Contracts click on the View Existing Contracts tab and then search for the student by their name or ID.

To view every incomplete contract that you have ever input click on the Incomplete Grades Report tab. The report will automatically load and you can filter as needed.

If you do not see any contracts in your list, then the contract may not have been correctly created.

For any questions regarding these steps, please call Enrollment Services at

 503-399-5001 or email registrar@chemeketa.edu.

Course Syllabus Checklist

As the official learning plan for the course, the syllabus provides comprehensive information about learning outcomes, learning activities, course operations, assessment requirements, and support services. The following minimum components need to be included in every course syllabus:

College Information

- College name
- Term and year

Course Information

- Course identification (e.g., SOC204)
- Course title (e.g., General Sociology)
- Course description (directly from approved course outline- may be expanded upon)
- Course registration number (CRN)
- Credit hours
- Class location (include lab location as applicable)
- Meeting times (include day(s) and time(s) class/lab meet)
- Prerequisite(s): (Minimum course, technology, and student skill requirements, and, if applicable, Prerequisite knowledge clearly stated)
- Course format/delivery method if applicable (online, hybrid, etc.)

Instructor Contact Information

- Instructor name
- Office location (full-time faculty)
- Mailbox location (for part-time faculty to use to receive student messages and homework)
- Office hours (full-time and part-time faculty)
- Phone or mobile device (Specify appropriate times for students to contact you and the expected response time to student calls. For example, within 24 hours)
- E-mail address - College designated email required for all emails to students (Specify expected response time to student emails. For example, within 24 hours)
- Web site address (if applicable)

Textbook, Software, Supplies, Equipment and Tools

- Required textbooks, software packages or equipment students must purchase
- Recommended texts, supplies, equipment, tools, software that enhances student learning

Statewide General Education (AAOT) Outcomes

- (Required for General Education courses. Copy applicable outcome(s) from the "General Education Outcomes" section of the College catalog)

Performance Based Learner Outcomes

- (Copy verbatim from the approved course outline. Check for updates every term.)

Grading Criteria

- Specify grading scale and standards
- Specify overall criteria for assigning a course grade (in class and/or online participation, exams, projects, etc)
- Extra credit options (as applicable)
- Indicate grading options: Audit, A-F, Pass/No Pass

Course Calendar or General Plan of Class Meetings and Assignments

- Dates for learning activities (assignments, projects, readings, etc.) – specify in class vs online for hybrid courses
- Dates for learning assessments (quizzes, exams, etc.) – specify in class vs online for hybrid courses
- Dates for special in-class activities (guest speaker, films, etc.)
- Lecture and discussion topics

No Show/Drop Policy

- Describe attendance requirements for the first two class meetings.

1. Identify the second class session and communicate this date with students

2. Define attendance and participation in your syllabus

   In an on-campus, hybrid class, or remote class, participation is attendance and engagement in classroom activities. Methods to gather attendance by the second class session could include:
   - Completing a first assignment
   - Asynchronous attendance tracking in the LMS
   - Taking attendance in person

   In an online class, participation is the active engagement in an online activity such as:
   - Complete eLearn Start Guide
   - Complete Syllabus Quiz

- Participate in a discussion or post an introduction
- Successfully complete a Getting Started quiz

NSD Guidelines & Best Practices.pdf (Chemeketa Connects - SSO required)

Instructor Absence Protocol

- Instructions to students if you are unexpectedly absent and will provide an alternative activity or assignment to make up for the missed class

Online and Hybrid Course Regular and Substantive Interaction

- Specify preferred method of communication (e.g. email, phone, office appointments) and timeframe within which you will respond to students.
- Clearly describe how the instructor will interact with students online (e.g. providing feedback, participating in discussions, hosting synchronous online meetings, etc.)
- Examples of RSI to describe in your syllabus
    - Online discussion with regular and appropriate instructor participation, based on course content
    - Regular announcements
    - Regular email or messages
    - Frequent and substantive feedback throughout the course
    - Virtual online office hours
    - Participation in "Introductions" discussion forum
    - Request student feedback on course design and content

Required Institutional Policy Statements

- Academic Honesty

Academic honesty is an important building block of any learning community. Students and instructors demonstrate academic honesty when they participate truthfully, fairly, and respectfully. Being dishonest in your academic work not only interferes with your personal growth as a learner, it has a negative impact on your class community.

Chemeketa takes academic dishonesty seriously. If you are found in violation of Chemekta's academic honesty policy (POL 5020), you may be subject to the disciplinary process as reflected in Chemeketa's academic honesty procedure (PRO 5020) and the Student Rights and Responsibilities. Violations of academic honesty include but are not limited to plagiarism, cheating, falsification, tampering, and getting inappropriate assistance. Violations also include using any form of generative artificial intelligence (such as text, image, or code generators like ChatGPT or Bing Chat) to complete your assignments or exams for this class, unless I specifically allow it.

[If the use of generative AI is permitted, then add:] "I will make clear any approved use of generative AI on assignment instructions" …and follow up by providing clear guidelines for which tools are permitted, how they may be used, and for what reason.

To learn more about academic honesty, visit the Academic Honesty webpage: https://www.chemeketa.edu/students/student-rights-responsibilities/academic-honesty/

Suggested, optional addendum:

Two of the main reasons students choose to cheat are pressure to do well and feeling overwhelmed. If you are experiencing anxiety and overwhelm to a degree that you are tempted to cheat, please communicate with me, a counselor, or a tutor to get help.

● Academic Advising
Community college students who seek out academic advising are more likely to meet their educational goals than those who do not. An advisor helps you develop your educational plan, select and register for classes, and prepare to transfer to a four year university. Academic advisors also help you understand college procedures and identify helpful resources. Academic advising is available for any Chemeketa student.

Make an appointment with an academic advisor online in MyChemeketa> Services> Advising.

[For applicable Career and Technical Education Courses only]
As a student in the *[name CTE program]*, meet with your faculty advisor to develop and monitor your educational plan. Faculty advisors are best equipped to guide you in selecting and registering for the appropriate sequence of courses. They also help you understand college procedures and identify helpful resources.

Email your advisor directly to schedule an appointment. [*If this is not accurate based on your program's processes, provide specific information about how a student meets with faculty advisors*.]

If you do not know who your faculty advisor is or if you have changed your major, make sure you have notified the college of your current academic major or intent. Use the form titled "Change of Major/Academic Intent and Graduation Catalog."(https://www.chemeketa.edu/students/student-forms/). Then, meet with a general academic advisor to have them assign you to the appropriate faculty advisor.

● Counseling Services
Students may sometimes experience challenges with mental health or other personal difficulties that create obstacles to academic success and daily living. Counselors can also help you clarify your academic and life goals so that you can identify and enter a career pathway or college major. Chemeketa Community College Counseling Services provides crisis intervention and free short-term counseling services to currently enrolled

students encountering mental health, personal, and academic challenges that could interfere with their academic progress.

Crisis Counseling
If you are in immediate crisis, our On-Call Counselor may be seen without an appointment Monday - Friday 8:00 am - 5:00 pm and is located in building 2, Room 115 or remote. The on-call counselor can be reached by calling 503-399-5120.

If you are experiencing a crisis when counseling services are not available, contact the Crisis Hotline (503-581-5535) or the Psychiatric Crisis Center (503-585-4949) which have qualified individuals to respond to mental health emergencies at all hours. I

Appointments with counselors may be made online in MyChemeketa>Services> Counseling.

- Student Accessibility Services

Accommodations are collaborative efforts between students, faculty, and Student Accessibility Services. If you have already been approved for accommodations and requested them for this term, both you and I receive a Letter of Accommodation by e-mail. It is important that we discuss the accommodations as early in the term as possible. Students who believe they are eligible for accommodations but who have not yet obtained approval through Student Accessibility Services should phone 503.399.5192, visit the office in Building 2/174, or visit the [Student Accessibility Services website](https://www.chemeketa.edu/students/student-services/student-accessibility-services/) (https://www.chemeketa.edu/students/student-services/student-accessibility-services/)

- Diversity

We are a college community enriched by the diversity of our students, staff, and community members. Each individual and group has the potential to contribute to our learning environment. Each has dignity. To diminish the dignity of one is to diminish the dignity of us all.

- Affirmative Action & Equal Opportunity Statement

Chemeketa Community College prohibits unlawful discrimination based on the following:

Race	Victims of Domestic Violence (sexual assault, stalking, and/or harassment)	Expunged Juvenile Record
National Origin		Political Affiliation or Belief
Disability	Color	Religion
Gender	Sex	Marital Status
Pregnancy	Protected Veteran Status	Age
Domestic Abuse Victim	Gender Identity	Sexual Orientation
Protected Hairstyle (CROWN Act)	Whistleblowing	Genetic Information

Injured Workers	Tobacco Use During Work Hours

Or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose. All persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr. NE, Salem OR 97305.

Persons having questions or concerns about Title IX, which includes gender based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact the Title IX coordinator at 503-584-7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or http://go.chemeketa.edu/titleix.

Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

To request this publication in an alternative format, please call 503.399.5192.

RECOMMENDED Institutional Statements

- Attendance

To successfully complete this course, you should expect to attend and participate consistently. Every class meeting includes important instruction and guidance on class assignments. Every class meeting allows you to learn collaboratively with your peers and clear up any misunderstandings you may have.

[If applicable] Labs give you essential hands-on experience with the skills and concepts of the course. *[If applicable]* Field trips are rich experiences that lead to high-impact learning.

If you must be absent for an important personal or academic reason, please contact me before your absence so we can make arrangements that keep you on track with the course. *[Add your absentee policy/procedure here.]*

If you are absent due to illness, *[Add your policy/procedure for illness here.]*

- Smartphones

To reduce distractions in the learning environment, silence your smartphone or similar mobile device and put it away. Smartphones may be used as tools for in-class activities and/or as part of an approved accommodation.

- Laptop or Tablet computers

Laptops or tablets may be used for completing in-class activities, such as note-taking, researching, or accessing resources.

[If you do not allow laptops or tablets to be used, then indicate that and explain why. For example: Unless being used for an approved accommodation, do not bring a laptop or tablet to our class meetings. A laptop or tablet will not be useful, based on the way the class meetings are conducted. They are more likely to distract you than help you.]

Salem Campus Student Services and Resources (resources, websites, College services for student success)

- Library & Student Computer Center: Bldg. 9, Rm. 200, 503.399.5043 https://library.chemeketa.edu/
- Tutoring & Study Skill Services (includes online tutoring): Bldg. 9, Rm. 200, 503.399.5190 https://www.chemeketa.edu/students/student-services/academic-support/tutoring-study-skills/

- Writing Center (includes online help): Bldg. 9, Library, 503.399.7179 https://www.chemeketa.edu/students/student-services/academic-support/writing-center/
- Math Hub Bldg. 3, Rm. 277, 503.399.3998 https://www.chemeketa.edu/students/student-services/academic-support/math-learning-center/
- Veteran's Services: Bldg. 2/200, 503.399.5004 https://www.chemeketa.edu/students/student-services/veterans-services/
- eLearn/Canvas FAQs: https://online.chemeketa.edu/student-services/faq/
- Affordable Textbook and Course Materials: https://www.chemeketa.edu/students/student-services/student-resources/affordable-textbooks/
- Online resources *[Add web resources that will benefit your students]*
- Other [*Add miscellaneous resources that will benefit your students*]

YVC Campus Student Services and Resources

- Library, Computer Lab, and Tutoring Services: YVC Bldg. 1, Rm. 200, 503.316.3238
- Testing Center: YVC Bldg. 1, Rm. 203, 503.316.3240

Additional Instructor Policies and/or Procedures

FINANCIAL AID IMPLICATIONS FOR DUAL CREDIT

College credit courses completed in high school become a permanent part of your college record and count against limits for financial aid. For example, the Oregon Promise grant funds the first 90 attempted college credits. Students earning a large amount of college credit in high school will see reduced opportunities for public financial assistance in college.

Dual credit students should –

Be intentional about which courses and grades are recorded on your college transcript. We recommend that you take CCN courses that will apply to both your high school diploma and your college program.

Work hard to earn an A, B, C or P (passing) grade in each course. If you are concerned about passing a course, consider withdrawing prior to the deadline. The withdrawn credits will still count as attempted, but will not impact your GPA, as would a D or F.

Grades of D, F and W on a college transcript put you at risk of not meeting Satisfactory Academic Progress standards when you apply for aid. You may lose out on support from federal and state grants, student employment and student loans.

Earning dual credit is a great opportunity to –
- Get a head start on college
- Save time and money
- Gain college experience and confidence

We want you to reach all your educational goals, so be smart about how you earn college credit in high school.

College Credit Now
Chemeketa Community College

EO/AA/ADA/Title IX institution

Center for Academic Innovation

The Center for Academic Innovation provides a central location for all faculty professional development and closely aligns the academic technology resources we have available. The newly re-vamped Center for Academic Innovation supports faculty professional development with both an inviting physical location as well as a robust website that focuses on a variety of teaching & learning innovations.

Here you'll find many resources to help you with teaching at Chemeketa Community College. Process documentation, syllabus templates, the Faculty Handbook and much more are located below.

Have a question? Head over to our **support** page for ways to get a hold of us.
- **Faculty Commons Website** – a compilation of resources related to teaching (policies, procedures, planning, instruction, student support, grading, record keeping, curriculum), and other college related information.
- **Faculty Handbook 2022-23 4th edition** – revised Fall 2022
- **Program Chair Handbook** – guidance to Program Chairs at Chemeketa.
- **College Copyright Manual** – guidelines for use of copyrighted material.
- **Canvas** – our Learning Management System.

Teaching at Chemeketa
- **Services** – we support instruction with instructional design, accessibility resources, media development and other academic technology.
- **Course Outlines** – college-approved credit and non-credit course outlines *(requires Employee Dashboard login).*
- **Syllabus Templates and Checklist** – templates for various teaching modalities that include everything for a syllabus *(revised Summer 2019).*
- **Outcomes and Assessment** – resources for advancing work around program and course learning outcomes assessment.
- **Course Interaction** – effective online courses include regular and substantive interaction (RSI) with students to promote a strong sense of instructor presence in the online classroom.
- **Course Reviews** – we provide opportunities for instructors to gather feedback about their online courses with **QOI** and for face-to-face courses with **GIFT.**
  Grading
- **Final Grades** – instructions for entering final grades into **My Chemeketa**.
- **Incomplete Grades** – instructions on entering incomplete grades into **My Chemeketa**.

Class List Management
- **Class Lists** – access class lists in **My Chemeketa**.
- **Registration Overrides** – are used when a course is full or when special permission is required for a student to register in a particular course.
- **Electronic No Show Drop** – is a college policy when a student does not attend a standard course or come to a mutual agreement with the instructor, either electronically or in person, by the start of the second class session or, for online courses, participate by Thursday of the first week of the term, they **must** be dropped by the instructor using the electronic No Show Drop process. View the **No Show Drop Guidelines and Best Practices** for more info.

For more info please visit: facultyhub.chemeketa.edu
Visit the Center for Academic Innovation in person in Bldg 9, Rm. 106 on the Salem Campus or by phone at 503.399.7873.