

Chemeketa Community College
Senate Bill 300 Expanded Options Program
2006-2007

Chemeketa looks forward to working with our regional high school partners to provide new options for high school students. Expanded Options, created during the 2005 legislative session, provides high school students eligible under Senate Bill 300 additional opportunities for early entry into post-secondary education. It also emphasizes specific provisions and priorities for at-risk students and students who have dropped out of high school. Students who wish to participate in EOP must gain approval from their high school for referral to the program. After approval by the students' high school, Chemeketa will review and determine the students' acceptance into the program.

The information listed in these guidelines pertains specifically to SB 300 and the Expanded Options Program (EOP). Previously existing partnership programs for high school students at Chemeketa Community College (CCC), such as specific dual enrollment programs, GED Preparation and College Credit Now will continue to be available with few, if any changes.

CONTACT INFORMATION

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Jim Eustrom Dean, Student Development and Learning Resources	General information about the Expanded Options Program	503-399-5076 jime@chemeketa.edu
Minna Gelder Registrar	Registration, enrollment and transcript information	503-589-7870 mgelder@chemeketa.edu
Melissa Frey Admissions Coordinator	Admissions	503-589-7652 Mfrey12@chemeketa.edu
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Rebecca Woods Disability Services Coordinator	Disability Services	503-399-5276 Rwoods8@chemeketa.edu

I. ADMISSIONS

Enrollment Eligibility

In order to enroll at Chemeketa Community College as part of the Expanded Options Program, a student must be approved for the program by their high school and:

- Take our placement tests; and
- Fill out an Admission Application/Underage Student Form.

These processes need to be completed by students prior to enrollment in the Expanded Options Program.

The Expanded Options Program (EOP) is a unique program, and acceptance to EOP is not the same as formal acceptance to Chemeketa Community College. To be formally admitted to Chemeketa, a student must be 18 years old, or have a GED or a high school diploma. Some programs, especially in the professional-technical areas, are only available to formally admitted Chemeketa students. After approval by the students' high school, Chemeketa will review and determine the students' acceptance into the program.

Placement Tests

All EOP students are required to take reading, writing and math skills placement tests. Chemeketa uses COMPASS placement which is a computerized placement test. Placement test scores are used in advising and placing students into appropriate classes. Students must take placement tests prior to attending an EOP orientation session.

Students will need an appointment for COMPASS testing. Appointments may be scheduled by calling 503-399-6556 to test in Salem or by e-mailing Chemeketa's Testing Center at testing@chemeketa.edu. Students will need photo ID and their social security number (or alternate ID number), and will receive their results as soon as the test(s) are completed. Students wanting to test at outreach campuses/centers should contact the local campus/center (see information contact list) for appointments at their site.

Admission Application/Underage Student Form

All Expanded Options students must complete an Admission Application/Underage Student Form, providing all information and required signatures. Students under age 18 must have a parent signature on the form.

Deadlines

New EOP students must have all paperwork (completed Application Cover Page, Admission Application/Underage Student Form and Placement Test results) turned in to their high school and forwarded to Chemeketa by the high school representative by the deadline listed for each term. Students who are identified after the start of any given term may be enrolled in the EOP by their high school for the following term. It would be helpful if high schools turned in a list of referred students and the name of the high school contact person in one packet. **Continuing EOP students may file paperwork once during an academic year unless otherwise required by their resident high school.**

Deadlines for receiving paperwork from high school:

May 19, 2006 - for fall term enrollment; notification by June 9, 2006

October 27, 2006 - for winter term enrollment; notification by November 16, 2006

February 9, 2007 - for spring term enrollment; notification by March 1, 2007

Notice of Acceptance

Within twenty (20) days of receiving paperwork from the high school, Chemeketa will notify each student and his/her high school and the Department of Education of conditional acceptance into the Expanded Options Program. This acceptance will be conditional until completion of an EOP Orientation. Information on orientation days and times will be provided with the acceptance letter.

II. REGISTRATION

Orientation

All EOP students must attend and complete an EOP Orientation. Students will be notified of orientation options with their letter of conditional acceptance. A parent or guardian must accompany each student to an initial orientation session in order to ascertain that programs, operations, Chemeketa expectations and high school requirements are well understood. Orientation sessions will be held at Chemeketa's Salem campus.

Advising

Students are encouraged to seek academic advising at Chemeketa prior to registration each term. Strong communication between high school counselors and Chemeketa's Advising and Counseling Department will ensure that students are enrolled in appropriate classes. Academic advising appointments may be arranged by calling the following phone numbers at each Chemeketa location.

- Salem Campus Advising 503-399-5120
- Dallas Center 503-623-5567 or 503-399-5206
- Santiam Centers 503-769-7738 or 503-399-5215
- McMinnville Campus 503-472-9482 or 503-399-5219
- Woodburn Campus 503-981-8820 or 503-399-5207

Advising will also be available in conjunction with orientation sessions.

Course Eligibility

Students must meet all prerequisites for courses in which they enroll. Chemeketa will not limit access to any class, other than by space available or prerequisite. High schools are encouraged to be very specific with their students as to any restrictions placed on the student's enrollment at Chemeketa Community College and to monitor their course selection within the first two weeks of the term.

Credit Equivalency

Each high school maintains responsibility for determining college to high school credit equivalency. In order to receive transcripts for Expanded Options students, high school registrars/administrators must request transcripts from Enrollment Services at the end of each term. Please contact Minna Gelder at 503-589-7870 or mgelder@chemeketa.edu.

Course Duplication

Chemeketa Community College is not responsible for identifying if a college course is considered a duplicate to a high school course, and, therefore, will not limit a student's enrollment based on the possibility that it might duplicate a course similar in scope that is available at the student's high school. Good communication between high schools and Chemeketa should address any duplication issues, but high schools will ultimately be responsible for approving the courses that EOP students take. Chemeketa high school courses based on Adult High School Completion requirements are also considered to be different than similar courses at local high schools and can be considered for EOP students if local high schools approve enrollment.

Registration for Courses

Expanded Options students who have been accepted may register according to the dates of registration each term. Registration dates for the 2006-07 academic year are:

Fall term: August 22, 2006
Winter term: November 28, 2006
Spring term: March 13, 2007

Additional registration information will be provided at orientation sessions, in the schedule of classes, or at the Chemeketa website at www.chemeketa.edu.

Tuition and Fees – 2006-07

Regular tuition and fees will apply for Expanded Options students (see quarterly schedule of classes or the Chemeketa website at www.chemeketa.edu for current amounts); however, there will be a small additional term-by-term support services fee (see below) to help us provide additional services for EOP students.

- 2006-07 Tuition and Universal Fee - \$64 per credit
- EOP support services fee - \$50* per term
- Possible additional costs:
 - Distance learning fee - \$35-\$50 per course (only pertains to online classes)
 - Class/lab fees – amounts vary (see schedule of classes or the Chemeketa website at www.chemeketa.edu)
 - Negotiated special education services, if applicable

*To provide additional minimal staffing for orientations, specific advising, communication with high schools, and other support for EOP students.

Billing and payment procedures

The college will invoice the district for applicable tuition and fees per student per term. The remittance address and due date will be indicated on the invoice.

An authorization must be submitted by the district to Chemeketa Business Services (Attention: Wendy Farmer; FAX 503-399-5038) by the first day of early registration for each term (see dates listed under Registration for Courses). The authorization must include each student name, student social security number (or student college ID number), and total amount authorized for the term. Late fees of \$25 will be added 10 days after registration to student accounts with no authorization on file. All other college policies regarding student accounts, refunds and late fees will apply.

III. ADDITIONAL IMPORTANT INFORMATION

Textbook Purchase and Buy Back

Prior to the beginning of each term, each high school or school district is expected to provide the Bookstore with a list of students authorized to purchase textbooks or instructional materials. The authorization should include the student(s) name, ID number and maximum amount per term the student can charge at the bookstore. The Chemeketa Bookstore will invoice the district separately for these costs.

High schools are welcome to participate in the Chemeketa textbook buy back process by developing a process for collecting the books from their students and selling them in an effort to recoup some of their textbook expenses. Chemeketa's textbook buy back is held each term during finals week. Please call the Bookstore (503-399-5131) for more information.

ID Cards

Chemeketa students access many student services at the college through the use of student ID cards. Students currently enrolled can get their ID card at the Chemeketa Bookstore or at the outreach campuses/centers during their scheduled days. Students must provide a picture identification and student ID number at the time their picture is taken. There is no charge for the first ID card. If the card is lost or stolen there is a \$5 replacement fee.

Financial Aid

Based upon federal law, students participating in the Expanded Options Program at Chemeketa Community College are not eligible to receive federal financial aid. The student's high school will be expected to pay for the costs of tuition, fees, books and supplies for Expanded Options students.

Student Records, Confidentiality, and Release of Information

The records of students participating in the Expanded Options program at Chemeketa Community College are protected by the Family Educational Rights and Privacy Act (FERPA). Chemeketa complies with all applicable state and federal laws, rules and regulations that apply to student records. This requires that all information that is personally

identifiable to any student must be kept confidential and will not be released (even to parents), except upon written consent of the student or other order of the court. Completion of the Admission Application/Underage Student Form includes a waiver that allows for release of information to the high school upon request. This includes the following examples:

- 1) The college cannot discuss a student's class attendance with parents or guardians.
- 2) Parents and guardians may not attend classes with the student unless they are registered for the class and pay the required tuition and fees.
- 3) Instructors may not discuss a student's academic progress with a parent or guardian.
- 4) Course grades at the end of the term will be sent to the high school, upon request. Students will have access to grades and unofficial transcripts through <http://my.chemeketa.edu>. Chemeketa cannot discuss grades with parents or guardians.
- 5) All grades earned in a class at Chemeketa are part of the student's permanent academic history. Students will be required to send an official Chemeketa transcript to other colleges or universities when they apply for admissions in the future.

Attendance and Progress Reports

Attendance is important for success in college classes; however, it is not a requirement enforced by Chemeketa. In an effort to aid high schools to track attendance, Chemeketa will request one attendance/progress report be submitted by the student and signed by the instructor at the end of the 5th week of each eleven-week term.

Standards for Student Progress

School districts will determine satisfactory standards of progress for their students.

Reasonable Accommodation for Students with Disabilities

All students with documented disabilities are encouraged to access services provided by Chemeketa's Disability Services Office (DSO). These services may include note takers, extra time on tests and assignments, special arrangements for seating, etc. In order to access these services, students must meet with an accommodation specialist in the Disability Services Office as well as provide documentation of their disability to meet college documentation requirements. While an Individualized Education Program (IEP) may be useful in helping to determine appropriate accommodations, it is not considered documentation at the college level. It is essential that a student's learning disability testing be completed within the last three years. Testing and diagnosis for other disabilities should be current and performed by a diagnosing professional. All disability testing is the responsibility of the resident high school; Chemeketa does not provide any disability testing.

Instructors at Chemeketa Community College will not adapt content, methodology, or delivery of instruction for students, and Chemeketa personnel will not participate in Individualized Education Program (IEP) meetings or implementation. It is the responsibility of the resident high school to provide any special education services required in an IEP.

One key difference between high school and college is the level of self-advocacy and independence a successful student needs to exhibit. College personnel cannot initiate contact with a student who has not sought services on his/her own. Disability accommodations average 4-6 weeks to plan. In order for the student to have the best chance at success he/she should be encouraged to meet with the Disability Services Office several months in advance.

Special circumstances may require substantial advance notice and financial responsibility by the high school for unique services required by a student.

The Disability Services Office follows very strict confidentiality requirements as previously mentioned under the Confidentiality section of this information booklet. Disability Services will be permitted to speak only to individuals specifically named in the student's "release of information form"; a high school may encourage a student to list one contact person at the high school for sharing of disability-related information by Disability Services staff.

Student Policies and Student Conduct

Choosing to join the college community obligates each member to a code of behavior. Chemeketa students will bear the ultimate responsibility for the effects of his/her decisions and behavior. Violations of this code of behavior may result in disciplinary action. Each student in the college community has certain rights that accompany his/her responsibilities. The Chemeketa Student Rights and Responsibilities document will be provided to all EOP students at their orientation session. It is also available at our Web site:
<http://www.chemeketa.edu/attending/studentrights/rights.html>

Program Review and Revisions

District and college representatives will review Expanded Options Program guidelines, policy and procedures each year as part of the program evaluation process.