

President's Message —

On behalf of the President's Office, we welcome you to Umpqua Community College. Our campus, nestled along the beautiful Umpqua River in Southern Oregon, has served as a place of learning in Douglas County for over 50 years. We are proud to provide high quality teaching and learning to the surrounding communities.

As you start your journey at UCC, remember that we are here to help answer your questions, provide information on resources available to you, and ultimately, support you in achieving your goals. We hope this catalog provides you with comprehensive information to assist you in navigating the services and opportunities we offer to our students and community.

Our door is always open to those we serve. We would enjoy the opportunity to get to know you better and hear any suggestions for improving our campus. Do not hesitate to contact my office at 541-440-4622 to schedule a time to talk.

Sincerely,

*Dr. Walter Nolte
Interim President, UCC*

ABOUT UCC

GENERAL INFORMATION

Mission Statement

Umpqua Community College provides high quality college degree programs, workforce development, and community learning opportunities.

College Vision

Umpqua Community College aspires to be the center for quality teaching and learning, and a key partner in the well-being and enrichment of our communities.

The College will be Recognized:

- As a supportive learning environment.
- For creative and responsive programming.
- As committed to life-long learning.
- For contributing to the Douglas County workforce and economic development.
- For technological advancement.
- For extending educational opportunity.
- As a cultural and recreational center for Douglas County.

College Values

Umpqua Community College Values:

- Each person as an individual.
- Personal and professional honesty and integrity.
- The trust of the community.

- A caring, learning environment that promotes scholarship, innovation and the success of all students.
- A climate that reflects a deep appreciation and acceptance of diversity.
- Accountability on all levels that is reflected in wise stewardship of public resources.
- Collaborative and cooperative partnerships that improve the quality of life in the community.
- The history of Umpqua Community College and its continuing contributions to Douglas County.

College Goals:

Student Success is fundamentally important to the lives of our students, the workforce needs of our economy, our ability to meet graduation and student retention goals, and supports organizational stability.

Goal 1. Promote student success through a comprehensive approach to student retention and completion.

Keeping college programs relevant through current curriculum and innovative instruction is critically important to the economic success of our students and the communities we serve.

Goal 2. Provide comprehensive, relevant, innovative instruction and programming.

Our organizational ability to communicate effectively and work collaboratively as a team to achieve shared goals, is a strategically important driver of innovation, productivity, customer service, and campus culture.

Goal 3. Foster a positive and productive campus culture and environment based on shared values.

Comprehensive organizational and resource stewardship is critical to securing public trust and forms the foundation for earning support for investment in the future education and training needs of stakeholders.

Goal 4. Exemplify responsible and sustainable organizational stewardship.

Informed and knowledgeable communities insure that students, organizational partners, staff and future students understand the resources and services available to support achieving their goals.

Goal 5. Build stakeholder awareness through comprehensive communication, promotion, marketing, and recruitment.

Accreditation Core Themes

Core Theme 1: Promoting student access and success

Core Theme 2: Supporting quality learning through academic transfer education

Core Theme 3: Supporting quality learning through Career and Technical Education

Core Theme 4: Supporting quality learning through the Student Transition Education program

Core Theme 5: Serving our community through quality, life-long learning in the areas of cultural, economic, workforce, self-improvement and professional development

Credentials

Umpqua Community College is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the

competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052 (425) 558-4224
www.nwccu.org

The College is a member of the Association of Community College Trustees and the Oregon Community College Association. The Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and the Oregon State Board of Nursing (OSBN). The Automotive Technology program is accredited by the National Automotive Technical Education Foundation.

Educational Offerings

Academic Support

Adult Basic Education, Adult High School Diploma, GED, English as a Second Language, Developmental Education classes and tutoring are available.

Career Pathways

Career Pathways is an integrated continuum of courses and services designed to prepare high school graduates and adults for employment and advancement in targeted occupations.

More information and links to Career Pathways roadmaps are located at www.uccpathways.org.

Career-Technical

The Associate of Applied Science (AAS) degree and one-year certificate programs prepare students for entry into the workforce in specific areas. There are also short-term pathway certificates available in many CTE programs. See Career & Technical section for more information.

College Transfer

The Associate of Arts Oregon Transfer (AA/OT) and Associate of Science (AS) degrees are designed to meet the first two years of academic work at a college or university. The AA/OT degree meets all of the lower division (freshman and sophomore) general education requirements at all of the Oregon public universities and many other colleges and universities. Associate of Science (AS) degrees are specific to receiving institutions and meet the receiving institution requirements as described by articulation agreements.

The Oregon Transfer Module (OTM) is a subset of the AA/OT and is designed to partially meet the General Education assignment of the Oregon public universities, totaling a minimum of 45 credits - See Transfer Ed section for more information.

Developmental Education

Courses in this area assist with basic reading, writing, math and study skills for success in academic programs. They are not part of a degree or certificate program.

Online Learning

Online Learning consists of fully online courses, hybrid, interactive video conferencing, streamed and video based telecourses.

General Studies

The Associate of General Studies (AGS) degree is intended to meet individual student need using a variety of collegiate level courses. This degree is for students not seeking a transfer or career-technical program.

Community and Workforce Training

These offerings range from personal and professional to hobby or recreational courses, but are not part of a degree program.

Faculty

UCC has highly qualified full-time and part-time faculty members that meet or exceed standard minimum qualifications approved at the state level.

Many faculty have a broad background combining education and practical, on-the-job experience.

CAMPUS SECURITY

Umpqua Community College conforms with the Crime Awareness and Campus Security Act of 1990, Title II of Public Law 101-542 which states all criminal actions and other emergencies occurring on campus be reported to Campus Security. All criminal actions and other emergencies which occur at off-campus college activities are also to be reported to Campus Security. Information of criminal actions will be forwarded to the Douglas County Sheriff's office or the appropriate local police agency in whose jurisdiction the incident occurred.



Procedures for Reporting Crimes:

Emergency Situations

- Dial 911
- Call Campus Security 541-440-7777.

Assistance Needed

Call Campus Security 541-440-7777

Sexual Offenses

If you believe that you have been sexually assaulted, report it to the UCC Civil Rights Coordinator, Lynn Johnson at 541-440-7690.

If the crime occurs on campus, report it to Campus Security as soon as possible. Counselors are available in the Campus Center.

The College employs four full-time Security Officers and three part-time security guards who maintain 24/7 security to the campus community and are responsible for the protection of persons and property on campus. All Security Officers are well-trained and licensed by the Oregon Department of Public Safety Standards and Training. While on campus, they are empowered to conduct investigations, contact local safety authorities, and are also responsible for the physical security of the campus buildings and facilities. They assist with providing a safe campus environment, detecting and reporting safety/fire hazards, enforcing traffic and parking regulations and promoting crime prevention. Campus Security closely coordinates its activities with the Douglas County Sheriff's Office, and excellent communication exists between enforcement agencies. The College annually collects and discloses information relating to campus security procedures and practices. Individuals on campus, including students, employees, and visitors should take active responsibility for their personal property. The College maintains its grounds and lighting to ensure the campus is as secure as possible.

Umpqua Community College works with appropriate law enforcement agencies to reduce the opportunity for sexual assault on campus or at off-campus events sponsored by the College. Students may obtain information about registered sex offenders through the Umpqua Community College Director of Security.

Umpqua Community College Security Department offers these helpful tips:

- Park in a well-lighted area.

- Be smart! Always lock your car. If you are on campus after dark, move your car to a closer parking space before your night class.
- Buddy up — have classmates walk you to your car, then drive them to theirs. Security Officers are also available to escort you to your vehicle.
- Know the locations of telephones.
- Be aware of your surroundings. If you notice anything, or anyone, who appears suspicious, report it to Security by dialing 541-440-7777 (7777 on-campus phones).

UCC Campus Crime Statistics

The following statistics identify the number of persons who were arrested, referred or involved in the incident.

DESCRIPTION OF CRIME	2012-13	2013-14	2014-15
Murder/Non-negligent Manslaughter	0	0	0
Sex Offenses:			
- forcible	0	0	0
- non forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary (in excess of \$500)	5	5	1
Motor Vehicle Theft	0	0	0
Manslaughter	0	0	0
Arson	0	0	0

PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION FOR:

	2012-13	2013-14	2014-15
Liquor Law Violations	0	0	0
Drug-Related Violations	0	0	0
Weapons Possession	0	0	0
Hate Crimes	0	0	0

EMERGENCY NOTIFICATION

In addition to making public announcements of closure by radio and on its website: www.umpqua.edu, Umpqua Community College is also able to notify students, faculty, staff and community members by phone, cell phone, email and text of issues regarding access to campus. Students, staff and faculty are automatically added to the ConnectEd system. ConnectEd is a streamlined, efficient data-based emergency notification system which can notify thousands of an emergency or campus closure within minutes. Secure technology and privacy controls utilize the highest security protocol possible (SSL). You can opt out, add or change your information anytime through Self-Service Banner by following the steps printed here: <http://www.umpqua.edu/emergencies>. Community Members can also be added to the system by contacting the Facilities Office.

ADMISSION TO UCC

UCC has an “open door” policy and will admit students who meet any one of the following entrance requirements:

- Graduates from an accredited secondary school.
- Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.
- Non-high school graduates who are 18 years old or over and whose high school class has graduated.
- Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written “Release from Compulsory School Attendance” may make application as a special student (ORS 339.030).

- Students who are attending high school as juniors or seniors who present written approval from their school officials. Course load must be approved by both schools.
- Some programs have special program requirements other than listed above.

If you are a citizen of another country, you must meet certain federal immigration and College requirements before admittance to Umpqua Community College. International students can request special application materials from the International Admissions Officer. Non-credit students are not required to make formal application.

Admission to Special Programs

Acceptance to the College as a regular student normally implies acceptance into any of the degree programs offered; however, some programs have special admission requirements due to limited space, staff and equipment. The apprenticeship, automotive, dental assisting, EMS paramedic, Police Reserve Academy and nursing programs have special admission requirements and limited enrollment. See the appropriate program listings in this catalog for more information.

Adult Basic Education/GED/English Language Students

Contact the appropriate office for information: 541-440-4603.

Accessibility-Related Accommodations

Accessibility-related accommodations for admission are available upon request. Ask for assistance at the Registration window or call Accessibility Services, 541-440-7760 or 541-440-7655 or Oregon Relay at 1-800-735-2900.

International Students

International students have an opportunity to pursue a quality education while living in a small American town.

If you are a citizen of another country, you must present evidence of satisfactory English language skills through a TOEFL paper score of 500 or computer score of 173, ELPT score of 950, or IELTS 6.0. The proficiency may also be met through attending an intensive English language school, such as ESL Level 109 or equivalent.

For more information, go to: www.umpqua.edu/international-students
A deposit of \$4,000 will be required to pay for the first term’s tuition, fees, books and insurance.

REGISTERING AT UCC

Steps for New Credit Students

1. Financial Aid

Students interested in receiving financial aid assistance should contact the Financial Aid office and begin the financial aid application process immediately.

2. Apply to UCC

A. Complete the Admissions Application:

Online: www.umpqua.edu/apply

In-person: Visit the Admissions office in the Welcome Center (Administration Building).

B. Submit your transcripts. If you have completed coursework at another college or university, submit your official transcripts to the Admissions Office.

3. Complete Student Orientation

Student Orientation is mandatory in order to register for credit classes. Visit online at www.umpqua.edu/student-orientation

4. Take Placement Tests

Placement tests are offered on a walk-in basis in the Testing Center (LaVerne Murphy Student Center). The test may take 2-3 hours. Center hours are 8 a.m. - 2:30 p.m., Monday – Thursday. If you have submitted official transcripts to the Registrar that demonstrate a grade of C or better in a college writing or math class, you may not be required to take the placement tests.

Doing well on the test may save you from having to take classes you don't need. It is a good idea to review before taking the test. You can call for the schedule for the Compass Placement Refresher classes at 541-440-4610.

5. Register for Classes

Online: www.umpqua.edu/register-for-classes

In-person: Visit the Registration Office at the Welcome Center building to complete an Add/Drop form.

Registration/Adding

Prerequisites

All students are required to complete prerequisites as indicated in the course description section of the catalog. Questions concerning prerequisites for a course can be answered by the Advising and Career Service Center or the instructor of the course.

Adding & Dropping

After initial registration students may wish to add, drop and/or withdraw from classes in accordance with the dates published in the Academic Calendar. For assistance, contact the Advising and Career Service Center at 541-440-4610.

New Students

New students may register for classes after attending Student Orientation. Students will be directed to sign up for Student Orientation after completing the admissions process.

Continuing Students

Umpqua Community College provides online registration for students who have completed a term-by-term planner and plan to continue their studies at UCC. Check the academic calendar for registration dates.

Returning Students

Students who have attended UCC for credit, but have been absent for more than one year, will need to be re-admitted. There is no fee to be re-admitted but you must complete a new Application for Admission and may need to retake your placement test. If you have attended another college since last enrolled at UCC, please have your official transcript sent if you are seeking a degree at UCC.

Transfer Students

New transfer students taking credit classes must have their transcripts sent from the previous college(s) to: UCC Admissions, P. O. Box 967, Roseburg, OR 97470.

Transfer students may register for classes after attending Student Orientation. Students will be directed to sign up for Student Orientation after completing the admissions process.

Community and Workforce Training Students (Non-credit)

Register by mail using the mail-in registration form in the quarterly class schedule, in person at the registration window in the Welcome Center at 1140 Umpqua College Road in Roseburg, or by telephone using check, debit, VISA, or MasterCard. To register by telephone, call 541-440-7744.

TUITION AND FEES

Every effort is made to insure accuracy at the time of publication, however, the college reserves the right to make changes without prior notice.

Tuition: Resident, Non-Resident and International

All tuition rates can be found in the class schedule. NOTE: International students are required to enroll as full-time students.

Fees

The fees listed below are approved for the 2016-17 academic year. Please see class schedule for the current tuition and fees.

- Legacy fee - \$7 per credit.
- Global fee - \$10.50 per credit
- Credit registration fee - \$25 per term (non-refundable)
- Student insurance fee - \$5 per term (non-refundable)
- Graduation application fee - \$30 (non-refundable)
- Graduation fee - AHSD/GED - \$15 (non-refundable)
- Course challenge fee - \$10 per course (non-refundable)
- Proctored test - \$20
- Placement Assessments:
 - Retest fee- single session - \$6
 - Complete retest - \$15
- Online fee for UCC online classes - \$25 per course
- Hybrid access fee - \$25 per course
- Online fee for UCC non-credit classes - \$5 per course
- US fax for official transcript fee \$3 - (non-refundable)
- International fax for transcript fee - \$10 (non-refundable)
- Return check/stop payment charge fee - \$10
- Rush transcript fee - \$10

Other fees vary from class to class. Fee charges are listed in the "fee" column for each class requiring this additional payment.

Non-Credit Tuition/Fees

Non-Credit Course Cost

Class costs for Community and Workforce Training offerings are listed in the Term Class Schedule. Schedules are mailed each term to district residents, are available in the Welcome Center (Administration Building), or on the web at www.umpqua.edu.

Residency

Oregon Resident

An American citizen or immigrant who has maintained a residence in Oregon for at least 90 days prior to the beginning of classes.

Out-of-State Student

An American citizen or immigrant who has not established residency in Oregon 90 days prior to the beginning of classes.

International Student

A citizen of another country here on other than an immigrant visa.

FINANCIAL AID

The Financial Aid Office at Umpqua Community College is committed to helping students obtain funding for their education. Although the primary responsibility for meeting college costs rests with students and their families, Umpqua Community College recognizes that many individuals cannot assume the full financial burden of the costs of a college education. For this reason, financial aid is available to help bridge the gap between the costs of education and the available student and family resources.

Students interested in financial aid are encouraged to complete the Free Application for Federal Student Aid (FAFSA) online. The official website is www.fafsa.ed.gov. UCC's federal school code is #003222. Additional financial aid information is available at: <http://www.umpqua.edu/financial-aid>.

Eligibility Criteria

Virtually all students who meet the following eligibility criteria will be offered some type of financial aid:

- Be a U.S. citizen or eligible non-citizen
- Must have a high school diploma or a recognized equivalent such as a GED certificate or completing a high school education in a home-school setting approved under state law
- Be admitted and enrolled in an eligible degree or certificate program at UCC
- Not be enrolled simultaneously in a high school diploma completion program
- Register with the Selective Service, if required

Notification Procedure

When a FAFSA application is received by the institution the student is notified via UCC student email, of requirements needed to process their file for an aid offer.

An award letter will be available via UCC student email to each eligible student. Financial aid awards are accepted via the Internet or by signing and returning the Award Letter to the Financial Aid office by the due date noted.

Disbursement Procedure

Students are allowed a 100% refund of tuition and most fees through the first week of each term. A student does not need to be full-time to receive financial aid. Many funds are pro-rated based on a student's enrollment status (full-time, three quarter-time, half-time or less than half-time). The Financial Aid Office will determine a student's enrollment status on Monday at 8:30 a.m. of the second week of the term and disburse funds for that enrollment status to the student's account.

On the second Friday of each term (with the exception of Summer term) the student's financial aid funds in excess of institutional charges will be made

available through two means:

- Direct deposit (set up through UCC Finance Office)
- US Postal Service

Funds will continue to be direct deposited or mailed on Fridays, throughout the term.

Due to a rise in student loan defaults, UCC recommends that students go online and view a Financial Aid Literacy Seminar at: <http://www.umpqua.edu/financial-aid-literacy-seminar>.

Refunds or Repayments of Financial Aid Funds

If a student withdraws from courses while receiving financial aid, the terms of the UCC Refund Policy apply. Additionally, recipients of Title IV aid funds are affected by the federal refund and repayment regulations if they withdraw from all classes or receive all F's, or a combination of both, during a term. Students who withdraw from all classes prior to completing more than 60% of an academic term must have their eligibility recalculated based on the percentage of the term that they attended to determine unearned aid. Student aid recipients who are considering withdrawal from a class or all classes are strongly encouraged to contact the Financial Aid Office for complete information.

Financial Aid Satisfactory Academic Progress (SAP) Policy

UCC is required by federal and state regulations to define and enforce standards of Financial Aid Satisfactory Academic Progress. Students must maintain SAP in order to continue to receive financial aid. Please note: Financial Aid SAP is separate from Academic SAP. Students must comply with the requirements of both policies. Satisfactory academic progress is monitored each term.

A copy of the requirements for Financial Aid SAP are available online at: www.umpqua.edu/financial-aid under menu "Student Forms & Publications".

Appeals to the Standards for Satisfactory Academic Progress

Students may appeal a Satisfactory Academic Progress suspension. An appeal requires a written statement/letter explaining why the student was not able to meet the standards along with supporting documentation and an academic plan completed by an Academic Advisor. The Financial Aid Director reviews the appeals. Appeals not accepted by the Director may be appealed in writing to the Financial Aid Advisory Committee. The committee will review the appeal and the decision is final.

Types of Financial Aid Available

Often, more than one type of Financial aid funding can be offered to students. There are four basic types of financial aid: grants, scholarships, loans and work-study employment. Grants and scholarships can be thought of as gift aid because there is no requirement to repay or to work in exchange for the funds.

Federal Pell Grant

The Pell Grant program was established by the federal government to provide a basic core of aid for eligible undergraduate students. Eligibility is determined by the federal government and has a lifetime limit of 18 full-time quarters.

Oregon Opportunity Grant (OOG)

The State of Oregon provides funds for this program and the Office of Student Access and Completion (OSAC) determines the student's eligibility. Students must meet the requirements for state residency and demonstrate financial need. Students cannot be enrolled in a course of study leading to a degree in theology, divinity or religious education. OOG eligibility may be transferred to other eligible institutions, but eligibility is limited to 12 terms of attendance.

Federal Supplemental Educational Opportunity Grants (FSEOG)

These grants are federally funded and UCC is responsible to select eligible students and to determine the amount of the awards to students. Eligible students must not have earned a bachelor's degree. Preference for this grant is given to students who are Pell-grant eligible and have low family contributions toward their educational expenses. Funds are limited and students are encouraged to apply by the priority date of February 1.

Tuition Waivers

Performance-based tuition waivers may be offered to students who have shown outstanding achievements in such areas as student leadership, journalism, fine and performing arts, and other areas. For more information about performance-based tuition waivers, contact the Financial Aid Office.

Federal Direct Student Loan Programs

All students meeting eligibility criteria may apply for Federal Direct Student Loan funds. These loans are federally guaranteed loans. First year students (less than 45 credits completed toward their program of study) are eligible to borrow subsidized amounts up to \$3,500, and second-year students may borrow up to \$4,500. (Actual amounts are dependent upon student eligibility and budget criteria).

There are two types of Direct loans for student borrowers:

- Subsidized FDSL eligibility is based on budgetary needs and is awarded first, up to annual maximums based on dependency status and grade level. No interest is charged to the borrower from the date of disbursement.
- Unsubsidized FDUL eligibility is not based on financial need and may be awarded up to annual maximums, based on dependency status and grade level, or

budgetary need (cost of attendance less aid and resources). Interest is charged to the borrower from the date of disbursement and may be paid quarterly to avoid capitalization. A separate loan request is required for this loan.

Federal Work Study (FWS)

Work Study gives students the opportunity to earn money to help pay for educational expenses. Before being placed in a Work Study job students must be awarded financial aid. If students are interested in a work study job, contact the Financial Aid Office, located in the LaVerne Murphy Student Center. Completion of paperwork is required prior to starting work.

Scholarships

Scholarships are a great way to help pay for your education. Thousands of scholarships are available each year, and every one of them has its own unique requirements. Scholarships are available through schools, employers, individuals, private companies, non-profits, communities, religious groups, and professional and social organizations. You must search for scholarships that match your own skills, interests, heritage and field of study.

Information, resources, and application forms for scholarships are available on the UCC website at <http://www.umpqua.edu/scholarships>.

Gold Card Program

Residents of Douglas County who are 60 years of age and older, and persons who are disabled and receive Social Security Disability as a result of that disability, may become members of the Gold Card Program. Senior Gold Card members may enroll in a credit course providing space is available. Gold Card members will pay 50% of the tuition cost and 100% of the fees.

Senior and Disability Gold Card members will pay 50% of course cost on selected Community Education classes. Senior and Disability Gold Card members will be admitted to UCC fitness facilities free of charge during open hours.

PAYMENT METHODS

Classes must be paid after registration either with cash, check, Visa, MasterCard, Discover card, gift certificate, online through your student self-service account (fees may apply) or by notifying Student Accounts Finance Office that other funding is available. You must pay the College any money you owe from previous terms before registering for the current term of classes.

It is your responsibility to notify Student Accounts that other funding is available.

Financial Aid

Students who have applied for financial aid and have been determined eligible will have their tuition and fees taken out of their financial aid.

Students who are receiving financial assistance from sources outside of the College must work with the source to meet the deadlines required by UCC.

Refunds

Students who withdraw from one or more Umpqua Community College courses and who have complied with regulations governing withdrawals, are entitled to certain refunds of tuition depending on the time of withdrawal. Refunds are limited to students who comply with withdrawal procedures. See Withdrawals.

Full tuition is refunded if withdrawal is made during the first week of summer, fall, winter and spring terms. During summer, full tuition is refunded if withdrawal is made during the first week of the 10-week session, and during the first week of the 5-week and 3-week sessions. No tuition refund will be made if withdrawal is made after these times.

Refunds in all cases are calculated from the date a refund is requested. It is not calculated from the date you ceased attending class. The only exception is in an unusual case in which delay occurred for reasons beyond your control. Students will receive full refunds for courses canceled.

Community Education/SBDC - Payment is due at time of registration. Students are eligible for a refund if they drop a class two business days prior to the class start date. To officially drop, a student must contact UCC's Enrollment Services Department. A full refund will be granted if a workshop or class is canceled by Umpqua Community College.

Credit Card payments

With the exception of students paying by credit card through Higher One (see below), all refunds will be issued in the form of a check payable to the student regardless of the original form of payment or who paid for the course. If a third party sponsored agreement is set up with the Student Accounts Office, refunds will be issued in the form of a check payable to the third party.

Nelnet payment option

Refunds for payments will be made by check to the student, regardless of who paid for the course.

Higher One payment option:

Refunds for credit card payments (including Debit Card) will be credited back to the card used. Refunds for ACH payments (checking account) will be made by check to the student, regardless of who paid for the course.

NON-PAYMENT ACTIONS

Consequences for Not Paying

If you fail to pay your account, the college may take any or all of the following actions:

- Require immediate payment in full
- Block enrollment for any future terms
- Decline to provide official transcripts
- Turn accounts over to a collections status for non-payment after three months*
- Assign your debt to the Oregon Department of Revenue (DOR) for offset of any refunds or sums due to you from DOR or any other state agency.

*Students will receive a final notice for accounts that are overdue before the college assigns them to a collection status and reports them to a credit bureau. The collection agency will add additional collection fees, court and attorney costs to account.

Past Due Accounts Assigned to a Collection Status After Three Months

Accounts will be turned over to a collections status for non-payment after three months. Students will receive a final billing statement for accounts that are overdue before the college assigns them to a collection status and reports them to a credit bureau.

Failure to maintain a correct address with Registration will result in your account going to collections status if unpaid.



Past Due Accounts must be Paid at the Assigned Collection Agency

Students are not able to make payments to UCC for past-due accounts that have been assigned to a collection agency. Students wishing to pay off outstanding debts to UCC will be referred to the collection agency responsible for their account and will need to make payment in full to that agency. Students who have paid their accounts in full with the collection agency will not be able to register or have a transcript released until UCC receives the funds from the collection agency and the UCC account balance has been completely cleared. Payments from collection agency can take eight weeks to reach UCC. No exceptions will be made to allow a student to register or receive an unofficial or official transcript until the account shows paid in full status.

SCHEDULE CHANGES

After registration you may make course changes such as to add or drop a course in the Enrollment Services Office or via the web. Deadlines are listed in the academic calendar for course changes.

DROPS/ WITHDRAWALS

Students registered for classes are considered to be in attendance. Students discontinuing attendance without filing the official drop/withdrawal form in the Enrollment Services Office may receive a failing grade and be responsible for full cost of classes. Recipients of Title IV financial aid funds are subject to the federal regulations for withdrawals from classes for a term. Students wishing to drop (which does not appear on the academic transcript) a course or courses must initiate the withdrawal procedure during the first week of each term, except for classes less than ten weeks in length. Complete and file the appropriate form in the Enrollment Services Office.

Withdrawal from UCC

To withdraw from all courses, students must submit a completed withdrawal form, with appropriate signatures, to the Registration counter in the Welcome Center.

Withdrawal Fall, Winter, and Spring Terms

Fall, winter, and spring term, students may withdraw from a course or courses by obtaining the signatures

from advising and financial aid between the beginning of the second week and the end of the ninth week of instruction, additionally instructor signature must be obtained between weeks five and nine.

Withdrawal Summer Term for Ten-week Classes

Students may withdraw during weeks two through eight of the term from any course or courses by completing the appropriate form in the Enrollment Services Office, signatures from advising and financial aid must be included. Beginning with the fifth week of instruction, and continuing through the eighth week of the summer term a student must obtain the signature of the instructor on the appropriate form. The student then will complete the process at the Enrollment Services Office.

Withdrawal Summer Term for Five-week Classes

Students may withdraw during the first week of the five-week session by completing the appropriate form in the Enrollment Services Office, signatures from advising and financial aid must be included. During the third week of the five-week session the student must also obtain the signature of the instructor on the appropriate form. The student then will complete the process at the Enrollment Services Office.

Instructor Withdrawal from Classes

Instructors have the option to drop a student who registered for a class but does not attend the first meeting. To make sure you are not dropped, contact the instructor if you will miss the first meeting.

If you want to drop a class, it is your responsibility to ensure the withdrawal has occurred. If the withdrawal has not taken place, you will be assigned a grade in the class. You are expected to process withdrawals after the term

begins in person, but under exceptional circumstances with documentation, you may initiate withdrawal by telephone or by writing a letter of explanation to the Enrollment Services Office.

Proper withdrawal is reflected on transcripts and adherence to the correct procedure protects your academic record.

Appeals for exception to the withdrawal policy must be directed to the Academic Standards Committee. Appeal forms are available from the Enrollment Services Office.

Note: Recipients of Title IV financial aid funds are subject to the federal regulations for withdrawals from all classes for a term.

COURSE INFORMATION

Academic Year consists of four terms (or “quarters”) of approximately 11 weeks each. You may enter at the beginning of any term, but it is advantageous to enter fall term because most sequence courses begin in the fall.

Credit Hour usually represents three hours each week (for every hour in class, two hours of outside preparation are needed) for one term. This time may be assigned to work in classroom or laboratory or to outside preparation. The number of lectures, recitations, laboratory, studio, or other periods per week for any course may be found in the course descriptions in the catalog or in the regular Schedule of Classes.

Subject is a designated field of knowledge such as history or English.

Sequence consists of three successive terms of a course such as Biology 101-102-103 or History of the US 201-202-203.

Curriculum is an organized program of courses and study arranged to provide definite cultural or professional preparation.

Period is a class meeting of discussion, lecture, laboratory work, etc., which may last for 50 minutes or more.

Full-Time Student is one registered for 12 or more credit hours per term.

Part-Time Student is one registered for fewer than 12 credit hours per term.

Credit Hour Load

You should enroll for an average of 16 approved credits within your program per term to earn an associate degree in two years or a bachelor’s degree in four years. Sixteen credit hours involves about 48 clock hours of scholastic productivity each week during the term (16 classroom + 32 study preparation).

By taking advantage of summer term classes you can either reduce the number of credits needed per term or the length of time required for attaining your degree.

An accumulative GPA minimum of 2.75, and written approval from your academic advisor is required to enroll in more than 19 credits per term.

CREDIT OPTIONS

Advanced Placement

Umpqua Community College recognizes Advanced Placement (AP) and International Baccalaureate (IB) Programs, offered in some high schools, by awarding credit for some courses. To receive credit, scores of 3 or above must be obtained on the AP exam(3) and 5 or above on the IB exam(s). Official scores must be sent to UCC for evaluation before credit will be awarded. Contact the Registrar’s Office if you have questions.

Challenging Courses

Umpqua Community College maintains a course challenge procedure, recognizing that alternative avenues exist other than the classroom for acquiring knowledge. If adequate justification exists, you may

challenge courses using the following guidelines and procedures:

1. Consult the appropriate instructor.
2. If justification exists to challenge the course, obtain the challenge form at the Enrollment Services Office.
3. Obtain signatures of appropriate instructor and department chair.
4. Present the completed challenge form to the Enrollment Services Office and pay the \$10 per course nonrefundable challenge fee.
5. Complete the challenge examination during the term initiated and at a time mutually agreed with the instructor.
6. If challenge is successfully completed, register and pay appropriate tuition and fees for the class with the Enrollment Services office.
7. MTH 060 competency challenge: Umpqua Community College allows students to pass a MTH 060 challenge exam to meet the math requirements for programs such as the AAS degree and one-year certificates. The MTH 060 challenge exam may be taken by making arrangements with the math department chair.

Challenges are not considered part of the residency requirements for degrees, diplomas, or certificates nor are they considered in determining full-time status or eligibility for athletics or student benefits.

If you successfully pass the challenge exam, you must pay the appropriate tuition and register for the class. The instructor will record the grade (A, B, C or P) on the regular end-of-term grade sheet. If the student fails to pass the exam, no grade will be recorded. The student may not challenge a course a second time.

Students may not challenge a course in which they have already received a grade, nor may they challenge a course at a lower level than a course previously completed (Example: WR 115 may not be challenged if WR 121 has been completed).

Cooperative Work Experience

Cooperative Work Experience is a structured work experience. Students are concurrently enrolled in a related academic program. The work experience is directly related to the goals and objectives of the individual student's education program, coupling classroom learning with workplace training. The college and participating firms and organizations cooperatively develop training and evaluation plans to guide and measure the success of each student. Each course is offered summer, fall, winter, and spring terms.

- Up to thirteen CWE credits may count toward the AAS and AGS Degrees.
- Up to twelve CWE credits may count toward the AA/OT elective requirements.
- Up to twelve CWE credits may count toward the one-year certificate.
- Requires instructor consent. Some programs may limit the number of credits allowed per term.
- See a faculty or academic advisor for requirements specific to your program.
- Some programs require students to complete a CWE seminar. CWE Seminar I is one credit. Credits earned for CWE Seminar I are part of the annual total credits allowed. For more information on how to begin CWE, visit the Career Service office in the Campus Center building or call 541-440-7748.

Credit for Prior Learning

Students have several options to seek credit for prior learning, which is a means for earning credit for learning associated with life-experience. Up to 25% of the credits for a degree or certificate may be earned. Students are encouraged to contact an advisor or the Educational Partnerships Specialist. Options for credit for prior learning include:

- The CLEP program, a set of nationally-normed examinations which will provide 3 - 12 credits in individual subjects; the general examinations fulfill some requirements for the degree/certificate

- Advanced Placement tests (score of 3, 4 or 5 required)
- Military schooling (ACE Guide approved)
- Credit by exam
- Credit based on a credit for prior learning portfolio

Students can contact the Educational Partnerships Specialist at 541-440-4715 for additional information about resources and processes for credit for prior learning.

Credit for Professional Certification (CPC)

CPC is a program in which college credits from Umpqua Community College will be awarded to Criminal Justice professionals including law enforcement, corrections, parole and probation, and 9-1-1 telecommunications. The CPC program awards college credits in specific criminal justice courses by directly correlating the applicant's DPSST (Dept. of Public Safety Standards and Training) training, years of experience, special unit assignments, specialized departmental/facility training, and conferences attended.

The applicant's training record is then aligned to specific content of criminal justice credit courses offered at Umpqua Community College. For information contact the Criminal Justice Program Coordinator.

High School Connections: College Credit for High School Students

Dual Credit

High school students can earn college credits while in high school. The Dual Credit Program at Umpqua Community College offers opportunities through a partnership with Douglas County High Schools. This program offers the high school student an opportunity to earn college credits for coursework done in their high schools, during their regular school day.

The Dual Credit Program provides lower division academic and entry level professional technical course credits to high school students. The Program supports the concept of assisting high school students as they begin planning and carrying out a learning continuum that begins in high school and extends through the college experience to a degree or a professional certificate.

Students successfully completing instruction in designated Dual Credit courses while in high school will be awarded Umpqua Community College credit. Dual Credit technical courses are offered to meet the needs of Douglas County high school students as they begin training in order to pursue careers in technical areas.

For more information about the Dual Credit program, visit the website at: www.umpqua.edu/high-school-connections or contact the High School Connections office at: academicpartnerships@umpqua.edu or 541-440-7813.

Expanded Options Program

High school students in Douglas County have the opportunity to take Umpqua Community College credit classes and receive both high school credit and college credit. Students may take a mixture of traditional "on campus" courses and online education courses during the school year. The student's school district covers the cost of tuition, fees and books. This program is a great introduction to college while students are in high school!

Independent Study

Independent study focuses on subjects beyond the course curriculum, or in-depth study of a particular aspect of course content. Independent study affords an opportunity for instructors to challenge advanced students who are interested in more in-depth pursuit of subject matter. Provides an avenue for students who have previous study in a subject area to complete further work for credit.

- Course arrangements must be made in advance. Credit will not be granted retroactively.

- Approval for student registration must be granted by the department responsible based upon student/instructor's written request, and by the Division Dean.
- Credit to be granted will be decided by the department responsible, with each credit equivalent to 20 clock hours minimum.
- Objectives are to be specified in writing, including dates for completion of particular activities or assignments and approved by the Instructor, Department Chair and Dean.

To qualify, students must have approved previous background in the appropriate content area, or be performing at a high quality level in current course work and willing to take on the additional work.

Transcripting and Transferring Credits

If you are transferring from another college:

1. If pursuing transfer credit: An official copy of the transcript listing the credits should be received by the Office of Enrollment Services at UCC before enrolling at UCC.
2. Credits are accepted only from regionally accredited colleges and universities become part of the permanent academic record, and/or as listed below:
 - A. A grade of D is acceptable in transfer work unless the specific program or degree requires a grade of C or higher.
 - B. Career-Technical (vocational) credits will be accepted toward the AAS degree; and 12 such credits may count toward the AS and AA degrees.
 - C. Credit for military training is granted on the basis of recommendations by the American Council on Education (ACE) as contained in the "Guide to the Evaluation of Educational Experiences in the Armed Services." UCC accepts credits from the

military DANTES and USAFI programs, as recommended by the ACE. All military credits are to be listed on a military transcript:

- Army — Army/ACE Registry System (AARTS)
 - Air Force — Community College of the Air Force
 - Marines — Individual Training Standards System, Maintenance Training Management and Evaluation Program (ITTS MATMEP)
 - Navy — Navy Occupation/Training and Awards History
- D. Credit for College Level Examination Program (CLEP) and the Advanced Placement (AP) Tests are granted based on acceptable scores.
- E. For information on a Credit for Prior Learning (CPL) program, contact the Office of Instruction at 541-440-4624.

ACADEMIC TRANSCRIPTS

An official transcript may be requested from the Enrollment Services office. Transcripts must be requested in person, by fax, by mail, or through Student Self-Service Web (UCC's secure website), and may not be requested by parents, spouse, children, or any other individual without written consent from the student.

Official transcripts are stamped with the college seal and mailed to recipients designated by the student; unofficial transcripts are labeled "Unofficial." There is no charge for academic transcripts. There is a charge for special handling, and no more than twenty may be requested during a month's time. Transcript requests will not be processed until all debts are cleared with the Finance Office.

Requests must include the student's name, any previous names, student ID number (or Social Security Number), date of birth, current mailing address, current phone number, address(es) to send transcript, signature, and approximate dates of attendance.

Umpqua Community College does not release copies of any transcripts originating from another college or university from which the student may have transferred.

Holding of Transcripts

Transcripts will be held for outstanding debts owed the College or any other lending institution that provided financial aid, after the acceptance of the account by a collector, including the U.S. Department of Education.

Transferring UCC Credits

Institutions of the Oregon public universities will accept 124 transfer credits from Oregon community colleges. Any transferable credit earned after completing 124 quarter hours must be earned at a four-year school. Permission is required from the department and the Registrar's Office at the four-year school for exceptions to this rule. Umpqua Community College does not assume responsibility for acceptance of additional credit by another school.

Career-technical credits may be transferred in certain programs to Oregon public universities on a transfer articulation agreement. You should plan in advance with proper college officials at both Umpqua Community College and the college or university involved to make all of the necessary arrangements.

CEU and Non-Credit Transcripts

Continuing Education Units are awarded at the discretion of the college. An official transcript of CEU and non-credit courses may be requested from the Enrollment Services Office following regular UCC transcript guidelines.

GRADING SYSTEM

Grades are issued at the end of each term.

GRADE	DESCRIPTION	GRADE POINTS
A	Exceptional Work	4
B	Superior Work	3
C	Average Work	2
D	Inferior Work	1
F	Unsatisfactory Work	0
I	Incomplete	0
IP	In Progress	0
E	Extended Course	0
P	Pass (Equivalent to C or better)	0
W	Withdrawal	0
AU	Audit	0
NG	Non-graded course	0
AU	signifies the student audited the course. No credit awarded.	
I	signifies that the instructor has granted an "incomplete" mark with arrangements made for completing the requirements.	
IP	signifies that the course completion is in progress and that the instructor has not submitted the grade by the deadline.	
E	signifies the course was scheduled to extend into the next term and thus a grade cannot be submitted. The issuance of this grade is based upon satisfactory progress by the student. The E grade must be completed within two terms after the E grade was assigned, or the E grade becomes permanent and the course must be repeated.	
NG	signifies the course or section is not graded.	
P	signifies a passing grade of C or better was earned. Qualifying credits count toward degrees and certificates but are not computed in the GPA.	
W	signifies withdrawal from a course.	

GPA is computed by: 1) multiplying the number of credit hours attempted in a course by the number of points allowed for the grade received; 2) adding the total points for all courses; 3) dividing this total by the number of credit hours attempted for the term. A GPA is usually computed to two decimal places.

Transfer GPA's are not listed on the UCC transcript, nor are they used in determining the UCC GPA.

Auditing

Students who want to participate in a course, but do not want to receive credit and a grade may register for a course under an audit option beginning the first day of class. Charges for auditing a class are 50% of tuition and 100% of fees for the first time a specific course is audited at UCC, and no tuition and 100% of fees for subsequent audits of the same course or for courses previously completed with a passing grade at UCC. These charges are not eligible for financial aid assistance. Students may register as auditors beginning the first day of class on a space-available basis with credit students receiving priority. A student wishing to change from credit to audit, or vice versa, must do so by the tenth instructional day of the term.

Grade Discrepancies

You must bring any grade discrepancy to the attention of the Director of Enrollment Services/Registrar within 90 days. We will update student academic records when courses are repeated, in most cases, so that credit is awarded only once.

Incomplete

When a student has satisfactorily completed a substantial portion of the assigned coursework but some essential course requirement has not been completed for reasons acceptable to the instructor, a grade of Incomplete (I) may be given and additional time granted for completion.

The Incomplete Grade Contract Form process must be initiated by the student, except in emergency cases. The form is to be filled out and signed by both the student and the instructor. However, only the instructor may submit the form to the Director of Enrollment Services/Registrar.

Because a substantial amount of completed coursework is required for incomplete eligibility for the student, a course repeat is not a legitimate make-up assignment and such agreement will not be accepted by the Registrar's office.

An I grade must be removed by the end of the next regular term, regardless of whether or not the student is enrolled or the course is offered. An I grade may be extended only under the most extenuating circumstances and then only for one additional term. An extension must be filed with the Director of Enrollment Services/Registrar on a new or revised contract form prior to the original expiration date. If an I is not removed by the agreed-upon date, the I then becomes the letter grade designated on the contract.

Mid-Term Status

If you are failing or are in danger of failing you may be notified by the Advising and Career Service Center sometime during weeks two through seven of each term. However, failure to receive this notification does not constitute assurance that you will not fail based on performance following the seventh week.

Pass/Fail Option

Grading options for each course are listed in the course syllabus. Some courses are graded A-F only, some are graded Pass/Fail only, and some allow students to choose either of those two grading options. To choose a grading option, students must inform the instructor during the first two weeks of class. Courses in the student's major should not be taken with the Pass/Fail option.

Repeating a Course

Umpqua Community College policy allows students to repeat a course to improve the grade earned.

We will update student academic records when courses are repeated, in most cases, so that credit is awarded only once. The lower grade will be notated with an "E" (excluded) on the transcript and is not computed in the GPA. The GPA is recalculated using the higher grade.

Course work taken at another school will not be considered as a repeat for the same course taken at UCC.

DEGREE COMPLETION AND CATALOG TIME LIMITS

Catalog Time Limit for Program Completion

Students must complete the degree requirements listed in the catalog under which they began their program within a five-year time span. After five years, students must either complete program requirements currently in effect, or petition the Department Chair (for career-technical programs) or the Director of Enrollment Services (for transfer programs) for an extension of time or an approved adjusted program.

Degree Completion at Another Institution

Under extraordinary circumstances a student may petition the Office of Enrollment Services for permission to complete a maximum of 15 credit hours of degree

requirements at another institution. In order to qualify, the student must have met the UCC residency requirements. Completion time is limited to one calendar year following the last term of attendance at UCC.

Graduation & Residency Requirements

Degrees, and certificates are awarded at the conclusion of each term. The commencement ceremony to honor degrees and one or more year certificates is held in June.

It is your responsibility to request a graduation evaluation to ensure that all requirements are completed. For June graduates, the evaluation should be requested by March 1, of the year in which the certificate or degree is to be awarded.

To receive any degree from UCC, a student must maintain a 2.00 cumulative grade point average, attend UCC for two terms including the last, and complete at least 25% of the program requirements at UCC.

Limitations

1. Physical Education Activity Courses – 12 hours maximum.
2. Students may not receive credit toward a degree or certificate for courses in which they have previously completed advanced work (e.g., BA 151 after completing BA 211).

Second Degree or Certificate

To earn a second Associate Degree, students must satisfactorily complete a minimum of 24 credit hours in addition to those completed for the first degree. To earn a second program Certificate, students must complete a minimum of 12 credit hours in addition to those completed for the first certificate.

Pathway Certificate

UCC automatically awards Pathway Certificates upon completion of requirements at the conclusion of each term. To opt out of an automatic award of a Pathway Certificate, submit a completed Change in Graduation form (with the OPT OUT box checked) to the Registrar's Office in the Welcome Center.

ACADEMIC STATUS

Honor Roll

For full-time students, UCC maintains two levels of Honor Roll. The President's Honor Roll, 3.75 - 4.00 GPA for the term, and the Dean's Honor Roll, 3.50 - 3.74 GPA.

Graduation with Honors

UCC recognizes Honor graduates as follows:

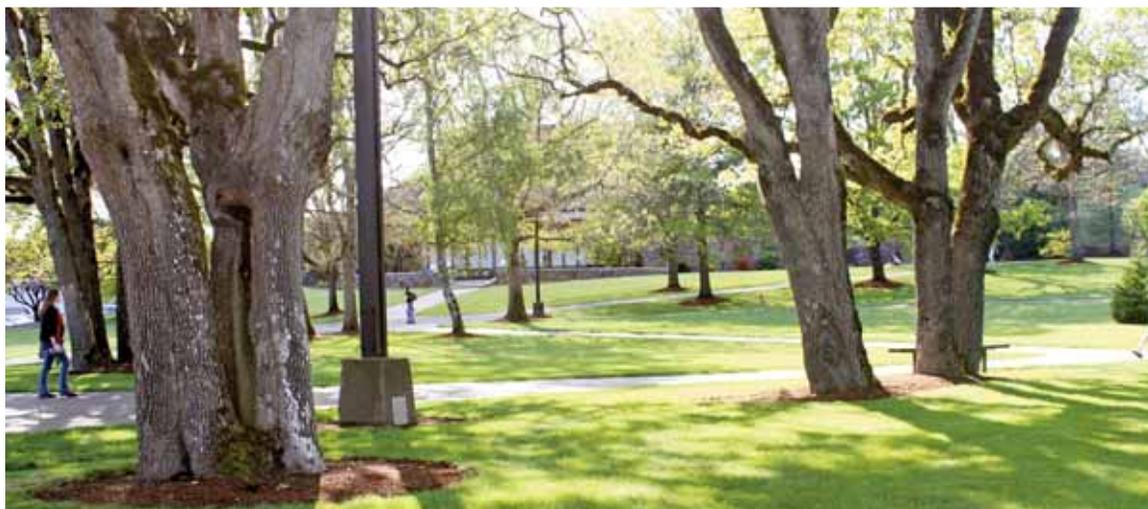
4.00 GPA — Highest Honors

3.75 - 3.99 — Honors

For the commencement program the cumulative GPA through winter term is used.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for community colleges. It was founded in 1918 at Stephens College in Columbia, Missouri by two-year college presidents to give prestigious recognition to community college students with excellent scholarship and character. Made up of over 1.2 million members, Phi Theta Kappa touches 1,200 campuses around the world. The benefits of membership are numerous, including a notation on the UCC transcript, the privilege of wearing the Phi Theta Kappa academic regalia at graduation, and a myriad of scholarship opportunities.



The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. Phi Theta Kappa chapters provide opportunities for:

- the development of leadership & service
- the exchange of ideas and ideals
- fellowship and
- for stimulation of interest in continuing academic excellence.

Membership is based on completion of 12 credit hours or more and a cumulative GPA of 3.50 or higher. There is a one-time fee for membership into the campus chapter, the region and the International Society.

For more information about Phi Theta Kappa, please contact Marjan Coester at 541-440-7749 or visit the Student Life Office located in the Student Center.

Academic Probation

As a student at Umpqua Community College you are expected to make satisfactory progress toward

your educational goals. Satisfactory progress means fulfilling the college requirement of a 2.00 (C) accumulative GPA necessary to receive a degree or certificate.

You will be placed on academic probation if your accumulative GPA falls below 2.00. Probation is a warning that you are not making satisfactory progress. After two consecutive terms of unsatisfactory progress, you will be automatically suspended. An exception may be granted if your term GPA is 2.00 or above but your accumulative GPA fails to meet the required minimum; in such cases students remain on academic probation. After attempting 36 credits, you must have a minimum 1.75 accumulative GPA or you will be suspended. You must then follow one of the stipulated procedures for re-admission as outlined in the Suspension and Re-admission procedure. You have 90 days to appeal if you believe an error has occurred on your academic record.

If you receive financial, veterans, or other aid through UCC, you must also meet the satisfactory progress requirements required by each agency.

Academic Suspension

The College administration has discretionary authority to suspend students whenever it is apparent that such action is necessary. If you have been suspended for academic deficiency or unsatisfactory progress you may appeal through the Academic Standards Committee for re-admission. Specific instructions are provided in the letter of notification.

Re-admission After Suspension

As a suspended student you have four options available;

1. Continue in attendance as a part-time student (8 credit hours or less);
2. Discontinue attendance for one academic year;
3. Meet with your academic advisor, submit an Academic Standards appeal, appear before the committee, and receive approval for continued enrollment above eight credits;
4. Bring accumulative GPA to a 2.00 or better.

Forgiveness of Past Academic Performance

If your past academic records at Umpqua Community College are detrimental to future academic or occupational pursuits, you may, after a period of five years following the term(s) for which forgiveness is desired, petition the Academic Standards Committee for forgiveness of past performance.

Meet with the your academic advisor, submit an Academic Standards Appeal, and provide a description of why a problem happened in the past and state why your past academic record is detrimental to future academic or occupational goals. Forgiveness of past performance will eliminate past credits, grades and GPA from consideration in current

or future academic standing at UCC. However, the past record will remain as part of your permanent record at UCC and will be provided to another college or university if you wish to transfer credits, and that college's policy will then apply.

Courses satisfactorily completed during the requested forgiveness period (grade of C or better) that meet institutional requirements may be waived toward degree requirements. However, such credits will not be counted toward the total credits required for graduation. Students seeking academic forgiveness must do so prior to completing their degree or certificate; those that have graduated from UCC are not eligible to take advantage of this policy. Forgiveness may be granted only once at UCC, and is noted on the academic transcript.

Attendance

You are accountable for attending class(es) in which you are officially enrolled. If you do not attend during the first day of class or contact the instructor, the instructor may withdraw you from the class. To ensure you have been withdrawn you must contact the Office of Enrollment Services. Classes that meet less than the regular length of the term have different deadlines (see Schedule of Classes for dates). A grade will be assigned in credit classes unless an official drop or withdrawal has been processed by the published deadlines (see Schedule of Classes for dates).

Instructors may announce an attendance policy for your classes. It is your responsibility to obtain attendance rules from each instructor in cases of late enrollment.

Only students who have officially registered may attend classes. Starting the first week of the term the student's name must appear on the Class Roster, or the student must have a class schedule which shows they are registered for the class.

STUDENT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, covers the release and inspection of each student's educational records. In compliance with FERPA, Umpqua Community College has formulated the Student Records Policy to outline the proper handling and release of student educational records.

Your Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) gives all matriculated students certain rights regarding their education records. As a student at Umpqua Community College you have the right:

- To inspect and review your education records. You may request to review your education records by submitting a written request to the Registrar or other school official having custody of such records. The College will normally comply with your request to inspect your education records within ten days, but in no case more than 45 days from the request;
- To seek amendment of your education records that you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of education records must be in writing and must describe the specific portions of specific records you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;
- To consent to disclosure of personally identifiable information contained in your education records, except for when consent is not required by FERPA. FERPA does not require your consent when

disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities. Other exceptions include: to schools in which a student seeks or intends to enroll, to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs, in connection with financial aid (such as the administration or continuation of aid), to individuals or organizations conducting studies for or on behalf of an educational institution, to regional or professional accreditation organizations, to comply with a judicial order or subpoena, in the event of a health or safety emergency where the information is required to resolve the emergency. FERPA also allows the disclosure of your directory information without consent, but you may request that your directory information not be released. If you wish to make such a request, you must do so according to the procedures outlined in the following section under the heading "Directory Information";

- As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities:") may allow access to your

records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program and job training, as well as any program that is “principally engaged in the provision of education,” such as early childhood and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent, PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

- To file a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements of FERPA.

Use of SSN (Social Security Number)

OAR 589-004-0400 authorizes Umpqua Community College to ask you to provide your Social Security Number. The number will be used by the college for reporting, research, and record keeping. Your number will also be provided by the college to the Oregon Community College Unified Reporting System

(OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development, and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs. OCCURS or the college may provide your social security number to the following agencies or match it with records from the following systems:

- State and private colleges, universities, colleges and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education;
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available;
- The Oregon Department of Education, to provide reports to local, state, and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the college.

State and federal laws protect the privacy of your records. Your number will be used only for the purposes listed above.

Directory Information

Umpqua Community College defines certain information as Directory Information, and this information may be released to a third party. Students

may sign a Directory Information Hold Form which will prevent the release of this information. Students who sign the request will not be listed in news releases concerning honor rolls, or in commencement related publications. UCC defines Directory Information as:

1. Student's name
2. Student's email address
3. Terms of enrollment
4. Degree and awards received
5. Dean's list, President's list, honors list.
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Most recent previous educational agency or institution attended
9. Under the Solomon Amendment names and addresses will be released to the branches of the US Armed Forces upon request
10. In compliance with the Hope Scholarship and Lifetime Learning Tax reform, information will be released to the IRS.

If a student has not filed a hold, UCC will assume the student approves disclosure. If a third party requests information other than that listed above, a copy of your signed authorization will be required.

STUDENT DEVELOPMENT AND SERVICES

Umpqua Community College offers a wide range of student services to meet a variety of needs. Academic, financial, social, and personal services are available at little or no cost. We hope you will take advantage of the services available and the opportunities they present.

Academic Advising

Academic advising is available in the LaVerne Murphy Student Center. A variety of student services are provided to meet a student's individual needs while attending UCC. Services provided by an academic advising specialist may include:

- One-to-one academic advising sessions
- Assessing with course placement and selection
- Creating first term schedules
- Development of a Term-by-Term Planner
- Understanding of academic policies and procedures
- Degree requirements and transfer options
- Campus and community resources and referrals
- Demonstration of Student Self-Service Web online services
- Academic appeal process and information
- Advising and Career Service Center assists new students move through the educational process of enrollment at UCC and helps continuing students in reaching their educational goal. Visit the LaVerne Murphy Student Center or call 541-440-4610.

Bookstore

The UCC Bookstore is located in the LaVerne Murphy Student Center Building, on the main campus. The bookstore offers course textbooks and materials, general books, computer software and hardware, clothing, gifts, cards, snacks, espresso, and a wide variety of school supplies. Bookstore hours are 7:30 a.m. to 4 p.m. Monday through Friday, for the fall, winter and spring terms. Summer hours are 7:30 a.m. to 4 p.m. Monday through Thursday. During the fall, winter, and spring terms the bookstore will be open until 6 p.m. the first two days of classes. Please plan on bringing your student ID and class schedule to assure the purchase of the correct textbooks for your classes.

You can now compare pricing and purchase textbooks online through the UCC Bookstore website with

financial aid or Visa or Mastercard. Allow a 24 hour ship time and only street addresses will be accepted. In-store pickup is also available. NO PO BOXES.

Textbooks purchased during the term may be returned until the end of the first week of school, providing the textbook is in the same condition as purchased, and proof you dropped the class and a receipt for the item are provided. Textbooks or software in shrink-wrap, labeled no-return if opened, may be returned for a refund during this time if unopened.

The UCC bookstore will have a textbook buy-back Wednesday through Friday of finals week during the fall, winter and spring terms. Buy-back will be held during August for the summer term.

We encourage students to bring any and all textbooks to buy-back as we buy for the store, based on need, as well as for other schools. Textbooks eligible for book buy-back usually include texts that will be used the next term on our campus. Price paid at buy-back varies with each book, but can be as much as one half the amount paid.

The UCC Bookstore is a non-profit self-sustaining operation owned by Umpqua Community College.

Bus Service

Regularly scheduled transit service, provided by Umpqua Public Transit, is available to UCC students each term. Bus passes are available each term at a discounted rate to currently enrolled students from the Finance Office. Students must show a UCC Student ID card and current class schedule. Financial assistance may be available through ASUCC for students with limited income; visit the Student Center. The service picks up and delivers students daily to the UCC campus. The bus stop is located between Jacoby Auditorium and the Welcome Center. Bus schedules are available in the Welcome Center, Administration Building. For more information call Umpqua Transit at 541-440-6500, or online at www.umpquatransit.com.

Child Care

Umpqua Community College offers a limited number of spaces for child care on campus. The Ford Childhood Enrichment Center also functions as a training laboratory for students in Early Childhood Education. Children ages 6 weeks to 5 years of age may attend part or full time, depending on the parents' schedules. Cost depends on the number of hours the child attends. Financial assistance may be available to eligible students. Applications are accepted throughout the year. For more information, visit the child care office in the Ford Childhood Enrichment Center, or phone 541-440-4650 or 541-440-7741.

Accessibility Services

Students who experience barriers to access will find UCC's campus to be accessible and accommodating. Support services are available to students with any type of disability including mobility, auditory, visual, learning, chronic illness, and psychological. Services include, but are not limited to, alternate testing, note takers, readers, interpreters, mobility assistance, assistive technology, and consultation/collaboration with faculty and Accessibility Services.

Students will receive accommodations and other accessibility support services only when they submit appropriate documentation and register with the Accessibility Services office. New students are encouraged to make an appointment with the coordinator prior to taking the placement test, and as soon as possible each term for ongoing services. Please visit the Accessibility Services on the UCC web page for additional information (www.umpqua.edu/accessibility-services).

When requesting accommodations for performances and other public events, please contact Special Events at 541-440-4704, Accessibility Services can be reached at 541-440-7655 or 541-440-4610 or Oregon Relay at 1-800-735-2900. The Accessibility Services Offices is located in the Advising and Career Service Center in LaVerne Murphy Student Center.



Food Service

Loggers Café, operated by a local business, provides complete meals, salad bar, deli sandwiches, a la carte selections, snacks and beverages for students in the Campus Center Building cafeteria. The main dining room is open from 7:00 a.m. to 3 p.m. Monday through Friday, with featured lunch selections served daily. Menus feature local, regional and international cuisines.

River Rush Catering is operated by graduated culinary students and provides both a la carte and buffet menus. River Rush Catering serves food for all kinds of campus-related events, including fundraisers, conferences, weddings, luncheons, workshops and more. Whether a business meeting for your UCC department, student events, or local

business, River Rush Catering can provide the food. River Rush Catering is a self-sustaining operation owned by the college.

Vending machines, located between the main dining room and the student lounge areas, provide beverages and snacks throughout these times and in the evenings. The Campus bookstore also offers a selection of food and beverages.

Student Insurance Fee — Mandatory Participation by Students

Students pay \$5 per term of enrollment for insurance which provides coverage during supervised college activities (i.e. classes and field trips) and travel to and from such activities. The insurance covers injury caused solely by an accident which happens while the student is taking part in a college supervised activity. For more information, contact the assistant to Vice-President/Chief Financial Officer, located in Educational Skills Building: phone 541-440-7861.

Information Technology

UCC offers excellent computer facilities to students, faculty, and staff. Over 400 computers are available for use in computer laboratories located in the various buildings on the main campus as well as the various outlying centers. The computer lab hours vary during the term, and some open lab times are also offered. Lab assistants are generally available for assistance. UCC also provides extensive wireless accommodation for use with laptops, PDAs, and other wireless devices.

All use of college-owned computer equipment and network services must be in compliance with applicable UCC policies, procedures and guidelines as well as federal and Oregon state law. Please refer to materials posted in labs or the college web page for details (<http://www.umpqua.edu>).

Library

The library provides services for all UCC students, faculty, staff, and Douglas County residents at no cost. Check with the library for policies and open hours by visiting our website: www.ucclibrary.com or by calling 541-440-4640. You will also find information about our services and access to our print and online resources.

The library staff is friendly, focused on customer service, and ready to help you. Take advantage of our group study space, open seating, and carrels for individuals.

Our open computer lab is available to all students across the curriculum with lab aides to answer your computer-related questions. Check out our laptops and utilize our Wi-fi access, networked printers, wireless printer, scanners and copy machines, both color and black and white. Lockers, restrooms, and vending machines are available in the library lobby.

The library houses 30,000 items including books, DVDs, CDs, a reference collection, and textbook reserves for your classes. Access online articles, ebooks, and reference sources through the library's databases. Our online research guides point you to resources, research tips, and online tools for your classes. Interlibrary loan is also available for students, faculty, and staff.

The library staff is available to answer questions, show you how to use the library's services and collections, and help you find the information you need. Stop by the library, call, email, or make an appointment for research help for your assignments and information needs.

The Reference Librarian teaches research skills to classes across campus and offers LIB 127 Library and Internet Research, a 3-credit online class each term. Learn how to use the library, research your favorite subjects, improve your performance on class projects, and move between online and print information sources with ease.

Parking

Umpqua Community College provides more than 1,450 parking spaces located near all campus buildings. One-hour Visitor Parking space is designated in white directly in front of the Del Blanchard Welcome Center. Our one-hour parking is for non-student activities and is strictly enforced. Staff parking is designated in green while all other parking on campus is in yellow. One-day permits can be obtained for visitor parking through UCC Security and Facilities at 541-440-4671. Traffic citations will be issued for improperly parked vehicles. Any vehicle left unattended on UCC property for more than 72 consecutive hours will be deemed abandoned and towed at owner's expense. Penalties/fines may be paid through the cashier in the Finance Office, located in Lockwood Hall. All traffic and parking issues should be addressed through UCC Security and Facilities at 541-440-4671. More information on parking, traffic citations, and the citation grievance process can be found at <http://www.umpqua.edu/parking>.

Umpqua Community College reserves the right to change any of these regulations without prior notice as needed for the safety and security of the campus. Such changes will be posted prominently throughout the campus community and through UCC Security and Facilities at 541-440-4671.

Authorized Testing Center

Testing Services provides proctored testing with: Compass testing, online courses and industry based tests. UCC is the official GED test center for Douglas County.

We offer testing for CLEP, LSAC, ACT and DSST and are a certified test center for Prometric, Metro Institute, Pearson Vue, Castle Worldwide and NHA, offering Information Technology, Pesticide, ASE and GED testing. For information call Testing Services at 541-440-7659 or email: Roger.Sanchez@umpqua.edu

Student ID Cards

All registered students are entitled to an ID card. The ID card serves as your official UCC photo identification and can be utilized as a UCC Library Card. An ID card is needed for the bus pass. ID cards are available through the Information Desk in the LaVerne Murphy Student Center or from the Student Life Office during regular business hours. ID cards must be validated each quarter of enrollment; validation stickers are available from the Information Desk, located in the LaVerne Murphy Student Center; from the Cashier located in Lockwood Hall and from the Library reference desk.

Success Center

The Success Center is dedicated to supporting classroom instruction by providing assistance to students with a variety of services aimed to promote their success in college. All of the services provided by the UCC Success Center are designed to reinforce course content and to emphasize good study habits. Success Center tutors and staff are committed to providing a welcoming, safe, and stimulating environment that encourages our diverse population of students to become independent, life-long learners and achieve success within their careers. The Success Center is located in the Sue Shaffer Learning Commons and Library (541-440-7733). For more information or access to resources provided through the Success Center, please check out the Success Center website at www.umpqua.edu/success-center.

Veterans

The Veterans Education Benefits Office was established to provide service to veterans and their eligible dependents in applying for and receiving Veterans Educational Benefits, VA work study, and other supportive services. You are encouraged to contact the Veterans Coordinator in the LaVerne Murphy Student Center, or call 541-440-4621 for assistance or more information.

You can establish eligibility with the VA for full-time benefits by taking 12 or more eligible credits, three-quarter time benefits with 9 to 11 eligible credits and half-time benefits with 6 to 8 eligible credits. Only tuition and fee benefits are available to students taking less than half-time. If you are taking GED courses you must attend class 18 hours or more per week to be considered full-time. Veterans and other military personnel need to check with the Enrollment Services Office regarding procedures for acceptance of military credits.

The Veterans Office will assist you in filling out the necessary paperwork to establish eligibility for educational benefits. All students receiving Veterans Education Benefits while attending UCC are required to submit transcripts for all previous education, including all military service.

After certification by the college and the VA you must:

1. Maintain satisfactory progress (described below).
2. Enroll only in courses that are part of the certified program. By taking classes outside of the certified program, you will be liable for overpayments from the VA.
3. Complete at least the minimum hours for which you were certified. Overpayments will occur if you enroll in but do not complete your credits for which you were certified.
4. Inform the VA Office immediately of schedule or address changes, as it takes up to six weeks to process the changes.
5. Chapters 30 and 1606 must certify enrollment status with the Veteran's Administration monthly, by logging on to <https://www.gibill.va.gov/wave/index.do> or by calling 1-877-823-2378.

Application can be made for advance pay if there is more than a 30-day break between terms. Advance pay requests must be received by the UCC Veterans Education Services Office at least 30 days prior to the beginning of the term for which advance pay is requested.

Veterans Satisfactory Progress

Students receiving veterans educational benefits must comply with the following:

- A student is considered in good standing when he/she maintains a 2.0 GPA on both term and accumulative grade records.
- Any reduction of class load which will affect the student's status will be reported to the VA and could result in an over payment.
- A maximum of 45 hours of deficiency courses will be allowed for any veteran student.
- Veterans whose GPA falls below 2.0 will be advised that they are on probation.
- Students who do not maintain a 2.0 GPA for two consecutive terms will receive a notice of suspension. The appropriate VA Regional Office will also be informed. Once students are placed on Unsatisfactory Progress they must enroll for, and complete, one term on their own before the veterans office will submit their records to the VA for recertification. During the term, students must maintain the same credit-hour level as they did when they were certified and must also earn a minimum 2.0 GPA for the term.

TRiO

What is TRiO?

Our nation has asserted a commitment to providing educational opportunity for all Americans regardless of race, ethnic background or economic circumstance.

In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate and move on to participate more fully in America's economic and social life. These Programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRiO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers to higher

education, TRiO programs help students overcome class, social and cultural barriers to higher education. Umpqua Community College is home to three TRiO Programs: Student Support Services-Transfer Opportunity Program, Educational Talent Search and Upward Bound.

Transfer Opportunity Program/ Student Support Services

The Transfer Opportunity Program is a Student Support Services-TRiO project funded by the U.S. Department of Education on a \$269,486 year grant to serve 160 students. The program is designed to assist eligible students to complete requirements at UCC for transfer to a four-year college or university. The Program offers a variety of free resources and support that students need to develop an educational plan, make informed career decisions, and gain the tools and skills necessary to successfully complete their educational goal of earning a bachelor's degree.

What does the Program offer?

Academic Advising, Career Advising, Tutoring, College/Campus Visits, Cultural Enrichment, Book Resources, Transfer Assistance, Financial Aid/Scholarship Assistance, and Educational Seminars on a variety of topics.

Eligibility

Students qualify based on federally-defined criteria as follows: meet the federal low-income guidelines and/or be a first-generation to attend college and/or have a documented physical/learning disability; have an educational goal of earning a bachelor's degree at a four-year college or university after finishing at UCC; be a US Citizen or permanent resident.

Application

Pick up an application in the Transfer Opportunity Program Center located in the student lounge section, Campus Center Building or visit the website at: www.umpqua.edu/student-support-services. For further information, call the Transfer Opportunity Program office at 541-440-4712.

Educational Talent Search (ETS)

Talent Search programs serve young people in grades six through twelve. In addition to academic advising, participants receive information about college admissions requirements, scholarships and various student financial aid programs, financial literacy and career exploration. This early intervention program helps students from families with lower incomes or where neither parent has a Bachelor's degree to better understand their educational opportunities and options. Over 319,000 students are enrolled in 461 Talent Search TRiO programs. Umpqua Community College's Educational Talent Search program was originally funded in 2002 and re-funded in 2011 on a five-year grant to serve 592 students per year. ETS has on-site advisors at South Umpqua, Riddle, Glide, Douglas, Roseburg and Sutherlin High Schools, as well as the before-mentioned middle schools. Along with academic and career advice, students are also exposed to numerous cultural and educational field trips during the school year. ETS is funded on a \$284,100 a year grant. For more information on ETS, please call 541-440-4606.

Upward Bound

Upward Bound helps young students prepare for higher education. Participants receive instruction in literature, composition, mathematics, world languages, and science after school, on Saturdays, and during the summer. Currently, 826 programs are in operation throughout the United States. Umpqua Community College's UB Program was funded in 2007 on a four-year grant, and has been refunded for another five years as of the 2012-13 school year.

UCC's UB serves 63 students from Douglas, Roseburg and South Umpqua High Schools. There are on-site coordinators who assist students with their academic, college and career exploration needs. Students also participate in a 6-week summer academy where they take classes at UCC to prepare them for the upcoming academic year. Students are invited to attend cultural and educational experiences throughout the year to help

them realize their college and career dreams. Upward Bound is funded on a \$262,500 a year grant. For more information on Upward Bound, please call 541-440-4606.

One Stop Career Center

Umpqua Community College participates in the Douglas County/WorkSource Oregon One-Stop Career Center system. Job seekers and employers can access regional and statewide information through this system at the UCC Workforce Training Center, located at 2555 NE Diamond Lake Blvd. in Roseburg.

Student Job Placement

Student Job placement services are available through the Financial Aid Office under the federal Job Location and Development Program (JLD). Student Job placement identifies employment opportunities for students who want to work regardless if they are eligible for federal student aid. Part-time and full-time vacancies are posted online at <http://www.umpqua.edu/student-job-placement>. Program registration is required.

Services provided may include:

- Resume Assistance
- Job Search Correspondence
- Interviewing Resources
- Career Job and Resource Fair

Visit the Student Job Placement Office in the LaVerne Murphy Student Center (CC)/Financial Aid Office or call 541-440-7797, afternoon hours.

Employment Skills Training

Certificate of Completion

This training offers students the opportunity to receive a state-approved credential for completion of an individualized program of 12-14 credits that leads to the skills and knowledge necessary for employment in an identified occupation or career field.

Students who enroll in this short-term program develop an individualized program of study from UCC's

college-level credit classes after completing the UCC placement exams and consulting with an academic advisor. The plan must also be approved by the appropriate Department Chair(s) and the UCC Registrar before a student begins his/her studies. A Certificate of Completion is awarded after the student successfully completes the prescribed courses in the approved training plan.

STUDENT LIFE

Associated Students of UCC

The Associated Students of Umpqua Community College (ASUCC), Student Leadership Team provides representation for all students to the college administration by participating as voting members on all major college committees.

ASUCC supports the formation of clubs, organizes activities for students, and helps students learn leadership skills that will serve as a foundation for their future career success. They also involve themselves in community service activities.

Participants can learn valuable leadership skills in student government, develop friendships and establish contacts with the college staff. ASUCC Officers and Senate positions are eligible for compensation.

Executive officer positions — filled by election — include the President, Vice President, Activities Officer, Public Relations Officer, and Business Manager/Secretary. Senator positions are filled through a petition and appointment process.

Executive officers' positions are filled during the spring term. Senator positions are considered on a regular basis and are open to all full- and part-time students. The Student Leadership Team holds weekly meetings. All are invited to attend.

For more information contact ASUCC Student Leadership at 541-440-7849 or the Director for Student Life at 541-440-7749.

Clubs

Student clubs and organizations provide students with an opportunity to combine various aspects of academic and/or vocational learning into personal action. Through participation in a student club or organization, students learn to apply the skills and responsibilities of leadership (communication, team building, problem solving, meeting management, decision making and conflict management) and become involved in your community. Clubs are a great way to meet other students with similar interests and have fun while developing lifelong skills.

Student clubs must be open and available to any Umpqua Community College student regardless of race, religion, color, national or ethnic origin, sex, age, sexual orientation, marital status, disability, political affiliation or status as a disabled or Vietnam era veteran, or other characteristic protected by applicable state or federal law. A chartered (certified) student club is any student club which has been officially recognized by the ASUCC Student Leadership Team. Student clubs may exist on campus without official recognition but will not be eligible for subsidy by the ASUCC or be granted the benefits given to a chartered student club.

If you are interested in chartering a club, stop by the ASUCC Student Leadership Office, located in the Student Center, and pick up a club charter (certification) form. If you have any questions, please phone 541-440-7849 or contact the Director of Student Life at 541-440-7749.

Athletics

UCC is a member of the Northwest Athletic Association of Community Colleges and actively participates in men's and women's basketball and women's volleyball.

Competition comes from community colleges within the state as well as Washington and Northern California.

Team membership is based on skills and abilities to play at the intercollegiate level. Any qualified student is welcome to try out. Besides the benefits of physical development, participants learn teamwork, self discipline,

STUDENT LIFE, *continued*

and leadership skills. A number of members of each team also receive merit awards, per NWAC rules, to help pay for tuition.

UCC is known for fielding first-rate competitive teams that provide exciting entertainment. All students are encouraged to attend and support UCC athletic events. Team colors are green, beige, and white, and the college mascot is the Riverhawk. Those interested in becoming a team member, contact the Athletic Director, 541-440-7729.

Music and Theatre Arts

The UCC Music program sponsors a number of performing groups, including Symphonic Choir, Band, Orchestra, Chamber Choir, and Concert Choir. All students are welcomed, and college credit can be earned. In addition, numerous music classes are offered, including individual lessons.

The UCC Theatre program produces three or more plays during the year, including summer musicals. Casting auditions are open to all students and college credit may be earned for participation. In addition, classes in theatre arts are offered throughout the year.

Performance-based tuition waivers are awarded to outstanding music and theatre students each term. Call the music faculty at 541-440-4693 or theatre faculty at 541-440-4694 for more information.

Student Newspaper

UCC's student newspaper, *The Mainstream*, provides both print and online editions. It is primarily staffed by students enrolled in Journalism Production (J 215) which is a variable credit course (students may enroll for 1, 2, or 3 credits per term). A scheduled class time for J 215 is listed in the UCC catalog, but students who are unable to meet at that time due to schedule conflicts should contact the advisor for a possible schedule override.

J 215 students explore media writing, graphic design or both in a hands-on training environment under the

leadership of an advisor and student editor. Students can gain experience in Associated Press style, media writing formats, interviewing, copy editing, journalism ethics, media graphic design, advertising, and working as a creative team.

No prerequisites are required for J 215, but students interested in media writing for *The Mainstream* should consider taking J 251 Writing for the Media either concurrently or before J 215. Students enrolling in J 215 must be able to meet deadlines and interact positively on a work team.

For information about *The Mainstream*, contact the advisor melinda.benton@umpqua.edu or the staff at uccmainstream@yahoo.com.

COMMUNITY AND WORKFORCE TRAINING

The UCC Community and Workforce Training Department enriches lives and supports employers with high-quality education and training in Douglas County. We strive to respond to the ever-changing needs of residents and businesses quickly and with care. The Department coordinates non-credit classes, workshops and trainings in several subject areas:

- Fun, hobby, and personal enrichment
- Professional development & continuing education
- Safety and health certifications
- Employer training & consulting

Community and Workforce Training includes Adult and High School Driver Education courses, American Heart Association CPR/First Aid courses, coordination of Gold Cards, Continuing Education Units (CEUs), Summer Enrichment Camps for children and teens and much more.

Course offerings are updated each term and can be found in the printed UCC Class Schedule distributed to your home mailbox or online at: <http://www.umpqua.edu/community-workforce-training>. For more information on Community and Workforce Training activities, please call 541-440-4668, visit our website or visit our office at the Workforce Training Center (2555 NE Diamond Lake Blvd., Roseburg.)

Off-Campus Classes

UCC Community and Workforce Training offers courses located off-campus throughout the college district. These include non-credit self-improvement technology, and cultural and personal growth activities. Consult the UCC Community and Workforce Training sections for listings of courses in your area. Department coordinators serve all areas of the college district. Their names and contact numbers are listed in the term schedule. If you have an interest in a particular class, contact 541-440-4668.

COMMUNITY SERVICES

The Art Gallery at UCC

The UCC Art Gallery is located in the Whipple Fine Arts Building. There are six exhibits during the academic year. Above the main floor is a mezzanine gallery that features student art work on a continuous basis. Both galleries feature exhibits in a variety of media, including ceramics, drawing, painting, photography, printmaking and sculpture.

Gallery hours are 8 a.m. to 4 p.m., Monday through Friday. There is no admission charge. To receive information about the Art Gallery and its programs, please call 541-440-4692 or 541-440-4691.



Continuing Education Unit

The Continuing Education Unit (CEU) is used by some professional and occupational groups as a means of measuring time spent in upgrading activities and in-service. CEUs are given for non-credit and non-graded activities. They are awarded at the discretion of the college. For more information, contact Community and Workforce Training, 541-440-4668.

Customized Training & Workforce Development Classes

Increase your employees' productivity and your organization's bottom-line utilizing UCC's customized training and workforce development services. Computer applications, manufacturing process skills, management training, leadership and team development, safety training and lean implementation are just a few of the many topic areas available. From entry-level to senior executive management team members, UCC can customize training to fit your needs. From individualized coaching and consulting to customized employee seminars, training is available when and where you need it twenty-four hours a day, seven days a week! For more information contact the Community and Workforce Training Department at 541-440-4668.

Summer Recreation

During the summer months a number of athletic activities are offered for members of the community. The swimming pool is open for recreation/lap swim and also for swimming classes. In addition, there are Boys and Girls Basketball, and Volleyball youth camps.

For information consult the Summer Schedule of Classes or call Summer Recreation & Sports Information at 541-440-7732 or visit www.umpqua.edu.

ONLINE LEARNING

UCC Classes Offered Online

Many UCC courses are offered online. These courses generally appeal to students who need a more flexible schedule and are motivated, self-starting students who are able to accomplish much of the required coursework independently.

Requirements include: advanced computer skills, web-browser software, reliable internet connection, and a word-processing program.

UCCOnline courses do have varying requirements for face-to-face meetings. Some instructors require an on-campus orientation. Others make the orientation optional or provide an online orientation. On-campus labs and/or proctored exams may also be required for completing certain online classes. Please refer to the current term schedule for course requirements.

For information including frequently asked questions, how to access and get started in Canvas, or to see if online learning is right for you, please visit our website: www.umpqua.edu/ucconline, or e-mail us at ucconline@umpqua.edu, or call 541-440-7685 or visit us in the Educational Skills Building, room 34.

Interactive Videoconferencing

UCC offers two-way interactive videoconferencing courses. Courses can have a "live" or "virtual" teacher in the classroom. Courses originated by UCC will have a teacher present in the classroom, and the class content is presented using various audio-visual technologies. Courses UCC receives from other schools will present the distant instructor and curriculum content by means of an Internet connection.

Academic Advising

Academic Advising for online learning options and course information is available in the Advising and Career Service Center. For more information, call 541-440-7763.

SMALL BUSINESS DEVELOPMENT CENTER

The Small Business Development Center is one of 19 SBDCs in Oregon established by the Oregon State Legislature in 1983. SBDCs were given the directive to assist and educate business owners. The UCC SBDC provides almost 1000 hours of business advising each year working with businesses of all sizes.

In addition to providing advising at no cost the SBDC also provides low or no-cost workshops, seminars, and technology assistance. The Center is located at 522 SE Washington in Roseburg but services are available anywhere in Douglas County. Don't hesitate to call for an appointment at your place of business. For information or an appointment, call 541-440-7824 or visit our local website at www.umpqua.edu/sbdc

Training

SBDC offers an array of free or low-cost trainings to meet the needs of small businesses. Topics include starting a business, computer training, supervision and management, marketing, accounting, human resource issues, food production, government contracting, and real estate broker's license pre-test and property management training. Call 541-440-7824 or 541-440-7662 for more information on current and future workshops.

Advising

SBDC offers free business advising to people considering starting a business, as well as to business owners at all stages of business life. Advising is personalized to meet the business owner's needs and might include: getting started, financing, business plan creation, marketing, human resource issues, government contracting, QuickBooks assistance, changes in business structure, or just guidance on taking your business to the next level. There is no limit to the amount of hours or sessions.

ACADEMIC
SUPPORT

The Woolley Center

The Harold Woolley Adult Basic Education Center is the hub of activity for a variety of adult basic skills development programs throughout the county. The center serves learners reviewing basic subjects such as reading, math or writing skills, and students who are working toward their General Educational Development (GED) tests. Students receive help planning for the transition to college and the workplace.

The Woolley Center provides an orientation for new students, which includes goal setting and study skill components. Our skilled instructors utilize a wide range of instructional materials. For more information about

attending the Woolley Center or other sites in Douglas County, and to sign up for Orientation, call 541-440-4603.

Adult Basic Education

For adults who would like to learn how to read, or who would like to raise their basic literacy skills, UCC offers Adult Basic Education classes at several locations in Roseburg and throughout Douglas County. Students receive individual attention and instruction. When the student completes the ABE course of study, he or she is ready for GED, OPABS and transition classes. For more information, or to sign up for orientation, please call 541-440-4603.

General Educational Development (GED)

The GED is a certificate of high school equivalency awarded by the Oregon Department of Education. To obtain it one must pass a series of four tests, and maintain a minimum average score on all tests.

The tests cover mathematical reasoning, science, social studies, and reasoning through Language Arts. UCC offers both day and evening classes to help students prepare for the tests. Classes are held at UCC's main campus, Roseburg's Woolley Center, Glide High School, Tri-City JOBS, and other locations around the county.

Completion of the GED Certificate and 60 hours of instruction in a UCC class entitle the graduating student to free tuition for one college term at UCC. This tuition waiver must be used the year following completion of the final GED test, excluding Summer term.

For information on the schedule and fees, call 541-440-4603.

UCC is the official GED Test Center for Douglas County. Tests are given each week in the Campus Center building. Appointments and payment for GED tests are made at www.ged.com.

Oregon Pathways to Adult Basic Skills (OPABS)

Oregon Pathways for Adult Basic Skills is a program designed to help students prepare for both the GED exam and to enter college. While preparing for the GED exam, students will also enroll in college level courses within a program of study. They will also learn to use the various forms of technology required for college success. Students should expect to attend class daily and be prepared for homework.

Adult High School Diploma

For students interested in earning a high school diploma, UCC offers the Oregon Adult High School Diploma (AHSD). The UCC diploma program has been approved by the Oregon Department of Education and the Oregon Department of Community Colleges and Workforce Development. The AHSD mirrors current state high school graduation requirements.

For students graduating between July 1, 2016 and June 30, 2017, the credit requirements are as follows:

Language Arts.....	4
Mathematics (Algebra I and above).....	3
Science (2 credits lab based).....	3
Social Sciences.....	3
Second Languages, The Arts, Career and Technical Education.....	3
Electives.....	6
Total credits:	24

Students must also complete:

- a Career Related Learning portfolio, which consists of an Education Plan & Profile and documentation of career-related learning experiences and extended application of skills
- reading, writing, and math proficiency test
- all credits earned in the program with a minimum of a 2.0 GPA

AHSD candidates must complete a minimum of two UCC high school credits or six UCC college credits (or an equivalent combination of the two) to be awarded a diploma from UCC.

There are two ways of earning credit towards the Adult High School Diploma:

Through the day program at the Woolley Center

The classes at the Woolley Center feature small class sizes and outstanding instruction. Emphasis is placed on successfully transitioning into college and the workforce. Candidates must be at least 16 years of age and have a minimum of ninth grade reading level to be admitted to this program. Students 16 and 17 years of age must have a referral from their school district or release from compulsory attendance. For more information, please call 541-440-4603.

By enrolling in the dual credit AHSD program on campus

Candidates in this program enroll in college classes, and earn high school diploma credit and college credit simultaneously. Students are expected to demonstrate the ability and maturity to succeed in college coursework as well as in the community college environment. Students must place into college level coursework on the Compass Placement Test. For more information, please call 541-440-7767.

Skill Building Through ABS Classes

For students interested in taking college courses, but who need to refresh or upgrade skills in math, reading or writing, there is another option. Students can attend Skills Review classes in a number of locations. Please call 541-440-4603 for more information. Some students have successfully increased one or more levels on their COMPASS exam after just one term.

English Language Acquisition (ELA)

Several levels of classes are offered for adults whose native language is not English. There are day and night classes available. Classes stress conversation and pronunciation, with particular emphasis on work and life skills. For more information, please call 541-440-4603.

Learning Skills (Developmental Education)

What if I don't place into college level coursework? Don't be discouraged! Many new students need to upgrade their skills. The Learning Skills Department helps students achieve proficiency in the basic academic skills necessary to succeed in college. By taking reading, writing, math, and skill-building classes, students learn to apply strategies and access resources to advance in current and future coursework.

Success Center

Free "drop in" peer tutoring is available for all UCC students in most college subjects, including mathematics, science, world languages, accounting, computers, and writing. Tutoring Services are located in the Sue Shaffer Learning Commons and Library. Online 24/7 tutoring is available through [SmarThinking](#). For more information, please call 541-440-7733.

Learning Skills Mini Courses

The Department offers a number of courses designed to help students improve their learning skills. Many of these are one credit mini classes that meet for two or three weeks during the term.

Bridge to Success Program

Many community colleges operate learning communities to improve low rates of student success. At UCC, our learning communities co-enroll a cohort of

students into several classes together and include integrated curricula, collaboration among instructors, as well as enhanced mentoring and tutoring which are embedded into the Dedicated Learning Communities. Skills development including reading, writing, and basic computer literacy. Students are recommended to the program based on their placement test scores.

Objectives of the DLCs:

Learning communities provide academically low-performing/under-prepared students with the opportunity to enroll and complete courses together at the developmental level. Students are grouped in small cohorts and enroll in two developmental courses (Reading and Writing), a College Success course, and a Critical Thinking course. Students also have the option to enroll in one college-level course in their major or Math. This is designed to:

- help students advance through developmental education and into college-level courses within a structure of cohort accountability
- academically and socially integrate students with the formal and informal academic and social systems of UCC.

Benefits of the Learning Communities to Students:

- Raises levels of academic and social achievement
- Decreases student marginality and increases mattering
- Provides opportunities for deeper, more meaningful, and connected learning
- Creates a practice ground for skill development within a meaningful context
- Improves critical thinking, functioning in a group, negotiation, and communication skills.
- Prepares students for work environments during college and after graduation.

POLICIES

(see disclaimers on page 1)



Enrollment Limitations

UCC may restrict enrollment in a class or program because we have limited staff, space or equipment. Enrollment is also limited for some programs because of special admission requirements.

We encourage you to apply early to the nursing program which has special admission requirements.

Cancellation of Classes

The college reserves the right to cancel any class due to extenuating circumstances, such as low enrollment.

Closure Due to Weather or Emergency

School closure shall be determined by the Vice President for Instructional Services, in consultation with the college President. When the college is closed, it is totally closed and no one is required to report for classes or work, excepting security personnel and others specifically requested or

approved by the Vice President for Instructional Services. All closures will be publicized as soon as possible through all news media. Closures due to adverse weather conditions will be announced by 6:30 a.m. the day of the closure.

Equal Employment/Educational Opportunity/Affirmative Action

UCC promotes inclusion and equal opportunity in employment and education. In full accordance with the law, UCC prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under anti-discrimination laws.

In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), Title II of the Americans with Disabilities Act, and all local and state civil rights laws. Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

- **Title IX Coordinator:**
Lynn Johnson (staff), Human Resources Director
Title IX Coordinator - 541.440.7690,
TTD 541.440.4612, lynn.johnson@umpqua.edu,
located in the Student Center
- **College ADA Coordinator:**
Lynn Johnson (staff), Human Resources Director/

Title IX Coordinator - 541.440.7690,
TTD 541.440.4612, lynn.johnson@umpqua.edu,
located in the LaVerne Murphy Student Center

- **Director of Accessibility Services:**
Danielle Haskett (students), Accessibility Services
Coordinator - 541.440.7655, TTD 541.440.4612,
Danielle.Haskett@umpqua.edu located in the
Student Center

Title IX – Prohibits Sexual Harassment and Discrimination on Basis of Gender

UCC is committed to diversity and equal employment/education opportunity. We comply with Title IX. This is a federal civil rights law. It prohibits discrimination on the basis of sex in federally-financed education programs.

UCC protects and supports the 1972 Educational Amendments of Title IX. We work to:

- Promote equity in academic and athletic programs.
- Prevent hostile environments on the basis of sex.
- Prohibit sexual harassment and sexual violence.
- Protect from retaliation and remedy the effects of other gender-based forms of discrimination.
- Investigate and notify the college community of serious or ongoing threats. We work to prevent a recurrence.

How do I file a harassment or discrimination complaint? Who can I contact for more information on Title IX issues? When should I file a complaint of discrimination/harassment?

You should file a complaint of discrimination if you are a UCC student, staff, or faculty member and believe:

- You are being subjected to harassment/discrimination
- You have witnessed harassment/discrimination
- You have knowledge of harassment/discrimination

How do I file a complaint of discrimination?

Report the situation to an Authorized Staff Person (ASP). An ASP is either:

- The administrative-level supervisor

- The administrator to whom the alleged harasser reports
- Lynn Johnson, Human Resources Director, Title IX Coordinator – 541.440.7690, lynn.johnson@umpqua.edu, Student Center
- The grievance procedures can be found online at <http://www.umpqua.edu/conduct-grievance>.

Section 504 - Accessibility Services

The Office for Accessibility Services coordinates accommodations for students with disabilities.

What is the purpose of Accessibility Services?

Accessibility Services has multiple purposes.

The office:

- Provides academic accommodations
- Offers support services
- Promotes a supportive learning environment
- Promotes student independence, program accessibility and a psychologically-supportive environment
- Helps students achieve educational objectives

Who can I contact for more information and accommodations?

Resolving Discrimination/Harassment Concerns Internally

- Danielle Haskett (students/visitors), Accessibility Services Coordinator - 541.440.7655, Danielle.Haskett@umpqua.edu located in the Student Center
- Lynn Johnson, (staff) Human Resources Director, Title IX Coordinator - 541.440.7690, lynn.johnson@umpqua.edu, located in Student Center

Resolving Discrimination/Harassment Concerns Outside of the College

Individuals are encouraged to utilize an internal complaint process, but do have a right to file an

external complaint of discrimination and /or harassment with:

- **U.S. Department of Education's Office for Civil Rights**
915 Second Avenue, Room 3310, Seattle, WA 98174-1099
(206) 220-7900 (v), (206) 222-7887 (fax)
<http://www.ed.gov/ocr/complaintprocess.html>
- **Equal Employment Opportunity, Seattle Field Office**
909 First Avenue, Suite 400, Seattle, WA 98104-1061,
1-800-669-4000 (v), 1-800-669-6820 (TTY)
206-220-6911 (fax)
- **Bureau of Labor and Industries**
3865 Wolverine Ave NE, Building E, Suite 1
Salem, OR 97305-1268,
Phone: 503-378-3292, Ore. Relay TTY: 711
- **The federal Equal Employment Opportunity Commission**

Alcohol/Drug Free Environment

UCC is committed to maintaining an effective learning environment free from the devitalizing influences of alcohol and drug abuse. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as a part of any of its activities is strictly prohibited. UCC will impose disciplinary sanctions on students and employees (consistent with local, State and Federal law), up to and including expulsion or termination of employment and referral for prosecution for violations of college policies. Information about applicable legal sanctions, description of health risks, and resources for treatment is made available for all employees through the Human Resources department 541-440-4626 and for all students through the Advising and Career Service Center 541-440-4610, or the UCC website under Student Code of Conduct.

Drug & Alcohol Policy

Umpqua Community College is dedicated to providing a learning environment for students that is safe and free of the detrimental influences of drug and alcohol abuse.

The abuse of drugs and alcohol by individuals constitutes a serious threat to their physical and mental well-being and may significantly impair performance. Although the college recognizes drug and alcohol dependencies as illnesses and major health problems, drug and/or alcohol abuse at UCC is considered unacceptable behavior because it negatively affects the productivity, safety and security of the college.

Therefore, in order to foster a safe, healthful, and secure campus environment, it is UCC's intent and obligation to provide appropriate drug and alcohol related procedures, educational resources, prevention-focused activities and referral services. In addition, when necessary, the college will impose sanctions.

Actions taken with respect to students shall be consistent with rights afforded individuals under college policy, state and federal statutory, regulatory and constitutional provisions.

The college's premises are defined as any building, room, outdoor space, or vehicle that is owned, rented, leased or used by the college.

In keeping with this commitment, students are expected to comply with the following procedures:

- Students are expected to report to class in a condition that is conducive to learning. Any student under the influence of alcohol or controlled substances (as defined by federal and state statutes) while on the college's premises or on college-sponsored activities will be subject to sanctions which may include suspension or expulsion from the college.
- The unlawful manufacture, distribution, or possession of a controlled substance (other than a drug prescribed by a physician) by any student while on college business or while on the college's premises is prohibited and may constitute grounds

for suspension, expulsion from the college and referral to appropriate law enforcement agencies for prosecution.

- C. Students experiencing problems resulting from drug, narcotic, alcohol abuse or dependency should make use of appropriate community resources for dealing with their specific situation.

Although the college recognizes that alcohol and drug abuse can be treated and is willing to work with students who may suffer from such problems, it is the student's responsibility to seek assistance before drug or alcohol problems lead to academic problems.

Tobacco Free Campus Policy

Umpqua Community College acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. The College further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in support of a safe and healthy learning/working environment, the following restrictions shall be placed:

1. Smoking or other tobacco usage is not permitted inside the perimeter of any Umpqua Community College (UCC) property. This includes all College sidewalks, landscaped areas, recreational areas, buildings on UCC property, and any leased or rented facilities. Designated smoking areas will be provided near parking lots on the outside perimeter of campus.
2. Improper disposal is prohibited and includes but is not limited to:
 - Spitting smokeless tobacco product
 - Littering (i.e. discarded cigarette butts, throwing cigarette butts out of windows, leaving spit container)
 - Anything that creates fire hazards
3. The inhaling, exhaling, burning, or carrying of any lighted smoking material, including cigarettes, cigars,

or pipes, is prohibited in all areas not designated for smoking, and in vehicles owned or operated by UCC. The use of other tobacco products, such as smokeless or chewing tobacco is also prohibited.

4. The sale of tobacco products or tobacco-related merchandise is prohibited on College property.
5. The free distribution (sampling) of tobacco products and associated products is prohibited at College facilities or events.
6. Sponsorship of campus events by organizations that promote tobacco use is prohibited.
7. Advertisement of tobacco products and printed materials on campus is prohibited regardless of sponsorship.
8. Tobacco use on college property or improper disposal of smoking materials may result in disciplinary action or a \$25 fine.

More information on UCC's tobacco policy, related fines, and the appeal process is available at <http://www.umpqua.edu/tobacco-use-policy>, or in the Tobacco-Free Campus brochure, available at the Welcome Center.

Sexual Harassment Policy

Umpqua Community College is committed to providing all employees and students with the opportunity to work and learn in an environment free from discrimination, including harassment. It is a violation of college policy for any employee or student to engage in harassment of any other college employee or student.

Sexual harassment includes any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, either explicitly or implicitly:

- A. It is made a condition of employment or a basis for employment decisions regarding students or staff or
- B. It is made a condition for a student's enrollment, evaluation, or satisfactory progress in a class or program; or

- C. Such behavior unreasonably interferes with a student or staff member's academic or work performance by creating an intimidating, hostile, or offensive learning or work environment.

UCC employees and students who feel they have been subjected to sexual harassment are encouraged to first pursue an informal resolution to their complaint. Employees should bring their concerns to the attention of their supervisors, the appropriate Vice President, or the college Affirmative Action Officer.

Students are encouraged to discuss their concerns with a college counselor or the Vice President of Student Services. Every effort will be made to maintain confidentiality for both the complainant and the accused at the informal level.

If the situation is unresolvable by informal means, employees and students should promptly seek assistance from the college Affirmative Action Officer and follow the formal discrimination grievance procedures. Impartial replacements will be selected by the President in the event that a member of the Personnel/Affirmative Action Committee is the alleged harasser.

UCC supervisors are responsible for promoting an environment that is free from sexual harassment.

UCC will thoroughly investigate all reported incidents of sexual harassment. Employees or students found to be in violation of this policy will be subject to immediate discipline, including possible termination or suspension from the college.

UCC will not tolerate retaliation of any kind against employees or students based upon their allegations regarding sexual harassment. Retaliatory behavior will be considered a breach of this policy and will be dealt with accordingly.

Employees and students should be aware that formal allegations of sexual harassment carry potentially serious consequences to the person charged. Such allegations should be made if warranted, but should be made with accuracy and truthfulness.

Student Right to Know Act Statement & Statistics

The reporting of graduation and transfer rates are calculated based on the federal IPEDS definitions. College-based graduation and transfer rates are based on known transfers as confirmed by the National Student Clearinghouse match process.

For more information about the UCC student population contact the Institutional Researcher at 541-440-4625. For more information about the athletic programs and athletic participation contact the Athletic Department at 541-440-4686.

IPEDS Cohort Graduation Rate	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016
Total Cohort	279	318	306	165	205
Total Graduates	43	32	47	27	47
Graduation Rate	15%	10%	15%	16%	23%

721.0 Student Code of Conduct

Students at Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the college that are designed to perpetuate its educational purposes.

The college, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.

Through this Student Code, Umpqua Community College describes

- 1) the responsibilities, rights and freedoms afforded to students and
- 2) conduct that would interfere with the educational mission of the institution.

The provisions of the Student Code of Conduct are not to be regarded as a contract between the students and the

College. The College reserves the right to amend any provision herein at any time in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.

This Student Code of Conduct will apply to conduct which occurs on College premises and to conduct which occurs elsewhere during the course of a College-sponsored activity. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Student Code of Conduct.

The Vice President for Student Services (VPSS) is responsible for the administration of the Student Code of Conduct. In the absence of the VPSS, the President may appoint a designee to administer the Student Code of Conduct.

The full UCC Code of Conduct is available online at <http://www.umpqua.edu/conduct-grievance>.

Academic Integrity

Umpqua Community College is committed to providing students with a quality education that upholds high academic standards; the academic integrity of each student is valued. Academic integrity means academic honesty or the ethical adherence to guidelines set by individual faculty members and UCC. The academic integrity of each student is crucial not only to that individual student's quality of education but to the academic reputation of UCC as a whole. Academic dishonesty jeopardizes individual students and the educational mission of UCC. Therefore, UCC has a zero tolerance policy regarding all forms of academic dishonesty.

A. ACADEMIC DISHONESTY

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list:

1. Deliberate cheating on any graded assignment; cheating is defined as any of the following:
 - a. use of any unauthorized assistance in taking quizzes, tests or exams;
 - b. dependence upon the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems or carrying out other assignments;
 - c. the acquisition without permission of the faculty member, of a test or other academic material.
2. Consultation of any notes, crib sheets, or other materials in examinations where such consultation is prohibited.
3. Copying another student's answers or strategies on a test, quiz, professional or practical assignment or allowing another to do so.
4. Obtaining a faculty member's examination questions or answers without the faculty member's permission.
5. Collaborating with others on assignments or assessments when expressly prohibited by the faculty member.
6. Submitting one's own previously graded work as a new assignment without the faculty member's permission.
7. Plagiarism or the presenting as one's own work the work of another writer without acknowledgment of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or the Internet.
8. Fabrication or falsification of any information, research, data, references or clinical records.
9. Assisting another student to engage in any form of academic dishonesty.

10. Tampering with evaluation devices or documents;
11. Impersonating another student during a quiz, test, cooperative work experience placement, or clinical placement or other student assessment/assignment or participating in being impersonated by another student;
12. Use of electronic devices including cell phones or other similar wireless devices to convey information relevant to the test, quiz or other student assessment, during any test, quiz, or other student assessment.

B. SANCTIONS FOR ACADEMIC DISHONESTY

1. Zero or F grade for assignment. A faculty member may immediately issue a zero or F grade for a paper, assignment, quiz, or other student assessment as a sanction for academic dishonesty, with or without the possibility of makeup.
2. Zero or F grade in course. A faculty member has the right to immediately suspend a student from the course (with no possibility of refund) and issue a grade of F for a course if the faculty member has documented that the student has engaged in egregious acts of academic dishonesty.
3. Recommendations for administrative sanctions. In addition to the above sanctions, a faculty member or department chair may petition the Vice President of Student Services to apply administrative sanctions. Administrative sanctions include:
 - complete withdrawal from all courses (with no possibility of refund);
 - disciplinary suspension from the student's academic program (if applicable); and/or
 - disciplinary suspension from the college.

C. PROCESS

A student who violates the academic integrity policy will initially be dealt with by the faculty member in whose class the violation occurred.

Step One: Notice. The faculty member will inform the student of the misconduct and apply the appropriate immediate sanction.

Step Two: Filing of report. The faculty member will file a written report of the act of academic dishonesty with the Vice President of Student Services within five (5) college business days of when the faculty member discovered the act of dishonesty. A copy of the report will be provided to the Registrar.

Step Three: Filing of Student Code of Conduct violation. Pursuant to Policy 721.5, the faculty member or department chair may initiate disciplinary proceedings by filing a Student Code of Conduct violation with the Vice President of Student Services. Independent of the faculty member or department chair, the Vice President of Student Services may choose to initiate disciplinary proceedings based on the written report of the act submitted by the faculty member.

Step Four: Disciplinary Proceedings. Disciplinary proceedings for acts of academic dishonesty will be conducted in accordance with the Student Discipline procedure outlined in the Student Code of Conduct, policy 721.4.

Step Five: Grievance/Appeals. Pursuant to the Student Code of Conduct, policy 721.7 the student may grieve the faculty member's decision and/or appeal any decision rendered through the Student Discipline process.

Student Discipline

The student discipline process is outlined in the Student Code of Conduct at <http://www.umpqua.edu/conduct-grievance>.

Student Grievance Procedure

Students have recourse through the Student Grievance Procedure, which provides both informal and formal processes, to investigate concerns or complaints arising from conditions, policy, procedures, practices, working

relationships, decisions, actions or inactions of Umpqua Community College and/or its students and employees. The informal procedure attempts to resolve the grievance through cooperative meetings with the parties involved. The formal procedure resolves issues through written grievances, investigations and hearings. Students are strongly encouraged to resolve any concern informally. It is not necessary to follow the informal procedure prior to filing a formal grievance.

If the informal procedure fails to resolve the issue, the student has the option of filing a formal complaint and/or pursuing outside legal advice. However, the student may not be represented by an attorney during the formal complaint process.

Students with complaints of possible unlawful harassment or unlawful discrimination may seek immediate assistance through the Office of the Vice President of Student Services or the Office of Human Resources.

Processes are student initiated and designed to facilitate the student's grievance being heard and to outline steps to resolve the complaint. It is important that the student be an active and informed participant in the process.

Any timeline set forth in the procedures may be extended by the Vice President of Student Services upon written application to do so.

No student shall be expelled, suspended, disciplined or in any other way retaliated against for having pursued a grievance in good faith whether or not the charges were substantiated. However, anyone willfully filing a false grievance is subject to discipline.

A more detailed outline of the Student Grievance Procedure is available at <http://www.umpqua.edu/conduct-grievance>