



Columbia Gorge Community College

EXPANDED OPTIONS PROGRAM STUDENT HANDBOOK

For Students of the State of Oregon
2019-2020

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Anti-Discrimination Statement

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact:

- VP Student Services – vacant position (541-506-6011)
- Title IX Coordinator – Mike Taphouse (541-506-6026)

Expanded Options

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, & 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 colleges. 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.

HOW TO GET STARTED

All high school sophomores, juniors, and seniors will receive a letter from their high school, soon after January, notifying students and families about the opportunity to participate in Expanded Options and how to take advantage of this program. The first step is to determine whether the student qualifies for participation.

Initial eligibility for Expanded Options is decided in the spring, prior to the students Junior and/or Senior year in high school.

In order to be eligible for the Expanded Options program, students must:

1. Meet with a high school counselor to determine courses that will work toward graduation.
2. Apply to Columbia Gorge Community College and take the Placement Assessment. Note: Not all Expanded Options classes require the Placement Assessment.
3. Make an appointment to meet with the CGCC Academic Advisor to choose class(es).
4. Register for class(es). You will do this online by going to our website and clicking on “My CGCC”. See the last page of this packet for login instructions.
5. Pick up books prior to class. If your class is taught online or in The Dalles, your books are available at The Dalles campus. If your class is taught in Hood River, your books can be picked up at the Hood River campus. The cost of books is included in EO.
6. Complete all course work successfully! Utilize free tutoring as needed. You may lose eligibility if you do not pass your class(es).

TESTING

To meet pre-requisites for most of the CGCC classes, the student must achieve the following scores on the CGCC Placement Assessment*.

*Note: Some classes do not require the Placement Assessment scores and some require higher minimum math scores.

ASSESSMENT RESULTS

TEST	MINIMUM SCORE	MUST SCORE INTO
Writing	263+	WR 121
Reading	280+	No reading required
Math	200+	MTH 60

Students who pass the Reading **AND** Writing portion of the test are qualified to take 100-level classes. Be certain that you have met any prerequisites or received consent when needed. Check with an advisor if you have any questions.

STRENGTHS AND LIMITATIONS

Parents and students should give careful consideration to the appropriateness of this program before enrolling. High school and college advisors are available to meet with parents and students to discuss their options. The Expanded Options Program is designed not as a replacement for high school classes, but to do exactly as it says...expand the options for the student. Please consider the following:

STRENGTHS

- Students have the opportunity to take courses that may not be offered at their local high school.
- Students have an opportunity to experience post-secondary education while in high school. This experience can be helpful in making future plans.
- Academically qualified students have an opportunity to take advanced-level courses.
- Students who find that traditional high school is not fitting their needs often flourish in a different educational setting.
- Students can earn tuition-free college credit, getting a head start on college.
- Students may have the opportunity to take more elective classes than provided at the high school level.
- Earning passing grades in college level courses looks good on college applications.
- Students may be able to take some of the courses required for entry into post-secondary programs like nursing or dental assisting.

POSSIBLE LIMITATIONS

- Parents should take into consideration the maturity level of their child when discussing the possibility of participating in Expanded Options. Some students who are academically ready may still find the independence and the speed of college classes overwhelming. ***Grades earned at Columbia Gorge Community College become a permanent college transcript.***
- Socialization may be an issue with some students. High schools provide a social network and social experiences for teenagers. Students may not find the same degree of socialization in college.
- Transportation is the responsibility of the student.
- The college operates on the quarter system. Many of the high schools operate on a semester system. Holidays and vacation periods may be different. Students are expected to attend classes at the college even though their high school is not in session. Careful planning must occur as this may create conflicts with family and school activities.
- ***The high school is the final authority on what is required for graduation. Students must work closely with their high school counselor to ensure graduation requirements will be met.***
- Expanded Options students are responsible for keeping informed about high school deadlines and activities. Students need to develop a system to obtain information from the high school.

GENERAL COLLEGE INFORMATION

As a Columbia Gorge Community College student, it is **YOUR** responsibility to read and understand what is in the catalog and what is included in this material. Once you begin attending the college, you will be considered a “regular” college student. The faculty will expect the same level of classroom participation and quality of work as from any adult college student. If at any time you have questions or do not understand this material, it is your responsibility to contact the Expanded Options Program Academic Advisors: Mike Taphouse, (541) 506-6026; Kelly Sullivan, (541) 506-6022; or Ryan Brusco, (541) 506-6066.

Student Responsibility: Students will be expected to attend and be prepared for class, ask questions and conduct themselves as responsible adults. If students are having difficulty or want additional information, it is their responsibility to seek out the instructor. Instructors have posted office hours when students can come to see them for help or discussion. Office hours for instructors can be found on the course syllabus. Appointments can be made outside of office hours.

Students with Disabilities: Academic support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Academic Advisor who can refer them to the Student Support Services Advisor. Students must provide documentation and request services a minimum of two weeks prior to the beginning of term to ensure the availability of appropriate and timely services. The Student Support Services Coordinator, Shayna Dahl, can be reached at (541) 506-6046 or sdahl@cgcc.edu.

Class Pace: The speed at which college classes are taught is much faster than at high school. For instance, a high school math class, which is usually taught in one year at the high school, is taught in eleven to twelve weeks at the college. There is very little time for faculty to stop and review lessons for students who do not understand the material or were absent from class. However, faculty members encourage students to come to their offices for help. Free tutoring is also available at the college. See next section below.

Homework: College classes demand an average of at least *two hours of homework for each hour of class*. Example: a three-credit class will have approximately six hours of homework each week. Total time commitment for a three-credit class will be approximately nine hours a week. There will be no classroom time for homework. There is Drop-in Tutoring Assistance for writing and math. Call (541) 506-6011 TDC or (541) 308-8211 HR-ICC for the term’s schedule of drop-in assistance, or view it online at <https://cgcc.edu/academics/tutoring>.

Attendance: The faculty may or may not take attendance. It is the student’s responsibility to be prepared each day for class and meet all deadlines. Some instructors give pop quizzes and expect all papers to be turned in on time with no make-up possibilities.

Class Participation: This is an integral part of college and most faculty require students to participate in classroom discussions. The students in the classroom can range in age from 16 to 80, and students should expect varied opinions and adult topics.

Grade Reports: At the end of each quarter, grade reports will be posted on the student's "My CGCC" account on the CGCC website (www.cgcc.edu) under "Unofficial Transcript". Your high school will be sent a report of your grades each quarter.

Academic Records: Students successfully completing classes under the Expanded Options program will receive both high school and college credit. Your college grades will appear on your high school transcript and will become part of your **permanent** college transcript. Students wishing to apply to another college must list Columbia Gorge Community College as a college attended. Students who wish official transcripts sent to another college may do so by going to the CGCC website, logging into their "My CGCC" account and clicking on the menu option for ordering official transcripts. There is no fee.

Class Size: Class sizes are relatively small (approximately 15-20 students) at Columbia Gorge Community College. The small class size facilitates better instructor to student ratio. Instructors are able to give more individual attention to students who request assistance.

Cost: Expanded Options courses are **FREE**. Tuition, lab fees, and books costs will be paid by the school district. Students will need to purchase supplies and are responsible for transportation, if needed.

Access to Student Records: CGCC follows federal guidelines concerning student privacy rights. Faculty will not discuss a student's progress with anyone without the student's written permission. Parents will not have access to student records without the student's written permission. **However, in order to participate in Expanded Options, students must sign a release form to allow their high school to access their records**

CHOOSING YOUR CLASSES

As an Expanded Options student, you may attend CGCC part-time while taking classes at your high school. You may take day or evening classes as long as you have met the prerequisites for the course. Be aware that most high schools are on semester systems and CGCC is on the quarter system so the beginning and ending of terms do not always coincide (nor necessarily do Spring Breaks).

When planning your classes, you must know what requirements you have to meet for high school graduation. If you plan to meet these requirements at CGCC, you must find out from your high school which courses the school will accept to meet high school graduation requirements. Each district determines the courses it will accept to meet the high school requirements, so you need to check with YOUR high school.

Check the CGCC catalog for course descriptions and the quarterly schedule to determine times, prerequisites, etc.

REGISTRATION PROCEDURES

IMPORTANT: CGCC Fall registration begins at the end of May. High school students need to receive clearance from their high school counselor **BEFORE SUMMER VACATION** in order to register for CGCC classes at the earliest possible time. If students wait until August or September to register, many classes will already be full!

When you register, print a copy of your schedule. Take the schedule to the bookstore for your textbooks. The bookstore will have a list of Expanded Options students, and will allow these students to obtain their books.

Any changes in your schedule after initial registration may be made using CGCC's on-line registration system. **You must contact your CGCC advisor prior to making any changes.** Changes in your schedule must be made before the end of the first week of classes.

EXPANDED OPTIONS ACADEMIC PROBATION POLICY

1. Expanded Options students will be placed on academic probation if they earn below a 2.0 cumulative grade point average while enrolled, regardless of the number of credits attempted or earned. Such grades are not considered satisfactory progress, and students will be informed that academic progress must be improved to maintain their status in the program.
2. Expanded Options students placed on academic probation shall be removed from such status when they earn a cumulative GPA of 2.0 or higher.
3. Expanded Options students placed on academic probation may be limited in the number of classes they take the following quarter.

Students on academic probation who earn a quarterly GPA of at least 2.0, but whose cumulative GPA is still below 2.0, will continue on probation until their cumulative GPA is above 2.0

LIFE AFTER EXPANDED OPTIONS

Expanded Options students have the opportunity of continuing their higher education studies at Columbia Gorge Community College to finish a program or complete an Associate Degree after graduating from high school.

- Associate of Arts – Oregon Transfer
- Associate of Science
- Associate of Science – Computer Science
- Associate of Science Oregon Transfer – Business
- Associate of Science Oregon Transfer – Computer Science
- Associate of General Studies
- Associate of Applied Science available in these majors:

Accounting

Administrative Assistant

Administrative Office Professional

Early Childhood Education and Family Studies

Management

Nursing (Registered Nurse)

Electro-Mechanical Technology

We also offer Certificate programs in:

- Accounting Clerk/Bookkeeping
- Administrative Assistant
- Early Childhood Education and Family Studies
- Electro-Mechanical Technology
- Entry-level Accounting Clerk
- Marketing
- Medical Assisting
- Medical Office Professional
- Office Assistant
- Professional Skills Training
- Spreadsheet Support
- Web Development Assistant
- Word Processing Support

And courses Leading to Certification:

- Certified Nursing Assistant
- Emergency Medical Technician
- Phlebotomy

Columbia Gorge Community College also offers many financial incentives such as full-year tuition scholarships for high school students and returning students, as well as scholarships for each term. We have a full-time Financial Aid Advisor who is available to answer Financial Aid and scholarship questions, as well as help with the process of application. For more information please call (541) 506-6011 TDC or (541) 308-8211 HR-ICC.

TRANSFERABILITY OF CREDITS

All public universities in Oregon will accept college-level academic Expanded Options credits in a manner consistent with standard transfer equivalency policies. Students are encouraged to contact the college that they plan on attending to check the individual policies of each college as these policies are subject to change. Students should also check with out-of-state colleges and universities regarding transferability of Expanded Options credits. In most cases, credits will transfer.

A student who completes an Associate of Arts Oregon Transfer Degree at a community college in Oregon will have satisfied, in most cases, all of the general education requirements for the first two years at the four-year public universities in Oregon, as well as many in Washington, the University of Idaho, and Boise State University (Idaho). This transfer agreement assures the transfer of credit, but not automatic admission, since each institution has separate admission criteria which are based on grades, test scores, and other considerations. This means, generally, that Associate of Arts Oregon Transfer Degree students can begin work in their major area as soon as they transfer. See the Columbia Gorge Community College catalog for more information on the degree requirements for the Associate of Arts Oregon Transfer Degree.

Students are strongly advised to consult an advisor at each university or college that they plan to attend to determine whether they will be considered as transfer students or freshmen. This is important for a variety of reasons (scholarships, deadlines, housing, etc.). Call the individual university Admissions Office to make sure you are getting the most current information, based on the number of credits you will have earned at the time you apply. Students should also verify admission requirements for of the school of their chosen major (e.g. School of Education, School of Business, etc.) to better understand specific departmental requirements. In some majors, e.g. Engineering, it is not possible to meet all the departmental requirements and earn an AA degree in two years. In cases like these, it may be more advantageous to meet the departmental requirements than the AA degree requirements.

If a student is interested in attending a college or university outside of Oregon or any private college or university, it is particularly important to contact the school(s) and determine the transferability of credits

Be aware that universities will require a copy of your high school transcripts as well as an official Columbia Gorge Community College transcript. Keep in mind that your Columbia Gorge Community College transcript is permanent, and copies of all transcripts are required at all future institutions.

Remember, it is in your best interest to work closely with a CGCC advisor and the four-year college you will be attending.

GLOSSARY OF TERMS

- **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. Fall quarter is 12 weeks long, and Winter and Spring quarters are 11 weeks long. Summer quarter is 8 weeks or 11 weeks in length and is not covered by Expanded Options
- **Withdrawal:** Responsibility for withdrawal from a class within the specified withdrawal timelines resides with the student. **High schools will not be charged for the class if the student withdraws from the class within the first two weeks of the term (or equivalent for shorter term classes).** If a student withdraws from a class within the first four weeks, the class will not appear on their transcript. A withdrawal in the fifth 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.**
- **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 **usually the first week of the beginning of each term.** This drop period may be different for accelerated classes or classes that do not begin on the first day of term. The term schedule will list drop dates for these classes.
- **Transcript:** A transcript is the official record of your academic history at an institution. It will have listed by dates all course work, final grades, and any academic honors or academic warnings, probations or dismissals. An official transcript will have an embossed seal of the college on it. When sending your official transcript to other colleges, you must have it sent in a sealed envelope. Transcripts that have been opened will not be considered official. To obtain a transcript of courses completed at CGCC, a student must complete a transcript request form available in the Student Services Office. If a student owes money to the College for any reason (tuition, fines, etc), the College will hold the student’s transcript until payment is made in full.
- **Grade Report:** Grade reports are no longer 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.

HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL?

PERSONAL FREEDOM IN HIGH SCHOOL	PERSONAL FREEDOM IN COLLEGE
* High school is <i>mandatory</i> and <i>free</i> (unless you choose other options).	* College is <i>voluntary</i> and <i>expensive</i> .
*Your time is usually structured by others.	* You manage your own time.
* You need permission to participate in extracurricular activities.	* You must decide whether to participate in extracurricular activities. (<i>Hint</i> : Choose wisely in the first semester and then add later.)
* You need money for special purchases or events.	* You need money to meet basic necessities.
* You can count on parents and teachers to remind you of what your responsibilities are and to guide you in setting priorities.	* You will be faced with a large number of moral and ethical decisions you have not had to face previously.
* Guiding principle: You will usually be told what your responsibilities are and corrected if your behavior is out of line.	* Guiding principle: you're old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.
HIGH SCHOOL CLASSES	COLLEGE CLASSES
*Each day you proceed from one class directly to another.	*You often have hours between classes; Class times vary throughout the day and evening.
*You spend 6 hours each day – 30 hours a week – in class.	*You spend 12 to 16 hours each week in class
*The school year is 36 weeks long; some classes extend over both semesters and some do not.	*The academic year is divided into separate 11 and 12 week terms.
*Most of your classes are arranged for you.	*You arrange your own schedule in consultation with your academic adviser. Schedules tend to look lighter than they really are.
*Teachers carefully monitor class attendance.	* Instructors/Professors may not formally take roll, but they are still likely to know whether or not you attend.
*You are not responsible for knowing what it takes to graduate.	*Graduation requirements are complex, and differ for different majors and sometimes different years. You are expected to know those that apply to you.
HIGH SCHOOL TEACHERS	COLLEGE INSTRUCTORS/PROFESSORS
*Teachers check your completed homework.	*Instructors/Professors may not always check completed homework, but they will assume you can perform the same tasks on tests.
*Teachers remind you of your incomplete work.	*Instructors /Professors may not remind you of incomplete work.
*Teachers approach you if they believe you need assistance.	*Instructors/Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
*Teachers are often available for conversation before, during, or after class.	*Instructors/Professors expect and want you to attend their scheduled office hours.
*Teachers have been trained in teaching methods to assist in imparting knowledge to students.	*Instructors/Professors have been trained as experts in their particular areas of research.
*Teachers provide you with information you missed when you were absent.	*Instructors/Professors expect you to get it from classmates, any notes from classes you missed.
*Teachers present material to help you understand the material in the textbook.	*Instructor/Professors may not follow the textbook. Instead. To amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or, they may expect <i>you</i> to relate the classes to the textbook readings.

*Teachers often write information on the board to be copied in your notes.	*Instructors/Professors may lecture nonstop, expecting you to identify the important points in your notes. When instructors/professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.
*Teachers impart knowledge and facts, sometimes drawings direct connections and leading you through the thinking process.	*Instructors/professors expect you to read. Save, and consult the course syllabus (outline); the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.
STUDYING IN HIGH SCHOOL	STUDYING IN COLLEGE
*You may study outside of class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.	*You need to study at least 2 to 3 hours outside of class for each hour in class.
*You often need to read or hear presentations only once to learn all you need to learn about them.	*You need to review class notes and text material regularly.
*You are expected to read short assignments that are then discussed, and often re-taught, in class.	*You are assigned substantial amounts of reading and writing which may not be directly addressed in class.
*Guiding principle: You will usually be told in class what you need to learn from assigned readings.	*Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.
TESTS IN HIGH SCHOOL	TESTS IN COLLEGE
*Testing is frequent and covers small amounts of material.	*Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the instructor/professors need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a term.
*Makeup tests are often available.	*Makeup tests are seldom an option; if they are, you need to request them.
*Teachers frequently rearrange test dates to avoid conflict with school events.	*Instructors/Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
*Teachers frequently conduct review sessions, pointing out the most important concepts.	*Instructors/Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
*Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.	*Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.
GRADES IN HIGH SCHOOL	GRADES IN COLLEGE
*Grades are given for most assigned work.	*Grades may not be provided for all assigned work.
*Consistently good homework grades may help raise your overall grade when test grades are low.	*Grades on tests and major papers usually provide most of the course grade.
*Extra credit projects are often available to help you raise your grade.	*Extra credit projects generally speaking, may not be available to raise a grade in a college course.
*Initial test grades, especially when they are low, may not have an adverse effect on your final grade.	*Watch out for your <i>first</i> tests. these are usually "wake-up-calls" to let you know what is expected—but they also may account for a substantial part of your course grade. You may be shocked when you get your grades. It is your responsibility to seek outside assistance either from your instructor or college tutoring center.
*You may graduate as long as you have passed all required courses with grade of D or higher.	*You may graduate only if your average in class meets the departmental standard—typically a 2.0 or C.
*Guiding principle: "Effort counts." courses are usually structured to reward a "good-faith effort."	*Guiding principle: "Results count." though "good-faith effort" is important in regard to the professor's willingness to help you achieve good results, it will not <i>substitute</i> for results in the grading.

Your “My CGCC” Account

Every student who is admitted to CGCC has a “My CGCC” account. This is where you can find your student record and take care of most of your school-related business. Here are some of the things that you can do by logging into your account:

- Register for classes
- Drop or Withdraw from classes
- Check your grades
- Check your CGCC email
- Look at your education plan (Program Planner)
- Look at and print out an unofficial transcript
- Order official transcript

To login to your account, follow these steps:

1. Go to www.cgcc.edu
2. Click on “My CGCC”
3. Enter your User Name: This is your CGCC Student ID (obtain from your CGCC advisor) **or** your Social Security number. Do not use dashes, spaces, back slashes, etc.
4. Enter your PIN: the first time you login, your PIN is your birth date (four digits- MMDD) After you enter this, you will immediately be asked to choose a new password. Please remember this. You will use it from now on. If you do forget your PIN, we can reset it. Call the advisor.
5. The first time you login, you will also be asked to “Update your Record”. Check over your record and answer all questions. Sometimes the best choice for answering is “Decline to answer”. Once you do this, the computer will allow you to proceed. You will only be asked to update on the first time you login.
6. Then you will be able to select from a menu of options. You will also see the link to your secure CGCC email account. Please check this email account regularly for any communications you may receive.
7. If you have any problems with login or accessing various online services, please contact the advisor or the main phone number at CGCC (541) 506-6000.

Online and Hybrid Classes

CGCC offers a variety of online classes. These classes can be a good choice for Expanded Options students because you can choose when to do your coursework. Students whose schedules prevent them from taking traditional college classes, may still be able to participate in Expanded Options by taking an online class.

WARNING: Online classes include the same amount of work and have deadlines, just like a traditional class. Students must have the self-discipline to regularly do the work required. Successful online students often set aside “weekly class time” and stick to their schedules to avoid getting behind.

To determine whether taking an online class is the right choice, go to the following link for a brief orientation.

<https://www.cgcc.edu/online>

If you decide to take an online or hybrid class, follow these steps:

1. Register for your class, just as you would an in-person class
2. Login in to your online/hybrid class through your CGCC student account on the first day of the term: <http://www.cgcc.edu/mycgcc>
3. **IMPORTANT:** You must login to your online class Monday of the first week of class and show some activity by Wednesday or you could be dropped from the course. This lets the instructor know that you indeed want to take the class.



Columbia Gorge Community College follows all applicable state and federal laws, rules, and regulations that apply to student records. Therefore, all information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the student or upon the lawful subpoena or other order of a court of competent jurisdiction. The Family Education Rights and Privacy Act (FERPA) is a federal law that prohibits the release of student information to anyone but the student without the student's written permission. The release must be signed by the student. Even if the student is under 18, FERPA protects the information of all students enrolled in postsecondary institutions. When a student turns 18 years old **or** enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student.

TYPE OR PRINT IN BLUE OR BLACK INK ONLY.

Student Name: _____ Student ID #: _____

I, _____ authorize the following individual(s) or agencies:

Records to be disclosed (check all that apply):

- All
- Academic Transcript
- Address and/or phone number
- Class Schedule
- Degree Status
- Enrollment Status
- Financial Aid Information
- Grades
- Student Account Information
- Instructor comments or recommendations
- Other (please specify): _____

Restrictions (if any): _____

I hereby authorize CGCC to release the above designated information about me contained in the College's records. I agree to hold CGCC and its employees harmless for any unauthorized use of my student records obtained by the above named party or parties.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Submit completed form in person to Student Services at either The Dalles Campus or Hood River—Indian Creek Campus.
Email: registrar@cgcc.edu (release not submitted by the student in person must be accompanied by a copy of the student's photo ID)

This release is valid from the date above until the student invalidates it by completing a new form or until rescinded in writing.

Columbia Gorge Community College is an equal opportunity educator and employer.
Auxiliary aids and services are available upon request to individuals with disabilities.
Please contact CGCC's ADA coordinator at 541-506-6046, or use 711 Relay.