



COLUMBIA GORGE
COMMUNITY COLLEGE

Expanded Options Program

Student Handbook 2025- 2026

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Ashley Beardmore, Dual Credit Coordinator



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General Information

CGCC Expanded Options Employees

Name	Title	Department	Contact	Contact me for...
Mike Taphouse	Associate Director of Advising Academic Advisor Programs: <ul style="list-style-type: none"> • Business • Technology & Trades • Mathematics & Science • Associate transfer degrees in mathematics and sciences 	Advising Student Services	(541) 506-6025 mtaphouse@cgcc.edu	Advising services cgcc.edu/advising
Charlotte Cusack	Academic Advisor Programs: <ul style="list-style-type: none"> • Health • Education & Social Sciences • Associate transfer degrees in social sciences or humanities 	Advising Student Services	(541) 506-6022 ccusack@cgcc.edu	Advising services cgcc.edu/advising
Ashley Beardmore	Dual Credit Coordinator	Enrollment Services Student Services	(541) 506-6024 abeardmore@cgcc.edu	Program information, course offerings, all things accelerated learning! cgcc.edu/dual-credit
Karly Aparicio	Interim VP of Student Services	Student Services	(541) 506-6232 kaparicio@cgcc.edu	Concerns regarding CGCC employee service

Campus Information & Contacts

The Dalles Campus (TDC)
400 E. Scenic Drive, The Dalles, OR 97058



(541) 506-6011, option 2

Hood River Center (HRC)
1730 College Way, Hood River, OR 97031
(541) 506-6011, option 2

Columbia Gorge Community College Website address: www.cgcc.edu

Accelerated Learning Programs at CGCC

- College Now
- Running Start
- Expanded Options
- Early College

Advantages of College Credit Programs

- Exposure to college-level content
- Increased confidence in college readiness
- Students can earn college level credit before graduation
- Courses are offered at a reduced cost through dual credit programs
 - High school partners have differing payment structures

Considerations related to College Credit Programs

- Generates a separate CGCC transcript
 - When a student applies to college, they will need to pay to send their high school transcript and their CGCC transcript over
 - Transcripts will follow students everywhere in their educational journey after graduating high school
- Can affect financial aid eligibility at higher education institutions
 - Part of financial aid eligibility hinges on Satisfactory Academic Progress (SAP)
 - SAP is calculated based on GPA and rate of completion (amount of attempted credits divided by completed credits)
 - If a student fails or withdraws from more classes than they pass, they may render themselves ineligible for financial aid until their SAP standing improves
 - *This applies to CGCC and any other high education institution a student may transfer to, SAP requirements may differ from institution to institution <https://www.cgcc.edu/sap>
- For those eligible for Oregon Promise: impacts eligibility



- The Oregon Promise is a state grant that helps cover tuition costs at any Oregon community college for recent high school graduates and GED® test graduates. Students must apply *during their senior year* or immediately after GED® test completion. Oregon Promise offers aid to *most* Oregon high school graduates, for more information and eligibility requirements, explore the following resources:
 - [Oregon Promise Fact Sheet for New Students and Families](#)
 - [Oregon Promise General Fact Sheet](#)
 - <https://oregonstudentaid.gov/grants/oregon-promise-grant/>
- The Oregon Promise grant covers the cost of up to 90 college credits for eligible students. Credits attempted or completed while dual enrolled in high school counts towards this maximum amount. Depending on their goals, it may be important for students to make the most of this grant if eligible and choose courses that will count towards their degree or certification.
 - <https://oregonstudentaid.gov/grants/oregon-promise-grant/>
- Course transferability is not guaranteed
 - If a student knows what college and what major or program they'd like to attend, refer to the corresponding advising guide for that institution and major/program. Advising guides or course guides are typically posted publicly on each institution's websites. If a student is unsure of what they'd like to study, it is typically best to stick to a core or major transfer map.
 - [Core Transfer Maps & Major Transfer Maps](#)
 - If you plan on transferring to CGCC: utilize our [advising guides](#)

Successful Participants

College credit programs work best for students who:

- Are academically ready for college-level content
- Are ready to commit to the implications of taking dual credit courses and fully understand what they are committing to
 - College courses require a level of responsibility and maturity, as students will be balancing high school and college expectations. They need to grasp how these courses may impact their high school GPA, college admissions, and future plans.
- Are able to make informed academic decisions independently or preemptively reach out for assistance to do so
 - Students who are proactive in seeking advice or guidance when making academic decisions are more likely to succeed in dual credit programs. They should be capable of understanding the long-term consequences of their choices and be willing to take responsibility for them.



Even better if the student:

- Knows what institution they'd like to attend after high school
 - This allows them to choose courses that align with the specific requirements of that college or university, ensuring the courses will be recognized and be beneficial for their future studies.
- Knows what field they would like to pursue
 - Having a clear idea of their desired career or academic focus helps students select courses that are relevant to their goals, giving them a head start in their chosen field while still in high school. This can also provide a sense of direction and motivation throughout the program

About Expanded Options

[Oregon Department of Education: Accelerated Learning](#)

In July 2005, the Oregon House passed the Senate Bill 300, Expanded Options. Under this program, Oregon State has offered its qualified high school juniors and seniors an opportunity to concurrently attend Oregon community, technical, and four-year colleges and to obtain simultaneous enrollment credit at their high school. The program allows ELIGIBLE juniors and seniors in high school to attend Columbia Gorge Community College part- or full-time and receive both high school and college credits for successfully completed classes. The students are limited to college level classes (100 level and higher). The tuition, textbooks, and class fees are paid by the school district, but the students are responsible for transportation to and from the college.

Important: Expanded Options only applies to approved courses. The student is responsible for determining eligibility with their High School Counselor. At the end of each quarter, a copy of the student's grades is sent to the high school for placement on the high school transcript. The student's grades are also placed on the college transcript. Home-schooled or private-schooled students must register at one of the local public high schools and take the Placement test. One four-credit college course at Columbia Gorge Community College is typically worth 0.5 high school credit.

Eligibility

In order to be eligible for Expanded Options students must be enrolled at a participating high school. Expanded Options is designed for Junior and Senior high school students



although Freshman and Sophomores can take courses if they are academically ready (as determined by their high school counselor). Course content and expectations will not be modified to accommodate students' grade level. All students will be held to the same college level standards, regardless of their high school standing. High schools may also set their own set of eligibility and program entrance requirements. International exchange students are not eligible for Expanded Options.

Becoming an Expanded Options Student

Talk to a High School Counselor

- Confirm that your high school engages in Expanded Options at CGCC
- Discuss eligibility and readiness for college level coursework
- Discuss future plans and courses that would be most applicable to your situation and current schedule
- Ensure coursework does not interfere with high school schedule and that courses apply towards high school graduation requirements (if applicable)

Apply to CGCC

- Access and submit CGCC's online application cgcc.edu/apply
- Select 'High School Programs'
- Select 'Expanded Options'

NOTE: If a student has taken classes at CGCC before, they do not need to re-apply. Students should email studentservices@cgcc.edu to add a new program enrollment. It is vitally important that students know what programs they are taking classes through. Students are responsible for tracking program differences and ensuring they are selecting the correct program during program processes such as registration.

Make an Appointment with a CGCC Advisor

- Book an appointment with the CGCC advisor that most aligns with interests and post graduation plans cgcc.edu/advising

Course Placement & Prerequisites

- CGCC uses multiple measures for placement cgcc.edu/placement
- Your CGCC advisor will assist with this process during your first advising meeting



- It is recommended to supply a current unofficial high school transcript to assist with this process

Registration

- After their first term at CGCC, students can register independently via their [MyCGCC student portal](#)
- For current registration windows, view the current [Academic Calendar](#)
- To view current courses, view the [Class Schedule](#)
- To explore pathways at CGCC, view our [Advising Guides](#)
- Expanded Options students gain clearance for courses each term through their high school counselor. The high school counselor contacts CGCC and requests the courses be added to the students account (this means they will populate as an option to register for under the students MyCGCC account). CGCC will send a notification that this action is complete to the student as well as the school counselor.
- It is always recommended for students to contact their high school counselor or CGCC advisor if students are unsure as to which courses to take.

Registration Windows and Exit Strategies

Add/Drop

- Students may add or drop classes at the beginning of their registration window through 11:59pm Friday of Week 1.
- CGCC recommends students register as soon as possible, so they receive their course materials on time and can start their course strong.
- Late registration during week 1 can put students at a strong disadvantage and should be carefully considered.
- Students can drop classes through the MyCGCC registration system.

Withdraw

- Students may withdraw from a course at the beginning of week 2 through 11:59pm Friday of Week 8.
- Withdrawing is a way for students to exit a course if they know they will receive a failing grade otherwise.



- The course will stay on the student transcript and the letter grade awarded will be a 'W'. A 'W' on a transcript does not affect GPA, however it can affect future financial aid status.
- Students can withdraw from classes through the MyCGCC registration system.

Incomplete

- Students may request an Incomplete anytime before grades are posted for that term.
- Taking an incomplete is only an option if the student has completed 80% of the course successfully and they have something standing in the way of them and finishing the course out strong.
- Students must request an [Incomplete Grade Contract](#) from their instructor
 - Students have a year or less (depending on instructor set parameters) to complete assigned tasks. An 'I' will automatically turn into an 'F' if the student does not complete their contract.
 - All stipulations of an Incomplete Grade Contract are up to instructor discretion.

How to Register

- Login to your [MyCGCC student portal](#)
- Select 'Academics'
- Select 'Registration'
- Select/confirm your program and term, click on the 'REGISTER' button
- Select your class by clicking the green plus under the 'ADD' column
- You will see your course as SELECTED, confirm this step by clicking the 'REGISTER/DROP' button, then complete the process by clicking the blue-green 'REGISTER' button
- You will then see your status as 'REGISTERED'
- You can see your current registrations by going back to the portal homepage and looking at the 'My Courses' list in the bottom right hand corner

How to Drop/Unregister

- Log into your student portal and on the left side select "Academics."
- Then the "Registration" link. Check to be sure the correct program version you are in and the correct term is listed.
- You will then click the blue "Register" button.



- On the next page scroll down to the selected courses window and you should see your classes listed. Find the class you wish to drop.
- Click on the red minus symbol located in the *Action column*. Your class will then go into a "pending drop" status (in yellow).
- Then search for the blue "Register/Drop button" and click on it.
- Then you must scroll down and select the blue "Unregister" button and it will show a message that says "Successfully Unregistered" with the course code for that class.

Early College Sections

Early College is another high school program that CGCC supports. Early College was designed for rural students to have access to online college classes. Separate sections of courses are reserved for Early College students (these are not posted publicly). Expanded Options students may be placed in these online sections if there is additional room. For more information visit cgcc.edu/dual-credit or talk to your high school counselor.

Student Rights & Responsibilities

Expanded Options students have the same rights and responsibilities as all other CGCC students. Students are required to review this handbook as well as our all college [Student Handbook](#) to ensure they understand how to navigate college policies, resources, and expectations effectively.

FERPA

FERPA applies to all CGCC students, including those who are under 18. In order for parents or guardians to gain access to a student's information, the student must have a [Release of Information](#) under their account. For more information visit, cgcc.edu/ferpa.

- Email the completed form to studentservices@cgcc.edu or submit a physical copy to the [Student Services Main Office](#)

Billing

High schools commit to covering all costs associated with college courses under Expanded Options. The student is responsible for transportation and ensuring they are taking approved courses, under the credit maximum the school has set.



Resources

Expanded Options students have access to all resources afforded to any other CGCC student.

- The [Current Students](#) page contains links to most visited links and forms
- The [CGCC Resource Directory](#) details every resource present on campus, sorted by need

Orientation

We encourage all students to take advantage of our live and recorded orientation options. The only piece of information addressed during orientation that does not apply to high school students is financial aid. Visit cgcc.edu/nso for more information.

Requesting a Transcript

More information can be found by visiting cgcc.edu/transcripts

Official Transcripts

CGCC has arranged the services of Parchment to fulfill transcript requests. You may order the transcript to be sent either electronically or in paper format. Please check with your recipient for the format they will accept. Click on the link above to order your official transcript. If it is the first time logging in to Parchment you will need to create an account. Follow the online instructions. *Note: if you order the transcript to be sent to yourself once you open it, it is no longer considered official.*

Unofficial Transcripts

Current and former students: To request a copy of your unofficial transcript please send an email to studentservices@cgcc.edu Current students can send an email from your CGCC email account and an unofficial copy will be emailed to your student email. Former students please send an email with the following information: Current Name (Previous name if applicable), CGCC Student ID number (if known), Date of Birth, Mailing address and Phone number stating you would like an Unofficial copy of your transcript. A copy will be mailed via USPS mail. Due to privacy laws we are unable to email student record information to personal emails.



Glossary of Terms

Contact abeardmore@cgcc.edu if there's a term that would be helpful to add to this list!

Syllabus: The syllabus is a collection of information about the course. It usually contains the following: course description, goals and objectives of the course, reading assignments and due dates, an outline of the course that usually includes course requirements including what will be evaluated and how the evaluation will take place. This is the key to the course.

Quarter: Columbia Gorge Community College offers classes on a quarterly term timeline. Each course is 11 weeks long unless otherwise specified.

Withdrawal: Responsibility for withdrawal from a class within the specified withdrawal timelines resides with the student. A withdrawal in the second through the eighth week will show as a "W" on their transcript. Students must withdraw before the end of the eighth week, or a grade or mark will be assigned. The current Academic Calendar will list the withdrawal deadline.

Drop: Drop is the brief time at the beginning of the term when students can drop/withdraw from courses in which they are currently enrolled. Columbia Gorge Community College's drop period is the first week of the beginning of each term. The current Academic Calendar will list the drop deadline.

Transcript: A transcript is a copy of a student's permanent academic record at Columbia Gorge Community College (CGCC) including all courses taken, all grades received, and all degrees and certificates conferred. To be considered official, most colleges, universities, and employers require transcripts to be submitted in the original sealed envelope or via an electronic transfer system compatible with both schools.

Grade Report: Grade reports are not sent to students. To view grades and academic history, a student may access the College web page at www.cgcc.edu.

GPA: GPA or Grade Point Average counts from your first term. It builds upon itself and is hard to improve if it becomes low. Grade points are computed on the basis of four points for each credit of "A", three points for each credit of "B", two points for each credit of "C",



one point for each credit of "D" and zero points for each credit of "F". Grades with "P" and "NP" and grades with "SC", "NCS", "I", "W", "CIP" and "AUD" are disregarded in the computation of the grade point average. The grade point average is the quotient of total points divided by total credits in which "A", "B", "C", "D" and "F" are received.

Academic Advising: Academic Advising is available free of charge to all students. Academic Advisors can explain and help students select courses appropriate to their individual needs and goals. Advisors provide information about prerequisites, degree and certificate requirements, transfer credits, academic regulations and college support systems.

Attendance and No-Shows: You are expected to attend all classes in which you are enrolled. Unless you have made prior arrangements with your instructor, you may be dropped from the class if you do not attend the first class session. However, you are still responsible for formally dropping your class(es) even if you don't attend. If you fail to drop during the refund period, you will be responsible for the charges. Repeated absences may affect your grade. If you have excessive absences and fail to drop or withdraw from class by the deadlines, you may be assigned a failing grade at the end of the term.