

# ADMISSIONS

Central Oregon Community College is an open-door, equal-access institution. Enrollment Services is located in the Boyle Education Center. Services include admission, registration, student payment, financial aid, veterans' benefits, transcript evaluation, degree/certificate evaluation, student records, grades and transcript requests. Most services are also available at COCC's Redmond, Madras and Prineville Campuses.

## Admission Criteria

### New Students

To qualify for admission, students must be 18 years of age or older, or possess a high school diploma or GED. Applications are available online (<https://www.cocc.edu/departments/admissions/getting-started/default.aspx>) or at any campus. All new students (those who have never taken credit courses at COCC) are required to submit a \$25 non-refundable application fee at the time of application.

### Students Returning After an Absence

Students who have attended COCC but have been absent for four quarters or more must submit a new application. No application fee is required.

### Transfer Students

First time COCC students transferring from another college or university must submit an application for admission and a \$25 application fee. In addition, all official transcripts from previous institutions must be submitted prior to advising and/or registration.

### Students not Seeking a Certificate or Degree

Many students take college credit courses at COCC, yet are not planning to earn a certificate or degree. Non-certificate/non-degree-seeking students apply through the regular application process and are required to take the placement assessment prior to registration. Some students may be exempt from placement assessment; see the College website for exemption criteria. Non-certificate/non-degree-seeking students are not required to participate in advising.

## Application Dates

COCC accepts applications on a continuing basis. For term specific application deadlines check the academic calendar - important dates by term (<https://www.cocc.edu/departments/admissions/degrees-and-classes/academic-calendar-important-dates-by-term.aspx>). COCC reserves the right to close admission prior to the application deadline. Students are strongly encouraged to apply early.

## Residency Policy

Determination of residency for purposes of tuition will be made according to the following definitions. Applicants to the nursing program must satisfy in-district residency requirements as outlined in the nursing program application packet.

### In-District Residency

An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the district will be classified as an in-district resident. The COCC District consists of all of Deschutes, Crook and Jefferson counties,

the northern portions of Klamath and Lake counties, and the Warm Springs Indian Reservation in Jefferson and Wasco counties.

### Out-of-District (In-State) Residency

An individual who, for one full year prior to beginning taking credit classes has either:

1. owned property (or if under the age of 24, whose parent/guardian owns property); or
2. maintained a permanent and continuous residence in the state of Oregon (but outside the COCC District) will be classified as an out-of-district resident.

The student will remain an out-of-district student for two calendar years after the term in which the student began courses; at that time, the student will convert to in-district residency.

### Out-of-State Residency

(CA, ID, NV, WA residents see exemption below.) An individual who has not maintained a permanent and continuous residence in the state of Oregon during the year prior to the beginning of the first term of enrollment will be classified as an out-of-state resident. The student will remain an out-of-state student for two calendar years after the term in which the student began courses; at that time the student will convert to in-district residency.

### Exemption

Per Oregon Administrative Rules, residents of California, Idaho, Nevada and Washington will be charged in-state (out-of-district) tuition.

### Verification

Residency of each applicant for college credit courses is determined from information provided at the time of application. When there appears to be an inconsistency, the College may require documentation to verify residency.

### Transferring to Another Oregon Institution

In-state residency classifications may be different at Oregon community colleges than at Oregon public universities and can affect tuition rates. Students are encouraged to check residency classifications before beginning their education in Oregon.

### Military Personnel

Military veterans who have been discharged from service under honorable conditions (and/or their qualifying dependents) will be assessed tuition as follows:

- Students who were in-district residents prior to military service will be charged the in-district tuition rate.
- Students who were in-state/out-of-district/border state residents prior to military service will be charged the non-resident veteran tuition rate.
- Students who were not Oregon residents prior to military service will be charged the non-resident veteran tuition rate. The non-resident veteran tuition rate is calculated as the in-district tuition rate plus 50 percent of the difference between COCC's in-district rate and out-of-district/border state rate.

In order to receive the non-resident veteran tuition rate, a student must submit a certificate of eligibility or DD214 to the COCC Veteran Certifying Official. Per the College's standard residency policy, a non-resident veteran student will be classified as an in-district resident after two years of enrollment.

## Native American Students

Students who are enrolled members of federally recognized tribes of Oregon or of a Native American tribe that had traditional and customary tribal boundaries that included part of Oregon or which had ceded or reserved lands within the state of Oregon shall be charged in-state/out-of-district tuition regardless of their state of residence. Residents of the Confederated Tribes of Warm Springs are automatically charged in-district tuition. For a listing of eligible tribes, refer to COCC's residency policy (<https://www.cocc.edu/departments/admissions/tuition-fees-payment/residency-policy.aspx>). Note that out-of-state students must provide a copy of tribal enrollment documents prior to receiving in-state/out-of-district tuition.

## Residency Appeals

Students may appeal their residency status by completing a residency petition, available through the Admissions and Records office. Residency petitions and supporting documentation must be submitted within 30 days of receipt of letter of admission or the Friday prior to the start of the term, whichever is sooner. Petitions received after the deadline will be considered for the following term. Any change in residency status will not be retroactive.

## High School Students

Students who are still attending high school, but wish to take credit courses at COCC, have the following options:

### Concurrent Enrollment

High school students 15 years and older are eligible to register in up to 19 credits at COCC. High school students who register at COCC are fully responsible for complying with all the policies and procedures of the College as outlined in the Information for High School Students (<https://www.cocc.edu/departments/admissions/getting-started/high-school/>) resource sent to each high school student upon admission. It is important to note that parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although members of the College staff can provide academic advising, they cannot interpret high school requirements or act in a supervisory role. The student is responsible for all tuition, fees, books and related expenses.

### College Now

COCC works with area high schools to offer students the opportunity to earn college credit for certain career and technical education and general education transfer courses, which they complete at their schools. Courses offered vary by high school and are designed for high school juniors and seniors. The fee is \$25 per college credit. General education transfer courses may be used to meet COCC certificate or degree requirements as well as for transfer to most Oregon community colleges and universities. Students should check with all colleges about their policies for transferring college credits earned in high school. For complete details and a listing of courses offered by high schools, contact the appropriate high school counselor, COCC's College Now office at 541-504-2930, or visit the College Now webpage (<https://www.cocc.edu/departments/college-now/>).

## Expanded Options

High school students have the opportunity to take credit courses at COCC with no charge to them for tuition and fees. Supplies and books may be covered. Check with the high school counselor for more information on eligibility requirements and required paperwork.

## Students Under Age 15

Students under the age of 15 must meet with the Director of Admissions/Registrar or designee to assess readiness for college-level work prior to applying for admission. Students must meet minimum placement assessment scores, provide a statement of support from their school counselor and obtain permission from each instructor every term. If admission is approved, the student must submit a Special Admission form at the time of registration. Please visit the concurrent enrollment webpage (<https://www.cocc.edu/departments/admissions/getting-started/high-school/concurrent-enrollment.aspx>) for more information.

Students under age 15 who register at COCC are fully responsible for complying with all policies and procedures of the College. Parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although College staff members can provide academic advising, they cannot interpret high school requirements or act in a supervisory role.