

College Now Program

Student Handbook 2025- 2026

To view the most current copy of this handbook and access live links, visit:

<https://www.cgcc.edu/college-now>

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Ashley Beardmore, High School Partnership Coordinator

***Any edits that occur past 9/22/25 will be present in red text**



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General Information

Columbia Gorge Community College (CGCC) College Now Program Contacts

To view CGCC's full directory: cgcc.edu/directory

Name	Title	Department	Contact	Contact me for...
Ashley Beardmore	High School Partnership Coordinator	Outreach Student Services	(541) 506-6024 abeardmore@cgcc.edu	All things not addressed below: quick questions, support, systems related information, etc. cgcc.edu/dual-credit
Shayna Dahl	Student Support Services Coordinator	Advising Student Services	(541) 506-6046 sdahl@cgcc.edu	Accommodations information & requests cgcc.edu/disability
Jessica Griffin Conner	Assistant Director of Student Outreach & Communications and CCLSN	Outreach Student Services	(541) 506-6039 jconner@cgcc.edu	Concerns regarding CGCC employee service
Karly Aparicio	VP of Student Services	Student Services	(541) 506-6232 kaparicio@cgcc.edu	Escalated concerns regarding CGCC employee service
Joyce Drzewiecki	Accounts Specialist	Business Office	(541) 506-6054 jdrzewiecki@cgcc.edu	Questions regarding bills sent by CGCC cgcc.edu/ar
Student Services Main Office		Enrollment Services Student Services	(541) 506-6011 studentservices@cgcc.edu	General information, student record changes, transcript support. Spanish speaking support

Communication

College Now stakeholders are encouraged to bring forward concerns or complaints in a timely and respectful manner. If the process is not already outlined in other handbook sections, concerns should first be directed to the Coordinator. If the concern is not resolved, it may be escalated to the Director of Outreach & Student Communications. Should the matter remain unresolved, a formal review may be requested from the Vice President of Student Services, whose decision will be final.



Campus Information & Contacts

The Dalles Campus (TDC)
400 E. Scenic Drive, The Dalles, OR 97058
(541) 506-6011, option 2

Hood River-Indian Creek Campus (HR-ICC)
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
 - Students are limited to financial aid eligibility only for 150% of the published credit length of a selected academic program. All credits on your transcript, including college credits attempted in high school, count toward the 150% limit for your selected program. The limit is approximately 135 credits for a two-year degree.

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- 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 higher 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 College Now

College Now enables students to earn college credit without the cost of AP exams or leaving their high school campus. High school teachers teach college level content in their classrooms. At the end of the term, teachers assign both a high school and a CGCC grade. College Now allows for college content to be stretched out if needed and provides students with a familiar environment to dip their toe into college level content.

College Now Course Confirmation

College Now teachers are required to submit a series of documents to confirm their courses for the academic year. Active courses are listed on the [Current Classes List](#). Courses marked as "Confirmed" indicate that the preliminary approval paperwork has been submitted and approved by CGCC's instructional department. Please note that students will not receive credit for courses that are not confirmed. After course confirmation, it is highly unlikely for a course to be cancelled.



As part of the program requirements, teachers must conduct a Midterm Review with a CGCC faculty member. If the observed course significantly deviates from the approved curriculum, the course will be canceled, and students will not receive credit.

Additionally, a course may be placed on probation during the Midterm Review process. If the teacher does not meet the agreed-upon improvement criteria by the end of the term, the course will be canceled, and students will not receive credit.

In both cases, the principal will be notified of the course status. It is the teacher's responsibility to communicate any changes in course status to students and their parents/guardians.

Eligibility

In order to be eligible for College Now students must be enrolled at a participating high school. College Now is designed for Junior and Senior high school students although Freshman and Sophomores can take courses if they are academically ready. Course content and expectations should 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.

As part of the enrollment process, a parent or guardian must verify the student's academic and emotional readiness by completing the College Now Parent/Guardian Permission Form.

High schools may also set their own set of eligibility and program entrance requirements. International exchange students are not eligible for College Now.

Becoming a College Now Student

Talk to a High School Counselor

- Confirm that your high school engages in College Now 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

Apply to CGCC

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



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.

Late Application

The CGCC application deadline ensures that student applications will be processed successfully before the registration window opens. Students may apply after the deadline, but it is not guaranteed their application will be processed successfully for that term's registration cycle.

Permission Forms

Parent/Guardian Permission Form

Students must have a completed [College Now Parent/Guardian Permission Form](#) under their account before registering for their first term of College Now courses. After application, students will not receive their login credentials for MyCGCC until this form is completed. Failure to submit this form before the registration window may result in a student missing registration for a preferred course. This form only needs to be completed once and is valid until the student turns 18 and/or graduates high school.

Release of Information

- A [Release of Information](#) is optional for all students. This form allows trusted individuals (such as a parent or guardian) to access to student information at CGCC
 - Email the completed for to studentservices@cgcc.edu or submit a physical copy to the [Student Services Main Office](#)
- Without a release, student information is protected by FERPA and cannot be shared with anyone other than directly with the student
 - For more information visit, cgcc.edu/ferpa.



Registration

College Now students must complete course registration to receive credit for their classes. Admission to CGCC establishes an account for the student but does not guarantee course credit.

- Students can register independently via their [MyCGCC student portal](#)
- For current registration windows, view the current [Student Deadline Calendar](#)
- To view current courses, view the [Current Classes List](#)

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

Late Registration

Late registration is only permitted **by the Coordinator** in cases of documented technical issues that prevented the student from completing registration within the designated window. In such cases, the student must have contacted the Coordinator before the registration window closed.

Any **other** registrations outside the regular registration window **will** require approval from the College Now teacher, who may grant clearance at their discretion. **To request this clearance, students must submit a [College Now Record Change Form](#).**

Registrations after final grades have been submitted will not be accepted during the 25-26 academic year. Any students seeking credit for courses from the 24-25 academic year or earlier should submit a request via the [College Now Record Change Form](#) by 11:59 pm October 31st, 2025.



Registration Troubleshooting

If a student encounters registration issues, double check that College Now has been selected as the program version.

Code	Term Description	Term Period	Registration Period
202425-3C11	2024-25 Winter - 11 week	1/6/2025-3/21/2025	11/14/2024 08:00 AM - 1/10/2025 11:59 PM
202425-3CCN	2024-25 Winter - College Now	1/6/2025-3/21/2025	11/18/2024 12:00 AM - 2/7/2025 11:59 PM

If the error persists, students should email the Coordinator for assistance. Students should utilize their high school email address and provide as much description of the error as possible, attaching screenshots if relevant.

Term Alignment

All College Now courses are assigned a CGCC term (Fall, Winter, or Spring). These terms are assigned based upon when final grades are issued. Students are responsible for tracking what term their preferred courses lie within. Each term has its own apply by date, registration window, last day to unregister, and final grade posting date. Courses and their assigned terms are available on the [Current Classes List](#).

Unregistration from a College Now Course

Students may drop or unregister from their College Now courses up until the last day of the registration window. When a student unregisters within this timeframe, all charges are refunded, and the course is removed from their student record. Late unregistration is



permitted only in cases of documented technical issues that prevented the student from completing the process within the designated window. In such cases, the student must have contacted the Coordinator prior to the deadline.

How to Drop/Unregister from a Course

- 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.

Final Grades

Participation in the College Now program results in two separate transcripts and two separate grades to be awarded at the end of the term (one from the participating high school and one from the participating post secondary institution, CGCC). End of term grades on each transcript may differ due to differing grading policies between syllabi. Students are responsible for understanding and adhering to the specific requirements detailed in the College Now syllabus to ensure eligibility for college credit.

Final grades will be assigned in accordance with the grading policy outlined in the approved College Now syllabus for that term. CGCC uses a basic letter grading system, meaning students can only be awarded an A, B, C, D, or F letter grade without the + or - modifiers. College Now students are not eligible for Withdraw 'W' or Incomplete 'I' grades. The College Now teacher is the sole grading authority for their course/s unless otherwise specified during a grievance report.

Grade Petition

All students have the right to petition their College Now final grades. High school transcripts are not considered valid evidence for a grade change, as the grading standards utilized by CGCC differ from those employed in high schools. If a student believes a grading



error has occurred, they should submit a request via the [College Now Record Change Form](#) within two weeks of final grades being posted. All grade changes must be sent to CGCC's Registrar by the teacher on record, from an authorized email address (high school or CGCC), before July 31st of that academic year.

Record Petition

If a student experiences a significant life event that prevents them from successfully completing a course after the deadline to unregister, they may submit a [Student Record Petition](#). Supporting documentation, such as doctor's notes, medical records, legal documents, or obituaries, must be provided. If the petition is approved, the course will be removed from the student's record, and all associated charges will be refunded.

Student Rights & Responsibilities

Partner high schools must reflect [CGCC's Mission, Vision, Priorities, and Guiding Principles](#) while teaching CGCC content. Students must adhere to the policies and procedures outlined in both the College Now Handbook, their high school's handbook, and their College Now syllabi. If they feel there are conflicts, they should reach out to the Coordinator. If students have major concerns regarding program process or conduct, they should reach out to the VPSS.

- Grading policies outlined in College Now syllabi may conflict with high school policy regarding grading. CGCC's grading standards supersede those of the high school in the case of grades awarded for College Now courses.

Accommodations

Student Handbook:

College Now students who do not attend a state, public, or government school are able to request accommodations at CGCC for their College Now courses. High schools and colleges operate under different guidelines for students with disabilities. If accommodations are needed, students should notify CGCC's Student Support Services Coordinator to determine reasonable accommodations for a student in a College Now class. Any accommodation plan created at CGCC will only apply to teachers of the College Now courses that are notified of the plan. Unlike high school, not all teachers or guardians will automatically see the student plan. It is up to the student to decide who it is shared with and when.



Reasonable accommodations in teaching methods and/or assessment delivery, consistent with college policy and that do not alter the essential content of a course or program, may be available to students with a documented disability. All students must meet the [course outcomes](#) in order to be eligible for college credit. Any accommodation plan implemented by the high school that involves content modification or specialized instruction will not be used for College Now content and grading. Examples of modifications that are not permitted include shortened assignments, shorter tests or exams, or makeup exams given solely to improve a low grade. If you have questions about whether a specific accommodation can be applied in a College Now course, please contact CGCC's Support Services Coordinator.

Students can request accommodations at any time during the school year, but they won't apply to work that was done prior to the request. To make sure support is ready from the beginning of class, students should request accommodations at least two weeks before the class starts.

How to Request Accommodations for a College Now Course

- [Schedule a 'Disability Intake Appointment'](#) with the Student Support Services Coordinator
 - Please list that you are a College Now student in the notes section
 - Students may bring a parent, guardian, or other support person to this meeting
 - Bring/provide related documentation of an existing disability
 - Adequate documentation is required for a request to be processed
 - During this meeting, students will create an accommodations plan and identify which College Now teachers they would like it to be sent to
- CGCC College Now Accommodations Plan is sent and should be implemented by the next class period or as soon as possible if the accommodation requires more time to make arrangements *if class is already in session
 - Students should contact the Student Support Services Coordinator if accommodations plan is not being implemented as needed or expected



- If accommodations cannot be implemented by the next class period, teachers should provide the student with written documentation outlining the date by which the plan will be implemented
- Students can request that their accommodations plan be sent as many College Now teachers as they would like while participating in College Now
 - Email Student Support Services Coordinator with the request and the list of teachers it should be sent to

Student Resources:

- <https://www.cgcc.edu/disability>
 - Please note that accommodations offered to College Now students may not be as expansive as those given to students who are enrolled at CGCC full time
 - Please do not refer to the Disability Resources page for instructions on how to request accommodations as this process differs for College Now students
- Contact the Student Support Services Coordinator for additional assistance and resources

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

The College Now course fee is calculated at 50% of the cost of one CGCC credit and adjusts accordingly. This fee is a one-time flat rate per course. Billing systems vary by high school: some schools cover the cost, while others do not. In some cases, schools bill students directly; in others, CGCC handles billing.

Details about each school's billing agreements are available in the 'High School Profiles' section on cgcc.edu/college-now. The College Now Parent/Guardian Permission Form



confirms an understanding of the current year's billing structure for the corresponding school.

Tuition Assistance

CGCC offers tuition assistance to qualifying College Now students. Students must submit a request through the [College Now Tuition Assistance Form](#) and attend a high school that does not already cover the cost of College Now courses. **Requests will be processed based on current funding availability.** Any questions regarding tuition assistance may be directed towards the Vice President of Student Services.

MyCGCC

Tutorials

[View Current College Now Enrollments](#)

[View Past College Now Enrollments](#)

[Paying your College Now Bill \(if applicable\)](#)

Preferred Names

Students may want to update their name in CGCC's information system in order to reflect their identity, even if they have not legally changed their name. If you would like to make an update within our student information system to reflect your preferred name, please follow the steps below. All submissions are confidential and will be processed with care. Steps to update your preferred name in CGCC's information system or in your CGCC school email follow the steps linked here: cgcc.edu/preferred-names.

Resources

College Now courses are offered at a discounted rate, with no additional fees for students or schools. As a result, access to on-campus resources is limited. This limitation is carefully considered during the course approval process. All confirmed courses are thoroughly vetted to ensure students can succeed using the resources available to them at both their high school and CGCC.

College Now students have access to the following on campus resources:

- Support from CGCC's Coordinator

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- Accommodations assistance from CGCC’s Student Support Services Coordinator
- Billing support from CGCC’s Billing Office
- General support from the Student Services Main Office
- CGCC library (Hood River and The Dalles): cgcc.edu/library
 - Library card
 - Free internet access, computers, and printing
- CGCC clubs and events
 - Club information: cgcc.edu/student-life
 - Event information: cgcc.edu/event-calendar
- Any other on campus resources available to the general public
 - cgcc.edu/resources

Orientation

All College Now students must complete the following orientation tasks every year:

- Review the High School Programs [slideshow](#)
- Read the current College Now Student Handbook
- Review or watch the current College Now Student Orientation ([video/slideshow](#))
 - **In person/live events are available and posted on <https://www.cgcc.edu/college-now>**

High School versus College Now

Most High Schools	College Now
Schools offer a structured environment with guidance.	Students are expected to learn more independently and employ self-management techniques.
High school is mandatory and it’s usually free.	Attending college is a choice and it is not free.
Teachers use true/false, multiple choice, and short answer test formats.	Teachers give complex exam questions that require analysis, application, and theory.
Parents have access to school records, and can speak with teachers or staff about how you are doing.	Parents cannot talk with the college staff or get grade information unless you complete a FERPA release form.
Makeup exams or even the ability to retake	Makeup exams are seldom an option



tests for a better grade are often allowed.	unless you request it from faculty. Retaking an exam for a better grade is not an option.
School districts are responsible for identifying a student's disability.	Students must identify themselves to the Student Support Services Coordinator.
Personal services for medical or physical disabilities are required to be provided by the school.	No personal services are required to be provided. It is up to a student to cover these services if needed.
Fundamental alterations or modifications of course content are required based on student need.	No modifications or alterations of course content are required and will not occur. All students need to meet the same learning outcomes.
School districts develop Individualized Educational Plans (IEPs) or 504 plans for services provided in the K-12 system.	IEPs or 504 plans do not exist in higher education. Students must submit documentation to determine reasonable academic accommodation.
The school ensures students receive their IEPs or 504 supports, services or accommodations.	Students are responsible at the beginning of each class for requesting accommodation plans be sent to faculty.
Teachers remind you of missing work or offer their assistance.	Students are expected to initiate contact if you need help. It is up to you to keep track of your assignments.
Teachers provide you with missed information when you are absent.	You are expected to get notes from classmates for missed classes and to contact faculty if you miss assignments.
Teachers write notes on the board that you need to copy into your notes.	Students are expected to identify and take notes on any important points. Good notes are needed.
You can study in class or study hall and may not have much homework.	On average students spend at least three hours per credit each week studying outside of the class hours.



Tech Troubleshooting

Logging in to MyCGCC

- Students receive their username and temporary password from CGCC after their application has been processed (this can take 2-3 weeks as our applications are processed manually) and their Parent/Guardian permission form has been submitted. If a student has not received login information in a month or more with both items completed, contact collegenow@cgcc.edu.

CGCC login credentials typically look like this:

Username: firstname.lastname@student.cgcc.edu

Password: (randomly generated temporary password)

*We encourage students to save their CGCC password once they have reset it somewhere physically or digitally.

2 Factor Authentication:

Students will get a pop up to enter in 2 factor authentication information: they can choose whether or not they enter information in. This is a way for them to recover their account themselves if they forget their password. They can also click 'skip' if they do not want to proceed. It's important for students to remember if they have set this function up- *if they click forgot password on the login screen and 2 factor is not set up, this message goes nowhere.*

In the case of login issues:

- Check student is attempting to login to the [MyCGCC Student Portal](#)
- Check student is using their CGCC login credentials
- If both have been checked, please email collegenow@cgcc.edu for a password reset

*Students *do not* have the ability to reset their password currently, but they can recover it if they have enabled 2 factor authentication

General Tech Support

If students encounter any other issues related to MyCGCC or the CGCC application, please email collegenow@cgcc.edu. Students should contact their high school for any other technology questions such as issues with internet access or high school provided devices.



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 and 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.

Feedback & Accountability

High School Programs Student Spotlight

Any students who are in CGCC's high school enrollment programs are invited to submit their story to the [High School Programs Spotlight](#) (current and former students welcome).

Program Improvement

All current students are sent an End of Term Course Evaluation. This form is shared every term by College Now teachers. Students must submit an evaluation at the end of every term they take dual enrollment classes. This form is anonymous and is not used to evaluate individual teachers abilities, rather, to assess overall program performance.



All other program stakeholders (such as school staff, teachers, and families) are invited to submit feedback using the [High School Programs Feedback Form](#) at any time during the school year. These results are compiled and used during the College Now annual improvement process. Any active concerns should be escalated following the appropriate processes outlined in the College Now handbooks. If not applicable, contact the current Coordinator for assistance.

Program Standards

CGCC supports Dual Credit and Sponsored Dual Credit. To view program standards visit [HECC's Accelerated Policy and Pathways page](#).

25-26 College Now Student Deadline Calendar

Item	Fall Term	Winter Term	Spring Term
CGCC Application Due	Sep 12	Nov 10	March 6
Registration Window Opens	Oct 1	Dec 1	April 1
Registration Window Closes	Nov 21	Feb 27	May 22
Last Day to Unregister	Nov 21	Feb 27	May 22
Final Grades Available on MyCGCC	Dec 10	March 25	June 17

To view college closures and holidays, visit cgcc.edu/academic-calendar.



College Now Glossary of Terms

Contact the Coordinator if there's a term that would be helpful to add to this list!

Accelerated Learning: Educational experiences that provide high school students with the opportunity to earn college credit while in high school. These educational experiences may occur at a college/university or as part of the high school program. In many cases, students earn both high school and college credit. Accelerated Learning has many forms in Oregon. Some examples include high school students taking courses at the college/university independently or as part of Expanded Options or other programs, Dual Credit, and Advanced Placement.

Accommodations: Supports provided to help students with disabilities to access curriculum. Accommodations do not change what the student is expected to learn.

Apply/Application: Students must indicate that they consent to becoming a student at CGCC. The application is how students indicate interest and share basic information about themselves with the college. Completing an application creates a student account, but does not automatically enroll you in courses or guarantee college credit.

College Now: College Now is a program that allows students to earn college credit in their high school classes, taught by high school teachers. CGCC's College Now program offers both Sponsored Dual Credit and Un-sponsored Dual Credit. It is a form of Accelerated Learning in the state of Oregon and it falls under the category of 'high school based college credit partnership'.

College Credit: Proof of completing a college level course on your transcript. Typically, earning college credit means being awarded a passing grade for a course at a higher education institution.

Coordinator: aka High School Partnership Coordinator at CGCC

Credits: All college courses have a credit amount attached to them. Credits typically range from 1-5. Credits indicate the amount of time students spend in class or on work for the



class. The higher the credit amount, the more time spent. Typically, 1 credit hour is equivalent to 1 hour in class and 2 hours of study time per week.

Credit Limit: This is a limit on the total number of college credits you are able to attempt per term or per year.

Dual Credit: As defined by the standards, Dual Credit refers to a course that is

- a.) Offered as part of the high school program,
- b.) Taught by a high school teacher, acting as a proxy instructor for the college/university, who has been approved by the college/university and meets the qualifications to teach the course for the college/university,
- c.) Sufficiently similar to the college/university course to enable the student to be described as "taking a course from the college or university." Dual credit students enroll in the college course, and grading and transcription are consistent with those of like courses at the college or university.

The Oregon Dual Credit Standards align with nationally recognized practices and very specifically focus on replicating, to the greatest extent possible, the college or university course in the high school. This includes requiring the participating high school teacher to meet the qualification to teach the course for the college/university.

Dual Enrollment: A student who attends two institutions at the same time. In the case of College Now, a student is enrolled at their high school and at CGCC.

Enrollment/Registration: To enroll or register for a course means you are signing up to take the course. Once enrolled or registered for a course, it appears on your transcript and you will be responsible for payment.

FERPA: FERPA gives the student "the right to have some control over the disclosure of information from educational records." An education record is defined as any record that directly identifies a student and is maintained by the institution. The student has a right to inspect and review any departmental or college records you maintain on him/her except for 'sole possession records' (sole possession record is a record you never share with anyone else and is maintained solely by you. Sole possession records are not subject to FERPA). Under FERPA, parents cannot access a student's record without the student's consent (even if they are under 18). <https://www.cgcc.edu/ferpa>



Financial Aid: Financial aid from the federal government to help you pay for education expenses at an eligible college or career school. Grants, loans, and work study are types of federal student aid. You must complete the FAFSA form to apply for this aid. High school students are not eligible for financial aid, but their actions while enrolled in college classes while in high school can affect their financial aid status once they graduate high school.

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.

High school based college credit partnerships: Accelerated learning opportunities are offered as part of the high school education program through partnerships between high schools and institutions of higher education utilizing dual or concurrent enrollment or other early college credit opportunities to enable students to earn and transcript college credit while in high school. This does not include courses that students take directly from the college/university while in high school, whether by coming to the college/university or having college/university faculty teach the course at the high school.

Modifications: Modifications change the content, performance expectations, and or the curriculum of the course. Modifications are not allowed in College Now courses.

Office Hours: Dedicated time teachers make available to meet with students outside of regular class time. This is typically used for additional academic support. Office hours for each College Now class should be listed on the College Now syllabi.

Orientation/Onboarding: All students are required to complete a set of tasks to prepare for College Now. These tasks are required to review each year in order to keep up with policy and program updates. Orientation for College Now students includes the review of Dual Enrollment Programs, the current College Now handbook, and reviewing the current College Now orientation material.

Program Version: CGCC students have different program versions. Some have a couple over time while attending CGCC, others have a couple at the same time. College Now is

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considered a program version. You may have another program version if you have taken a different type of class with us before (for example: Community Education or Running Start). It is important students understand which programs they are taking courses under as it affects their student record and billing processes.

Satisfactory Academic Progress or SAP: A school's standards for satisfactory academic progress toward a degree or certificate offered by that institution.

Sponsored Dual Credit: As defined by the standards, Sponsored Dual Credit refers to a course that is

- a) Offered as part of the high school program,
- b) Taught by a high school teacher in partnership with a sponsoring college/university faculty member who meets the qualifications to teach the course for the college/university, and
- c) Sufficiently similar to the college/university course to enable the student to be described as "taking a course from the college or university." Sponsored Dual credit students enroll in the college course, with grading and transcription consistent with those of like courses at the college or university.

While the proposed Sponsored Dual Credit standards are modeled after the Oregon Dual Credit Standards, they broaden the options for offering college or university courses at the high school by providing explicit standards for faculty/teacher partnerships to ensure appropriate expertise, oversight, and alignment. This allows a high school the opportunity to work closely with a college or university to offer these courses even though the high school may not have teachers who meet the higher education institution's qualifications for teaching the college or university courses.

Sponsoring college or university: The sponsoring college or university is the institution that is awarding and transcribing the postsecondary credit. The sponsoring college or university is responsible for ensuring compliance with accreditation, and institutional rules, standards, laws, and regulations, as well as upholding the Dual Credit and Sponsored Dual Credit agreements with partners. If there are multiple college or university partners, each higher education institution is considered a sponsoring college or university for the courses for which it is awarding and transcribing credit.

Sponsoring faculty member: The sponsoring faculty is a faculty member from the sponsoring college or university who is responsible for the college course offered and the credit awarded, and who oversees the orientation, oversight, training and implementation

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to ensure that Sponsored Dual Credit courses align with a college's or university's courses. The sponsoring college or university is responsible for identifying a sponsoring faculty member who has the qualifications and experience to provide appropriate leadership and oversight, and who is committed to connecting, communicating, and collaborating with the high school teachers and other faculty in the partnership.

Syllabus/Syllabi: 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. College Now courses are required to span at least 11 weeks, but often are longer to accommodate high school Trimester and Semester schedules. Quarters are also referred to as 'terms'

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.

Unregister/Drop: College Now students have a window available each term to unregister from or drop a course/s for that term. When you unregister from a course, it removes the course from your record and any charges will be refunded.