

# Registration Information



**OSUcascades.edu**  
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2010-2011

**Oregon State** | **Cascades**  
UNIVERSITY | C A M P U S

# 8 Steps to OSU-Cascades

## 1. Review Admissions Requirements and Deadlines

Become familiar with them. You'll find everything you need to know at [www.osucascades.edu/admissions](http://www.osucascades.edu/admissions).

## 2. Request Transcripts

If you are applying as a freshman, request an official copy of your high school transcript be sent to OSU-Cascades. If you are applying as a transfer student and graduated from high school in 1997 or after, request that an official copy of your high school transcript, and transcripts from any college you have attended, be sent to OSU-Cascades. If you are applying as a transfer and graduated high school before 1997, it is not necessary to send your high school transcripts.

## 3. Apply to OSU-Cascades

Complete the online application at [www.osucascades.edu/admissions](http://www.osucascades.edu/admissions). To be considered for admission, the Admissions Office must receive your application and all required transcripts.

### APPLICATION DEADLINES

**February 1**  
Priority deadline for fall term

**March 1**  
Deadline for spring term

**May 1**  
Priority transfer deadline for spring term

**June 1**  
Deadline for summer term

**September 1**  
Deadline for fall term

**December 1**  
Deadline for winter term

## 4. Apply for Financial Aid and Scholarships

The first step to acquiring financial aid is completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). To learn more about financial aid and scholarships visit [www.osucascades.edu/admissions/financialaid](http://www.osucascades.edu/admissions/financialaid).

### FINANCIAL AID/SCHOLARSHIP DEADLINES

**February 1**  
General scholarship priority deadline for fall term

**February 28**  
Financial aid priority deadline for fall term

## 5. Wait for Response

When the Admissions Office has received your application and required transcripts, the review process begins. This takes three to four weeks. You will be notified by mail of a decision.

## 6. Arrange an Orientation

After you have been notified of your acceptance, call 541-322-3100 to sign up for a required Orientation session. Orientation covers important aspects of financial aid and payments, Student Services (Career Services, Student Life, International Programs), online and Library Services, advising and registration.

## 7. Make an Advising Appointment

In most cases, you will receive academic advising during Orientation. Sometimes, you are requested to contact your advisor directly for an appointment. To learn how best to pursue advising, visit [www.osucascades.edu/advising/philosophy](http://www.osucascades.edu/advising/philosophy).

## 8. Register for Classes

Verify the date you may start registering, gather your needed PIN and/or ID numbers and register for classes at [www.osucascades.edu](http://www.osucascades.edu) or [cocc.edu](http://cocc.edu). Registration is available online 24 hours a day.

## Questions?

Call 541-322-3100 or e-mail [cascadesadmit@osucascades.edu](mailto:cascadesadmit@osucascades.edu).

**Oregon State**  
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# *Registration Handbook 2010–2011*

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## Welcome to the OSU-Cascades Registration Handbook!

Keep this book and refer to it for the entire year.  
It will help you register for classes at OSU-Cascades.



### Step 1—Meet with your advisor

- Find your Advisor, page 20 to work out your schedule and get your Registration PIN.
- Find out if you are eligible to register, page 11.
- Your OSU-Cascades advisor will also clear your COCC advising requirements.
- Read the other useful information in this book to help you through the process.



### Step 2—Choose your classes from the Online Schedule of Classes:

Use a computer connected to the Internet to view the Schedule of Classes electronically

- Go to [http://www.osucascades.edu/advising/class\\_schedules](http://www.osucascades.edu/advising/class_schedules)
- Select **Search Class Listings**. These class listings are accurate as of the time you view them.

To view one subject at a time:

- Click **Search all Schedule of Classes** and pick the choices you want to view and print.

OR

To print schedules for up to 4 subjects:

- Click **Print Schedule of Classes–My SOC** to see and pick the subjects you want to view and print.
- Fill in the Web Registration Worksheet on page 13. List a few alternate courses or sections in case the one you want is not available.



### Step 3—Register on the Web

- Use a computer (your own or one in a computer lab) and go to the OSU-Cascades home page at **<http://www.osucascades.edu>**
- Then click **Student Online Services**.
- Follow the instructions online to complete your registration.

This publication will be made available in an accessible format upon request.  
Please call OSU-Cascades Enrollment Services Office, 223 Cascades Hall, 541-322-3100.



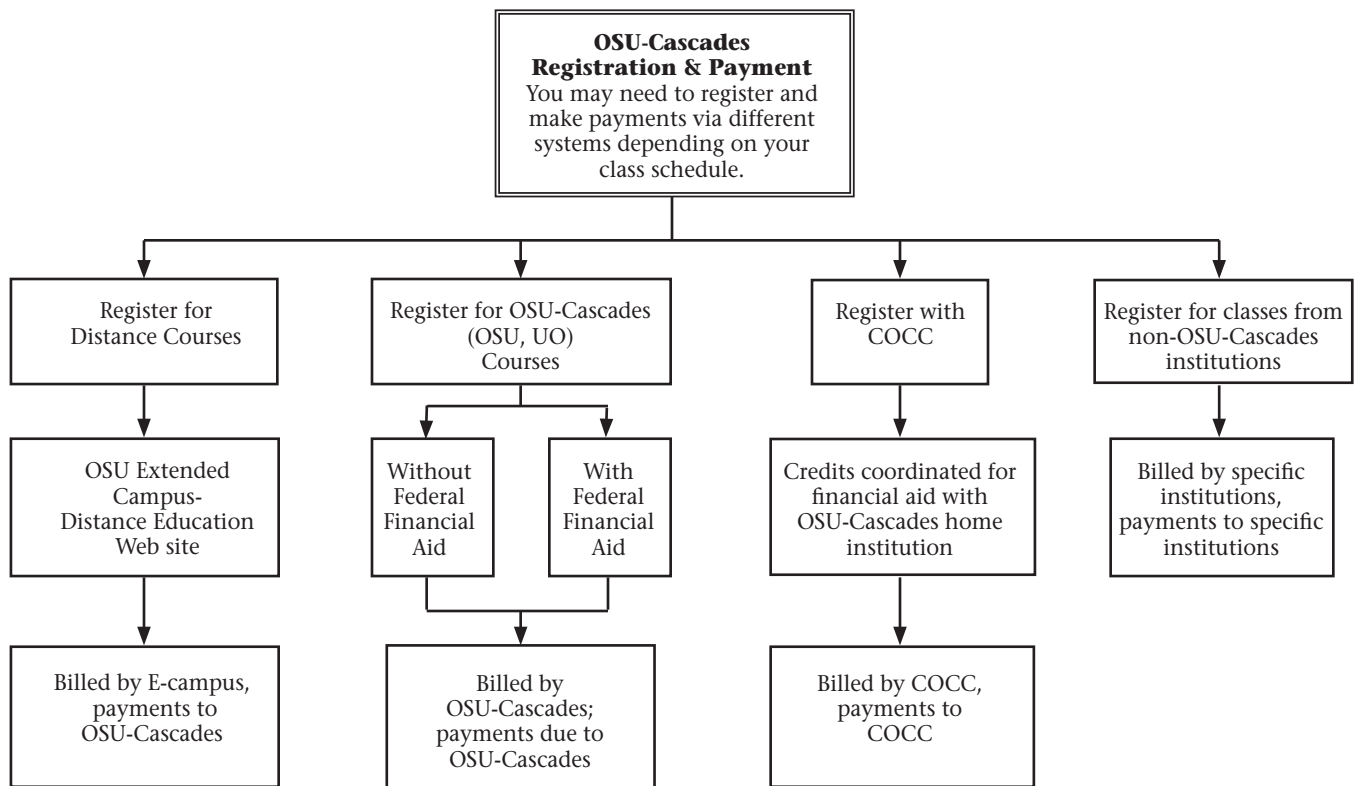
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**Note:** OSU-Cascades is on a Term (Quarter Credit) system. When transferring in course work from semester system multiply the number of credits by 1.5 to see how many quarter credits will be transferred (3 semester hours x 1.5 = 4.5 quarter credit hours). If you are planning to transfer OSU credits out to a semester system multiply the number of quarter credits by .67 to find out how many credits will transfer (4 quarter credit hours x .67 = 2.68 semester hours).

# Registration and Payment

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# Fall 2010 Calendar



Priority registration: Phase 1	Sunday, May 16, 2010
Priority registration: Phase 2 with wait listing <b>Note:</b> Registration will not be available during the day, Thursday, June 3, until 8 p.m. to prepare for Phase 2 registration and open wait listing.	Thursday, June 3
COCC classes begin	Monday, September 20
OSU-Cascades classes begin	Monday, September 27
Continuing registration and course add/drop with wait listing	June 3–October 3
Verification of enrollment	Monday, September 27
Classes begin	Monday, September 27
Late registration begins (\$50 late fee assessed)	Monday, September 27
Last day to add a class by Web without departmental approval	Sunday, October 3
Tuition bills e-mailed to ONID accounts	October 4, due November 1
Second week adds by Web with departmental approval	Monday–Friday, October 4–8
Audit registration period (Requires instructor approval; tuition and fees assessed)	Monday–Friday, October 4–8
<b>Deadline to Apply for Graduation</b>	<b>Friday, October 8</b>
Last day to drop a class by Web	11:55 p.m., Friday, October 8
Last day to register or add a class by Web (Requires instructor and departmental approval)	5 p.m., Friday, October 8
Late registration fee increases to \$100.	Tuesday, October 12 through December 6
Last day to change to or from S/U grading (Requires approval of academic advisor/dean, see AR 18)	5 p.m., Friday, November 12
*Last day to withdraw from a course by Web. (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)	11:55 p.m., Friday, November 12
Thanksgiving Holiday (University holiday)	November 25–26
*Last day for total withdrawal from the university (W grade for each registered course)	5 p.m., Friday, December 3
Dead week: Refer to AR 16 for policy	Monday–Friday, November 29–December 3
Finals week	Monday–Friday, December 6–10
End of term	Friday, December 10
Final grades due in Registrar's Office	Noon, Monday, December 13
Grades available on Web	Wednesday, December 15

These calendar listings are only a summary. Students are advised to carefully read other sections of the *Registration Information Handbook* for details concerning registration procedures and deadlines. This calendar is subject to change. Please see the online academic calendars for the most current dates:

<http://www.osucascades.edu/then select Current Students, then OSU-Cascades Academic Calendar>.

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

# Winter 2011 Calendar



Priority registration: Phase 1	Starts Sunday, Nov. 14, 2010. Ends Wednesday, Dec. 1, 2010.
Priority registration: Phase 2 with wait listing <b>Note:</b> Registration will not be available during the day, Thursday, December 2, until 8 p.m. to prepare for Phase 2 registration and open wait listing.	Starts Thursday, Dec. 2, 2010 Ends January 9, 2011
Verification of enrollment begins	Monday, January 3
COCC classes begin	Monday, January 3
OSU-Cascades classes begin	Monday, January 3
Tuition bills e-mailed to ONID accounts	January 5, due February 1
Last day to add a class by Web without departmental approval	Sunday, January 9
Second week adds by Web with departmental approval	Monday–Friday, January 10–14
Audit registration period (Requires instructor approval; tuition & fees assessed)	Monday–Friday, January 10–14
<b>Deadline to Apply for Graduation</b>	<b>January 14</b>
Last day to drop a class by Web	11:55 p.m., Friday, January 14
Last day to register or add a class by Web (Requires both instructor and departmental approval)	5 p.m., Friday, January 14
Martin Luther King, Jr. Day observed: No Classes	Monday, January 17
Late registration fee increases to \$100.	Tuesday, January 18
Last day to change to or from S/U Grading (Requires approval of academic advisor/dean, see Academic Regulation 18)	5 p.m., Friday, February 18
*Last day to withdraw from a course by Web (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)	11:55 p.m., Friday, February 18
*Last day for total withdrawal from the university for the term (W grade for each registered course)	5 p.m., Friday, March 11
Dead week, refer to AR 16 for policy	Monday–Friday, March 7–11
Finals week	Monday–Friday, March 14–18
End of winter term	Friday, March 18
Final grades due in Registrar's Office	Noon, Monday, March 21
Grades available on Web	Wednesday, March 23
Spring Break	March 21–March 25

These calendar listings are only a summary. Students are advised to carefully read other sections of the *Registration Information Handbook* for details concerning registration procedures and deadlines. This calendar is subject to change. Please see the online academic calendars for the most current dates:

<http://www.osucascades.edu/then select Current Students, then OSU-Cascades Academic Calendar>.

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

# Spring 2011 Calendar



Priority registration: Phase 1	Starts Sunday, Feb. 20, 2011. Ends Wednesday, March 9.
Priority registration: Phase 2 with wait listing <b>Note:</b> Registration will not be available during the day, Thursday, March 10, until 8 p.m. to prepare for Phase 2 registration and open wait listing.	Starts Thursday, March 10. Ends April 3
Verification of enrollment begins	Monday, March 28
COCC classes begin	Monday, March 28
OSU-Cascades classes begin	Monday, March 28
Tuition bills e-mailed to ONID accounts	April 4, due April 30
Last day to add a class by Web without departmental approval	Sunday, April 3
Second week adds by Web with departmental approval	Monday–Friday, April 4–8
Audit registration period (Requires instructor approval; tuition and fees assessed)	Monday–Friday, April 4–8
<b>Deadline to Apply for Graduation</b>	<b>Friday, April 8</b>
Last day to drop a class by Web	11:55 p.m., Friday, April 8
Last day to register or add a class by Web (Requires both instructor and departmental approval)	5 p.m., Friday, April 8
Late registration fee increases to \$100.	Tuesday, April 11
Last day to change to or from S/U grading (Requires approval of academic advisor/dean, see Academic Regulation 18)	5 p.m., Friday, May 13
*Last day to withdraw from a course by Web (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)	11:55 p.m., Friday, May 13
Memorial Day Holiday	Monday, May 30
*Last day for total withdrawal from the university for the term (W grade for each registered course)	5 p.m., Friday, June 3
Dead week, Refer to AR 16 for policy	Monday–Friday, May 30–June 3
Finals week	Monday–Friday, June 6–10
End of term	Friday, June 10
<b>Commencement</b>	<b>Saturday, June 11</b>
Final grades due in Registrar's Office	Noon, Monday, June 13
Grades available on Web	Wednesday, June 15

These calendar listings are only a summary. Students are advised to carefully read other sections of the *Registration Information Handbook* for details concerning registration procedures and deadlines. This calendar is subject to change. Please see the online academic calendars for the most current dates:

<http://www.osucascades.edu/> then select **Current Students**, then **OSU-Cascades Academic Calendar**.

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.



# Summer 2011 Calendar



Deadline to submit transfer transcripts to Admissions Office to be considered for Summer Term 2011 prerequisite checking.	March 11, 2011
Summer Session Planning Guide available	Approximately Wednesday, March 2
Web registration begins	Sunday, April 10
Verification of enrollment begins	June 20
Inter-session (Session 6)	Monday–Friday, June 13–17
11-week session (Session 1)	Monday–Friday, June 20–September 2
First 4-week session (Session 2)	Monday–Friday, June 20–July 15
8-week session (Session 3)	Monday–Friday, June 20–August 12
<b>Deadline to Apply for Graduation</b>	<b>Friday, July 1</b>
Independence Day Holiday	Monday, July 4 (No classes)
Second 4-week session (Session 4)	Monday–Friday, July 18–August 12
3-week session (Session 5)	Monday–Friday, August 15–September 2
Labor Day Holiday	Monday, September 5

These calendar listings are only a summary. Students are advised to carefully read other sections of the *Registration Information Handbook* for details concerning registration procedures and deadlines. This calendar is subject to change. Please see the online academic calendars for the most current dates:

<http://www.osucascades.edu/> then select **Current Students**, then **OSU-Cascades Academic Calendar**.

\*See the Tuition and Fee Reduction and Refund Schedule in the Fees and Fee Payment section.

# Student Records–Right to Privacy

## Web Source:

<http://catalog.oregonstate.edu/> then select Registration Information then Student Records

## Notice to Students Regarding Privacy of Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380), as amended, Oregon Revised Statutes 351.065, and Oregon Administrative Rule 580-013-0005 of the State Board of Higher Education afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education record that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of the personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university or the university's partner institutions in an administrative, supervisory, academic or research, or support staff position (including health staff and members of the Law Enforcement Unit); a person or company with whom the university has contracted; a person or company acting as consultant or volunteer for the university; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OSU-Cascades to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901  
Web site: <http://www.ed.gov/policy/gen/guid/fpco/index.html>

OSU-Cascades will provide the following "directory" information to all inquiries without students' written consent:

- student's name
- current mailing address and telephone number
- current e-mail address (only the ONID address)
- campus office address
- class standing
- month and day of birth
- major field of study
- full-time or part-time enrollment status
- status as a graduate teaching assistant or graduate research assistant and hours of service.
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- date(s) of degree(s)
- most recent previous educational institution attended by student

A student may request in writing that all of the above directory information be kept confidential. This option may be exercised by filing a written, dated, and signed request at the Registrar's Office any time. The restriction remains in effect until revoked by the student even if the student leaves the university or graduates.

The procedures for exercising the above rights are explained in Oregon Administrative Rule 576-020-0005 through 576-020-0065.

## Release of Student Information to Military Recruiters (Solomon Amendment)

OSU-Cascades provides information about students that is requested by military recruiters under requirements of the Solomon Amendment (As of Oct. 23, 1998 [63 Fed. Reg. 56819] and the Interim Rule published Jan. 13, 2000 [65 Fed. Reg. 2056] by Department of Defense). Under this federal law military recruiters may request the following information: Name, current mailing address (as provided by the student) including e-mail address, current telephone number (as provided by the student), age, class level (e.g. freshman, sophomore, etc.), and academic major. The information may be requested for the immediately previous term, current term, or future term for all students age 17 and older who are or were registered at OSU-Cascades for at least 1 credit in the requested term. Recruiters may request this information each term. Recruiters may not obtain any information that is not in the above list of student recruiting information. For example, they may not request any of the following: Social Security Number or ID Number, place of birth, race/ethnicity/nationality, grades and GPA, grades of low-performing students, religious affiliation, names of students with loans in default, veteran status, or names of students no longer enrolled at OSU-Cascades. Institutions that do not comply with the Solomon Amendment risk losing federal funding from the Departments of Defense, Education, Health and Human Services, Labor, and Transportation. Institutions do not risk losing student-aid funding such as Perkins Loans, Federal SEOG or Work-Study funds.

# *Student Records–Right to Privacy*

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## **Use of Social Security Number (SSN)**

You are requested to provide voluntarily your Social Security Number to assist OSU-Cascades and the Oregon University System (OUS) (and organizations conducting studies for or on behalf of OUS) in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instructions; internal identification of students and alumni; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, OSU-CascadesU and OUS will disclose your Social Security Number only in a manner that does not permit personal identification of you by individuals other than representatives of OUS (or the organization conducting the study for OUS) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security Number, you are consenting to the use identified above. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is not required and if you choose not to do so you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent for the use of your Social Security Number at any time by contacting: Office of the Registrar, Oregon State University, Corvallis, OR 97331-2130; 541-737-4331.

All access and use at OSU-Cascades of the Social Security Number is prohibited except for meeting federal or state requirements, compliance and reporting.

## **Students Rights to Privacy of Records Tutorial**

A brief tutorial that explains students' rights may be viewed at <http://oregonstate.edu/dept/computing/train/srpr/index.htm>.

## **OSU-Cascades Directory**

The OSU-Cascades Campus Directory is a directory of staff and student names, addresses and telephone numbers. This information is extracted at the end of the second week of fall term, and is published annually and posted on the OSU-Cascades Web site. To find students, faculty and staff, click Find Someone.

Students who do not want information to be included in either the printed or electronic version should indicate that in their Directory Profile on the Web before the end of the second week of fall term. Just sign on to Student Online Services, select Personal Information then Directory Profile, and then follow the instructions on that page.

## **Update Your Current Mailing Address**

This is the only address the university will use if it needs to send you information. The university no longer maintains separate local and home student addresses. Students are responsible for making sure their current address listing is correct and for updating it at the end of each term if necessary. Students may change their current mailing address by logging onto your Student Online Services.

You will be asked to verify your address at the beginning of each term. The first time you access your student information on the Web through Student Online Services, you will see a message asking you to change or confirm your address. Please update your address information at that time.

# ID Cards & Student Info Online

## OSU-Cascades ID Card Provides Access

All OSU-Cascades students are issued a free student identification card upon admission and registration. You will need photo identification and a copy of your registration to get your OSU-Cascades Card at Boyle Education Center's Information Booth. Your identification card is valid as long as you are continuously registered for classes.

OSU-Cascades ID Card is your official identification for using campus services, facilities and activities. It is used at many locations to verify enrollment.

Card replacements are \$5. There is no charge for a replacement card if the student's name has changed.



## Online Access to Student Records

Students can electronically access their own student information via the OSU Web site.

**These services are explained below and are available 24 hours per day, EXCEPT:**

**11:55 p.m. Friday to 7:00 a.m. Saturday**

To access your own student information, you need your:

- **Student Identification Number**
- **General Access Pin (GAP).** The GAP is your birth date (MMDDYY), until you establish a new GAP.

### Notice:

In November 1999, OSU-Cascades changed its method for establishing GAPs (General Access PIN Numbers). Students accessing the Web for the first time since that date will be asked online to replace their birthdate GAPs to a more secure number of their choice. This will then remain the student's GAP until such time as she or he chooses to change it. Students who forget their new GAPs may access the Web online systems to re-obtain a new GAP.

## ONID is the OSU Network Identifier

Every student is assigned their own ONID account that can be used to access Student Online Services for information such as grades and financial accounts. **The ONID E-mail is the official communication link that the university uses to communicate with students.**

## ONID is the Official OSU-Cascades E-mail Account

After you have registered for classes for the first time, you should activate your ONID account. ONID provides:

1. E-mail address—your official university e-mail address (required in many classes)
2. File storage
3. Personal Web pages
4. UNIX shell access
5. Other IS (Information Services) services—Blackboard, Residential Computer Network, IS Computer labs and the OSU-Cascades wireless network.

As a registered student, you can access your personal account on the central computer system. You can access electronic mail and the Internet through lab computers connected to the campus network or through a dial-up connection from your own computer.

### To activate your account:

1. Go the OSU-Cascades Network Identification Web site: <http://onid.oregonstate.edu/>
2. Click on "Sign up for ONID"
3. Type in your **OSU-Cascades ID Number** and **General Access Pin (GAP)** number
4. Set your password

### For help:

Call OSU-Cascades Enrollment Services Office, 223 Cascades Hall, 541-322-3100, Monday through Friday, 8 a.m. to 5 p.m. You can also e-mail [osucomputerhelpdesk@oregonstate.edu](mailto:osucomputerhelpdesk@oregonstate.edu), or visit our Web site: <http://tss.oregonstate.edu/OCH/> for more information.

**Note:** OSUWare CDs are available at the Enrollment Services Office. The OSUWare CD contains anti-virus, anti-spyware, VPN and other productivity software. These CDs are available to students, staff and faculty with a valid OSU-CascadesU ID.

## OSU-Cascades Alert Notification System

This site (<http://alert.oregonstate.edu/>) keeps the OSU-Cascades community apprised of emergency situations related to campus and serves as an entry point to the OSU-Cascades Alert Notification System. You can use the portal link on this page to provide emergency contact information in order to receive proactive notifications in the event of an emergency and you can visit this Web site to get regular updates. This system allows public safety officials to create emergency alerts that contain a recorded voice message, an e-mail message, and a text message and send them to the current database of contact information for all employees and students. In crisis situations, the system will try all means of contacting each person in the database, and uses sophisticated means to verify contact so that we know we have reached everyone we could.

# Registration: Eligibility

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**Registration: Eligibility on the Web:** <http://www.osucascades.edu/advising/registration>

WHO YOU ARE	WHAT YOU NEED TO DO
<b>Newly Admitted Students</b> 1. Undergraduates 2. Postbacc 3. Graduates 4. Nondegree	1. Newly admitted undergraduates receive letters of admission that outline orientation and registration details. If you have further questions, contact the Enrollment Services Office for information on orientation sessions that you are expected to attend. Call 541-322-3100 or e-mail: <a href="mailto:cascadesadmit@osucascades.edu">cascadesadmit@osucascades.edu</a> . 2. After admission, you will receive letters of admission that outline orientation and registration details. 3. After admission, you can register during new student registration. No registration PIN needed. 4. After admission you can register during new student registration. No Registration PIN needed.
<b>OSU-Cascades Continuing Students</b>	All continuing OSU-Cascades students are eligible to register at the same time. Check the Academic Calendar for registration start dates, <a href="http://www.osucascades.edu/about/calendars">http://www.osucascades.edu/about/calendars</a> . Meet with your advisor to obtain your registration PIN. Continuing graduate students do not require a PIN.
<b>COCC Continuing Students</b>	OSU-Cascades students taking COCC classes need to check on the COCC Web site for their registration status and time. Go to <a href="http://www.cocc.edu">http://www.cocc.edu</a> , select My Login then select Student Online Services & Financial Aid, Registration, and finally Can I Register For Classes?
<b>International Students</b>	Contact International Student Services Coordinator for details on orientation sessions and testings you are expected to attend. There are immunization requirements that must be met as well. Contact Andrew Davis at 541-322-3156, <a href="mailto:andrew.davis@osucascades.edu">andrew.davis@osucascades.edu</a> .
<b>Students who have changed to a different status, i.e. undergrad, grad, post-bacc, or non-degree</b>	Apply for admission under your new status at the Cascades Hall, Room 223. After you have been admitted, follow the instructions above for your new status.
<b>Students on Academic Suspension</b>	If you were suspended at the end of the previous term, you are not eligible to register for a future term. If you are currently registered for a future term, you will be disenrolled. If reinstatement is granted, you must re-register.
<b>Students with Registration Holds</b>	When you attempt to register, the registration system will inform you of any registration holds that you have. Students with registration holds are not permitted to register until holds are cleared. The registration system will refer you to the appropriate departments and offices to contact to remove the holds.



# *Registration: When to Register*

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## **How to find out when you can register?**

All continuing OSU-Cascades students are eligible to register at the same time for an on-site course. To view your registration time, sign in to Student Online Services and then select “Registration,” then “Check Your Registration Status.”

## **Priority Registration**

The priority registration schedule has two phases based on credits earned and in progress. The two phases enable automated wait listing. Here is how it works for undergraduates:

**Phase 1** allows registration in a maximum of 16 credits.

**Phase 2** allows registration in a maximum of 19 credits plus a maximum of three wait listed classes.

Each priority registration time has a minimum number of credits (earned plus in progress) defined for it. If you meet that minimum, you can register in that time block or any later time.

## **Registration Confirmation**

You may confirm your schedule and print a copy of your schedule by going to the OSU-Cascades home page at <http://osucascades.edu> and select Student Online Services.

## **Auditing Courses**

See the Academic Calendar for the Audit Registration period. Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor. Audit registration is available to degree-seeking and nondegree-seeking students. Audit registration begins with the sixth day of classes and ends with the close of registration at the conclusion of the tenth day of classes. Those who want to audit should contact the Registrar’s Office for registration procedures that require approval of the course instructor.

Audit courses are assessed instructional fees at the same rate as credit courses. Any changes to an audit registration are subject to the same procedures, deadlines, and special fees as registration changes to regular courses. Upon completion of an audited course, the designation of “AUD” will be recorded on the transcript. The designation of “WAU” will be recorded on the transcript for students who withdraw from an audited course.

**IMPORTANT:** Course offerings, course times and locations, and other important information related to courses may change. The Schedule of Classes in the online catalog on the OSU-Cascades Web site always has the latest information. Click on Current Student, then Schedule of Classes.

# Web Registration Worksheet

Please read and complete this worksheet before logging into Web registration.

My priority day to register is

1. Go to the OSU-Cascades Web home page at <http://www.osucascades.edu>
2. Select "Student Online Services"
3. The login page requires your OSU-Cascades student ID number and your 6-digit GAP (initially your birth date in MMDDYY format).

OSU-Cascades ID --

GAP

4. Select "Registration" and then "Register/Add/Drop Classes."
5. Select the appropriate term and Submit Term. If advising is required, you will enter your 6-digit Registration PIN, which you obtain from your advisor.

REG PIN

6. Web registration is self-guiding and self-paced. Go as fast or slow as you want. Read the instructions on the Web screens and note the various links and buttons to additional pages. Use the scroll down function and right/left arrows.
7. If you are using a Mac, the "Back" button on your Web browser should NOT be used.
8. If you are unable to register, go to the "Check Your Registration Status" page from the Registration Menu to find out why. If you have a hold on your registration, select "View Holds" from the Student Records Menu to show the office and phone number you need to contact.
9. With "Search for Classes to Add," from the Registration Menu or the "Class Search" button on the Add/Drop Classes page, you will be able to look up additional classes and see up-to-the minute information about each class. Scroll side-to-side to see all information. If a class looks desirable, you may check the box and add the class to your worksheet. Courses appearing with a "Time Conflict" message will conflict with courses in which you are already registered.

10. When you try registering for a closed class, you now can add your name to an automated wait list. (**NOTE:** Not every section has wait listing.) Type the CRN into the registration worksheet and click Submit. Then click Submit again to add yourself to the wait list. At night, Banner will add people from the wait list to courses that have space available. If Banner adds you to a class, it will send you an e-mail at your ONID address. **If you no longer want the class, it is your responsibility to drop it!**
11. If registering for a variable credit course, Web registration will give you the lowest number of credits available for that course. You may then select "Change Class Credits" to change the number to what you desire. Be sure to verify your change.
12. There are two ways to view your schedule. Try them both. **Review your schedule frequently!**
  - View your Student Schedule by Day and Time—a great way to view your schedule in block form.
  - View your Student Detail Schedule for detailed information including instructor, grade mode, and more.
13. For access to the OSU-Cascades Web registration pages from off-campus, you will need the following:
  - **The minimum browser versions supported for use with this site are:**  
Internet Explorer 6.0  
Netscape 6.2  
Internet Explorer for Macintosh 5.1  
(AOL users can access this site if they launch one of the supported browsers, instead of using the AOL Web browser.)
  - If you are using an employer's Internet access, you may find that your employer's setup has a proxy. This proxy has to be SSL compatible.
14. **IMPORTANT: Be sure to use the "Submit Changes" button to process all Web registration requests! To verify changes, view or print your schedule!**

## Work Area

A=Add D=Drop	Course Reference Number (CRN)	Credits	Dept	Course #	Day & Time
<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Registration Changes

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## Registration and Schedule Changes *Before* Classes Begin

You may register or change your schedule on the Web at any time after priority registration begins and before the first day of classes. Web registration generally is available 24 hours a day, except Friday evening from 11:55 p.m. to 7:00 a.m. Saturday morning.

	Fall 2010	Winter 2011	Spring 2011
COCOC Classes Begin	September 20	January 3	March 28
OSU-Cascades Classes Begin	September 27	January 3	March 28

## Late Registration and Fees

A late registration fee will be assessed for all initial registrations beginning the first day of classes of a term according to the following schedule:

	Fall 2010	Winter 2011	Spring 2011
Late registration fee of \$50 begins	September 27	January 3	March 28
Deadline to register for \$50 late fee	October 8	January 17	April 8
Late registration fee of \$100 begins	October 11	January 18	April 11

## Schedule Changes *After* Classes Begin

All Web transactions are done on the "Register/Add/Drop Classes" page of the OSU-Cascades Web registration system. To use it, sign on to Student Online Services. Web registration generally is available 24 hours a day, except from 11:55 p.m. Friday evening to 7 a.m. Saturday morning.

All paper transactions are done at the Registrar's windows between 8 a.m. and 5 p.m., Monday through Friday.

	Fall 2010	Winter 2011	Spring 2011
Last day to add classes by Web	October 3	January 9	April 3
Second week adds by Web	October 4–8	January 10–14	April 4–8
Audit registration period	October 4–8	January 10–14	April 4–8
Last day to drop a class by Web, 11:55 p.m.	October 8	January 14	April 8
Last day to change to S/U grade, 5 p.m.	November 12	February 18	May 13

Courses added after the end of the add/drop period will be charged \$20 per add.

## Second Week Add Procedure

Second week adds are now an electronic process.

- Go to the department offering the course you want to add.
- If the department grants you permission, find a computer and register for the course.
- You must type the CRN into the box provided beneath the courses for which you currently are registered, and hit the submit button. You should not select the course from the class search.

Automated second week adds will be available beginning midnight of Sunday of the second week of classes.

# Registration Cancellation & Withdrawal

## Registration: When to Register on the Web:

Go to <http://www.osucascades.edu/> then select Current Student, and then Registration.

## Registration Confirmation

You may confirm your schedule and print a copy of your schedule by going to the OSU-Cascades home page at <http://www.osucascades.edu/>, selecting **Student Online Services**.

**IMPORTANT:** Course offerings, course times and locations, and other important information related to courses may change. The Schedule of Classes in the online catalog on the OSU-Cascades Web site always has the latest information. Select Current Students, then Schedule of Classes.

## Withdrawal from the University for the Term

Beginning with the first day of the term, you may withdraw from the university for the term by dropping all courses and filing a Withdrawal Form online. Students may withdraw from the university for any reason prior to the beginning of finals week. See Academic Regulation 13 for details. See the Tuition/Fee Reduction and Refund Schedule in the Fees and Fee Payment section for information on the financial implications of withdrawing from the university.

Note that withdrawal from the university does not disqualify you from registering for the next term. If you have any questions, contact the Enrollment Services, 541-322-3100, 223 Cascades Hall.

Fall 2010 Withdrawal	Winter 2011 Withdrawal	Spring 2011 Withdrawal
September 27 to December 3 by 5 p.m.	January 3 to March 11 by 5 p.m.	March 28 to June 3 by 5 p.m.

## Registration Cancellation/Withdrawal from the University

Your act of registering constitutes your commitment to attend OSU-Cascades. **As a university student, you are both academically and financially responsible for all classes in which you register.**

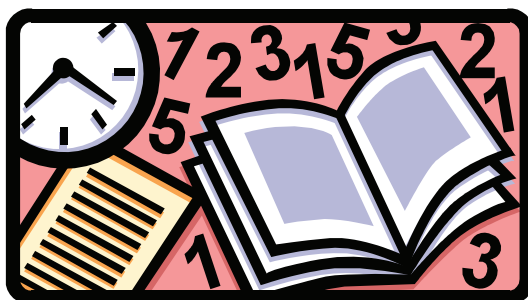
If you want to cancel this commitment and reduce or eliminate tuition charges for the term, you must officially cancel your registration or withdraw from the university (See the Tuition/Fee Reduction and Refund Schedule in the Fees and Fee Payment section). Failure to pay tuition or to attend classes does not constitute official withdrawal. Students who simply stop attending classes are financially liable for all charges, and may also receive grades of U, N, or F depending on departmental policy.

## Registration Cancellation

Prior to the first day of the term you may cancel your registration using the Web registration system at no charge, however the matriculation fee is nonrefundable.

Fall 2010 Cancellation	Winter 2011 Cancellation	Spring 2011 Cancellation
Before September 27	Before January 3	Before March 28

**Caution:** Do not wait until the last minute to process registration changes via the Web. Although generally available 24 hours per day, the Web online registration system is always down from 11:55 p.m. Friday until 7 a.m. Saturday. If you wait until 10 p.m. or later on a Friday night, you may encounter "system unavailable" messages or busy signals due to many people trying to use the system at the same time.



# Registration Hints

## Registering by WEB

1. Check Eligibility to Register table to see if you are eligible to register.
2. Determine your GAP (General Access PIN) number.
3. Obtain your Registration PIN number, if required, from your academic advisor.
4. Find out when you may register by checking the Priority Registration schedule.
5. Fill out the Registration Worksheet on page 25. (Be sure to list a few alternate courses or sections in case the one you want is not available.)
6. Use a computer with Web access and follow the instructions on the Registration Worksheet. For online registration, please sign in at Student Online Services, [https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P\\_WWWLogin](https://adminfo.ucsadm.oregonstate.edu/prod/twbkwbis.P_WWWLogin).

**Caution:** Do not wait until the last minute to process registration changes via the Web. Although generally available 24 hours per day, the Web online registration system is always down from 11:55 p.m. Friday until 7 a.m. Saturday. If you wait until 10 p.m. or later on a Friday night, you may encounter “system unavailable” messages or busy signals due to many people trying to use the system at the same time.

## Registration Tutorials

View these online tutorials about adding, dropping, waitlisting courses at <http://oregonstate.edu/registrar/tutorials.html>.

## Transfer Work

If you have transfer credits that you have not yet submitted to OSU-Cascades, you need to submit official transcripts to the Admissions Office at least four weeks prior to registration opening. Transfer credits are included in your earned credit hours used in part to determine your priority registration time.

## Second Week Add Procedure

Second week adds are now an electronic process.

Go to the instructor offering the course you want to add. If the instructor grants you permission, find a computer and register for the course.

You must type the CRN into the box provided beneath the courses for which you currently are registered, and hit the submit button. You should not select the course from the class search. Automated second week adds will be available beginning midnight of Sunday of the second week of classes.

## General Access PIN (GAP)

A GAP is a 6-digit access number initially assigned to each student by the Registrar's Office. Your initial GAP is your birthdate (month, day, year). For example, if your birthdate is April 3, 1988, your GAP will be 040388. The GAP is your Personal Identification Number used to access student information available through BANNER and the World Wide Web. Your initial birthdate GAP will expire upon your first entry into the information systems. You must then choose a new GAP, other than your birthdate. You also have the option to enter some additional information about yourself to use as a prompt should you forget your GAP and need to obtain a new GAP. You may also contact the Enrollment Services Office, 541-322-3100, 223 Cascades Hall, if you forget your GAP.

## Registration PINs

All degree-seeking undergraduates (including postbaccs) are required to have a Registration PIN. Registration PINs are provided by advisors at the time of advising. Nondegree students are not required to have registration PINs.

## Holds

Students with registration holds will not be permitted to register until holds are cleared. Registrants are informed of holds and are referred to appropriate departments and offices.

## Time Conflicts

Web registration will not permit you to schedule two classes that meet at the same time. If, however, you want to schedule two time-conflicting courses, register for the first course by Web. You will need to obtain a Time Override Permission form from the Registrar's Web site at <http://oregonstate.edu/registrar/FormsLinks.html>. Fill it out and obtain signatures from the instructors of each affected course. Then take the form to Enrollment Services, 223 Cascades Hall. Once you have received the override, you can register for the second course using the Web.

## Maximum Credit Loads

Undergraduates may register via the Web for up to 19 credits and graduates up to 16 credits. Additional credits may be added, within the guidelines of the academic regulations, by going to the Enrollment Services Office.

## Course Restrictions

Enrollment in some courses is restricted by class or major or college or level or alpha sections. If you do not satisfy the course restrictions, Web registration will explain the reason you did not receive the course selected. Generally speaking, departmental requirements on course restrictions are firm. However, if you think your registration merits an exception, please go to the course departmental office. **See Enrollment Limitations in the How to Read the Schedule section.**

## Departmental Approval of Registration for Courses

Some courses are designated as requiring departmental approval (See the course listing column labeled “Restrictions”). Contact the instructor of the class to obtain approval prior to registering. The instructor will **not** register you in the class, but will electronically authorize you to register for the course. You will then need to register for the course on your own.

## Changing Grading Options (S/U, A–F)

All courses registered via the Web are given the A–F or P/N grade option as appropriate. Any changes of the A–F option (to S/U) are done in person at the Enrollment Services Office after completing the appropriate forms. **The deadline for these changes is the end of the 7th week of classes.**

## Closed or Cancelled Courses

When you register on the Web, classes that are closed or cancelled will be noted in the “Look-Up Classes to Add” results. We encourage you to have a few alternate courses or sections in mind so that you can complete your registration; or you may try Web registration again at a later time (before the term) to add the closed class.

## Open Courses, Open Sections

Available classes can be found by using the “Look-Up Classes to Add” feature of Web registration. Open and current-to-the-minute section availability also can be checked through the Schedule of Classes.

## Variable Credit Courses

If a course is taught for variable credits, for example 1 to 16 credits, Web registration will prompt you to enter the correct number of credits for which you wish to enroll. If you need to change that number later, you may do so via the Web.



# Registration Hints

## Lectures/Labs/Recitations (Multi-Part Courses)

If a course is “linked” to a noncredit lab or recitation, you must register for all parts of the course. For specific details, see the **How to Read the Schedule** section.

## Classification Standing

Total Credits	Class
1–44.....	Freshman
45–89.....	Sophomore
90–134.....	Junior
135 and more.....	Senior

## Major and Minor Changes or Declarations

To change or declare a major or minor, students must complete a Major/Minor Change Form that is available at advisor offices, at the Enrollment Services Office, and on the Advising Web page. Go to <http://www.osucascades.edu>, select “Current Students,” then select “Advising,” and then “OSU Change of Major Form.”

It is essential for students to keep their major and minor information up-to-date.

## Prerequisites

Prerequisite courses provide the background necessary for successful performance in a course. The university uses an automated check of students’ records—including transfer work—at the time of registration to determine whether students have successfully completed the prerequisites for certain courses.

The online schedule of classes lists prerequisites in the “**Restrictions**” column, which lists all registration restrictions for the class. The online catalog also lists prerequisites in the course descriptions.

**Prerequisite checking applies to all students regardless of their level, class rank, or college.**

You will be permitted to register **only** if you have satisfactorily completed or are currently enrolled in the prerequisites for that course. Satisfactory completion may be:

- A D– grade or higher, or an S or P grade.
- A test score in the prerequisite. Some mathematics and foreign language courses require a placement test.

- Accepted transfer work that is considered equivalent to the prerequisite course.

Note that **you must also meet any other restrictions** that the department has placed on the course.

If you have **not** completed and are **not registered** for the prerequisite, then you will receive a prerequisite error message when you try to register. You may ask the instructor offering the course to consider giving you an override for it, which will allow you to register for the course without having first met the prerequisites. If the instructor declines to give you an override, then you must take the prerequisite in order to register for this course.

## Access for Persons with Disabilities

Students with permanent or temporary disabilities who need assistance in accessing the services of the Enrollment Services Office or the Online Student Services of the Web, may contact the Cascades Hall, 541-322-3100. Efforts will be made to make information available in accessible formats.

Students who need information on accessible campus classrooms should contact the Enrollment Services Office. Central Oregon Community College’s campus services will provide assistance in making arrangements to ensure that students are able to access their classroom locations at COCC/Cascades Campus.

For further information about access for academic issues, contact the Services for Students with Disabilities Office on the main campus in Corvallis (541-737-4098 voice and 541-737-3666 TDD), e-mail: [disability.services@oregonstate.edu](mailto:disability.services@oregonstate.edu), Web site: <http://ssd.oregonstate.edu/>.

This publication will be made available in alternative formats upon request. Please call 541-322-3100.

## Wait Listing

In Phase 2, wait listing will be in effect—but only for certain sections selected by the departments. Look at the online Schedule of Classes. You will see that some sections have wait listing numbers listed just between the enrollment numbers and the section title.

### BI 101. GENERAL BIOLOGY (4).

Term	CRN	Sec	Cr	P/N	Instructor	Day/Time/Date	Location	Campus	Type	Status	Cap	Curr	Avail	WL Cap	WL Curr	WL Avail	Section Title
F09	11134	001	4		Blair, L.	M 1800-1850 9/28/09-12/4/10 TR 0900-0950	GRP MID MLM026	Oregon State-Corvallis	Lecture	Open	334	331	3	108	28	80	

When you try registering for a closed class, you now can add your name to an automated wait list. (**Note:** Not every section has wait listing.)

1. Type the CRN into the registration worksheet and click Submit.
2. Then, click Submit again to add yourself to the wait list.

At night, the wait list process will review course availability and will add people from the wait list to courses that have space available. The process will check for registration errors. If you have a registration error, the next person on the wait list will be registered before you. If the process adds you to a class or if you have a registration error, it will send you an e-mail at your ONID address. You will not be registered in the section if a registration error exists.

**If you no longer want the class, it is your responsibility to drop it!**

Wait listing continues until midnight Sunday of the second week of the term. The wait list will then be frozen. If you are on the wait list at this time you are not registered in the course. You do not need to drop or withdraw yourself from the wait list at this time.

# How to Read the Schedule of Classes

## "How to Read the Schedule" on the Web:

Go to <http://www.osucascades.edu>, then select Current Students, then Registration

## General Information

The Schedule of Classes is arranged alphabetically by course designer. For example, MTH for mathematics. Courses are arranged in numerical order within the department listing.

The university reserves the right to alter the contents of this publication, as circumstances require, by making necessary changes such as, but not limited to: addition and cancellation of courses and sections; changes in meeting times and locations; changes in course prerequisites, and changes in instructor.

## Schedule Abbreviations

In reading the Schedule of Classes, please refer to the following abbreviations:

### Baccalaureate/WIC Courses

All baccalaureate core classes in the Schedule of Classes are preceded by an **asterisk\***.

All WIC (writing intensive course) classes are preceded by a **carat ^**.

### Course Title/+Lab/+Rec (Multi-Part Courses)

The course title is the name of the class. If a class lecture is "linked" to a noncredit lab or recitation, you must register for all parts of the course. Web registration will not permit you to register for one part without the other. Likewise, you may not drop only one part of a "linked" course; if you do so, the other part will be dropped automatically. If you want to change one part of a multi-part course, you should drop the part and add a new part at the same time before processing your requested changes. Be sure to process the request after specifying the drop and the add.

### Crs #

100/200 = Lower Division, Undergraduate  
300/400 = Upper Division, Undergraduate  
500 = Graduate, primarily Master's  
600 = Graduate, primarily Doctoral  
700 = Professional, DVM, PharmD

### Sec #

Section number.

### CRN

CRN is the unique Course Reference Number that identifies each class.

### CR = Credit

All credits listed in the Schedule of Classes refer to quarter credits.

If a course is taught for variable credits, for example 1–16 credits, Web registration will prompt you to enter the correct number of credits for which you want to enroll. If you need to change that number later, you may do so via the Web.

### Distance Course Delivery Mode

IDL = Individualized Directed Learning

### Fees

A list of course fee codes, their description, and the fee amounts are at the end of the "Fees and Fee Payment" section of this book.

## Location

See the campus map at <http://www.osucascades.edu>, select "About OSU-Cascades," then "Maps and Directions," and click on "OSU-Cascades Detailed Campus Map" for building abbreviations and locations.

## TBA = To be announced.

## Meeting Time

Days of the week are abbreviated as follows:

M = Monday  
T = Tuesday  
W = Wednesday,  
R = Thursday  
F = Friday  
S = Saturday  
TBA = To Be Announced

All times shown in this publication are on the basis of the 24-hour clock. Times past noon have 12 added. For example, 2 p.m. = 1400.

## NSHD

No-show drop. See Academic Regulation 9.

## P/N=Pass/No Credit

A class is graded A–F unless P/N appears, then Pass/No Credit grading applies.

All courses registered via the Web are given the A–F or P/N grade option as appropriate. Any change of the A–F option (to S/U) is done in person at the Registrar's windows after completing the appropriate forms. The deadline for these changes is the end of the 7th week of classes. See the Academic Calendars.

## Registration Restrictions

### Prerequisites

Prerequisites provide the background necessary for successful performance in a course. Students may attempt a course without having prerequisites if they have obtained the consent of the instructor to do so. If the instructor's consent is not obtained, then students who have not fulfilled published prerequisites may be disenrolled from the course during the first week of classes.

See the section on "Major Restrictions" in the Course Listing booklet.

### Departmental Approval

Special approval is required for this course; the student requests an "override" from the department teaching the course, and then the student registers for the course.

### +/-

+ indicates "only." For example, under class limitation +1 means only freshmen, – indicates "no." Under college limitation, –1,7 means no students from College of Agricultural Sciences or the College of Pharmacy may register.



# How to Read the Schedule

## CL=Class Standing

- 1 = Freshman
- 2 = Sophomore
- 3 = Junior
- 4 = Senior
- 5 = Undergraduate nondegree
- 6 = Graduate nondegree
- 7 = Postbaccalaureate (undergraduate)
- 8 = Master's candidate
- 9 = Doctoral candidate
- G = Postbaccalaureate (graduate)
- V = Professional

## CO=College Codes

- 01 = Agricultural Sciences
- 02 = Business
- 03 = Education
- 04 = Pre-Engineering
- 05 = Forestry
- 07 = Pharmacy
- 08 = Science
- 09 = Graduate School
- 10 = Liberal Arts
- 11 = Defense Education
- 13 = Oceanic and Atmospheric Sciences
- 14 = University Exploratory Studies Program
- 15 = Veterinary Medicine
- 16 = Professional Engineering
- 17 = Interdisciplinary
- 18 = Honors
- 21 = Health and Human Sciences

## DG=Degree

If a course is restricted to students pursuing specific degrees, it will list a code of DG + – under the Registration Restrictions column. Degrees listed may include HBA (Honors Bachelor of Art), HBFA (Honors Bachelor of Fine Arts) and HBS (Honors Bachelor of Science).

## LV=Level

- 1 = Undergraduate
- 2 = Graduate students
- 3 = Postbaccalaureate students
- 4 = Nondegree and Credential
- 5 = Professional students

## Course Numbering System

Throughout the Oregon University System (OUS), courses follow this basic course numbering system:

**0–99.** Noncredit or credit courses of a remedial, terminal, or semi-professional nature not applicable toward degree requirements.

**100–299.** Undergraduate, lower-division courses.

**300–499.** Undergraduate, upper-division courses.

**500–599.** Graduate courses offered primarily in support of a master's degree but which are also available for doctoral level credit. Undergraduates of superior scholastic achievement may be admitted on approval of the instructor and department head, and they may apply to reserve these courses for later use on a graduate degree program.

**600–699.** Graduate courses offered principally in support of doctoral level instructional programs but also available for master's program credit.

**700–799.** Professional or technical courses that may be applied toward a professional degree (such as DVM or PharmD) but not toward other graduate degrees (such as PhD).

**800–899.** In-service courses aimed at practicing professionals in the discipline. These courses may not be applied to graduate nor professional degree programs.

# Key to Success: Academic Advising

## Academic Advising on the Web:

Go to: <http://www.osucascades.edu/> then select Current Students, then Advising.

## Academic Advising

OSU-Cascades believes that academic advising is a key ingredient in helping students attain their educational goals. We encourage all students to form a strong partnership with their academic advisor and to become active participants in their own advising process. Not only can your advisor help you understand rather complex degree requirements and schedule planning, but he or she is also a valuable source of information about your career field, job or internship opportunities, study abroad programs, and other majors or minors that may enhance your skills.

## Advising for New Students

All new students will receive information by mail about signing up for a required New Student Orientation session. During orientation, all new students will meet with their assigned academic advisor. Your advisor will help you choose appropriate courses to meet your educational goals, and will also serve as an important resource to you as you navigate through the college system.

When you meet with your advisor during orientation, you will be given your OSU PIN number for registration for OSU classes (UO students do not need a PIN). If you will be registering for COCC classes, your advisor will also clear an advising hold at COCC.

## Orientation Basics

- Orientation is required. We understand that it may mean taking time off of work to participate, but we feel that it is an important part of your commitment to being a student at OSU-Cascades. By understanding OSU-Cascades policies, deadlines, and requirements, students who have been through orientation experience much less stress in later terms. A half day of your time now will save you time down the road.
- When you call 541-322-3100 to register for a session, you will be asked for your OSU and COCC ID numbers. You will also be asked for your contact and major information. Be sure to have this handy when you call us.
- Admitted OSU-Cascades students may also be taking classes at COCC, but are not required to attend the COCC orientation.
- If you are a freshman (or a transfer student who has never taken math or writing), you must take a placement exam at the COCC CAPP Center to assess your math and writing levels. Your placement exam should be taken prior to orientation.

## Advising Structure

OSU-Cascades uses professional advisors for both OSU and UO programs to meet the unique needs of our students.

See <http://www.osucascades.edu/advising/philosophy> for additional information on the advising process at OSU-Cascades, as well as helpful links to forms, advising guides, and transfer credit information.

## Academic Advising Contacts

General advisors are the primary contact for advising questions and concerns for current students. Contact Enrollment Services at 541-322-3100, 223 Cascades Hall, to find out who your academic advisor is.

- Dianna Raschio, OSU Advisor, 541-322-3105, [dianna.raschio@osucascades.edu](mailto:dianna.raschio@osucascades.edu)
- Kara Branyon, OSU Advisor, 541-322-3148, [kara.branyon@osucascades.edu](mailto:kara.branyon@osucascades.edu)
- Diane Pritchard, UO Advisor, 541-617-4660, [dpritch@uoregon.edu](mailto:dpritch@uoregon.edu)

## Earn Credit for Advanced Placement and International Baccalaureate Scores

For information on how you can earn advanced standing credit by submitting AP or IB scores, visit the Admissions Web site:

**<http://oregonstate.edu/admissions/firstyear/apibclep.html>**

This site contains a current listing of tests accepted by OSU and provides testing agency contact information so you can have official scores sent to OSU Admissions.

# General Education Requirements

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General education requirements vary by school, but typically include courses to guarantee that all students have received the benefits of a well-rounded curriculum. At OSU-Cascades, students are held accountable to the general education requirements of their “home institution” — either OSU (Baccalaureate Core) or UO (Group Requirements).

Do you have an AAOT? Oregon community college students entering OSU-Cascades Campus Fall term 1990 or thereafter, having completed the Associate of Arts (AA) degree (meeting the OUS-Oregon Community College block transfer agreement) will automatically have satisfied all the lower-division requirements of the OSU Baccalaureate Core or the UO Group Requirements. Check with your program advisor to see if the AAOT is the best option for you.

## OSU: Baccalaureate Core

The baccalaureate core is the general education component of undergraduate education at OSU. It emphasizes creative thinking, writing, world cultures, appreciation of differences, the arts, sciences, literature, lifelong fitness, and global awareness in 15 course categories. Students must complete a total of 48 credits plus the writing intensive course (WIC). OSU-Cascades, in partnership with COCC, offers several baccalaureate core courses each term, but not every course each term. Students should work with their adviser to map out these classes over the course of the academic year. Courses offered are subject to change.

For a list of OSU Baccalaureate Core courses, go to:

**<http://catalog.oregonstate.edu/bcc.aspx>**

For a list of COCC courses that meet OSU Baccalaureate Core requirements, go to:

**[http://oregonstate.edu/dept/admindb/arttable/scr1140\\_003188.htm](http://oregonstate.edu/dept/admindb/arttable/scr1140_003188.htm)**.

Or the Advising Web site:

**<http://www.osucascades.edu/advising/philosophy>** has links to Baccalaureate Core information.

## UO: Group Requirements

To promote educational breadth, UO bachelor's degree candidates are required to complete work in each of three groups representing comprehensive fields of knowledge: arts and letters, social science, and science. Approved group-satisfying courses must be at least 3 credits each. UO at OSU-Cascades, in partnership with COCC, offers several Group Requirements courses each term, but not every course each term. Students should work with their adviser to map out these classes over the course of the academic year. Courses offered are subject to change. UO students at OSU-Cascades are strongly encouraged to first finish the AAOT degree at COCC for ease of transferability.

For a list of UO Group Requirements, go to:

**[http://www.uoregon.edu/~registrar/common/group\\_courses.php](http://www.uoregon.edu/~registrar/common/group_courses.php)**

Students can access the UO Interactive Transfer Catalog at **<http://registrar.uoregon.edu/transfer-articulation/>** to calculate how COCC courses will transfer into their UO degree program.



# Revised Chemistry Articulations

## Change in General Chemistry

### Articulations Effective Fall 2007

After careful review of existing articulations of general chemistry courses at the Oregon community colleges, Oregon State University has decided to implement the following change effective fall 2007:

Chemistry at the 100 level (CH 104, 105, 106 or CH 121, 122, 123) will no longer be equivalent to CH 121, 122, 123 at OSU with the following exceptions:

CH 121, 122, 123 at Chemeketa, Linn-Benton, and Treasure Valley Community Colleges will still be equivalent to CH 121, 122, 123 at OSU.

These changes are being made because the topics and level of coverage in the 100-level sequences do not match the CH 121, 122, 123 sequence at OSU. The CH 104-106 sequence typically is based on a general/organic/biochemistry (GOB) textbook rather than a traditional general chemistry textbook.

The above 100-level courses do transfer to OSU as lower-division chemistry (CH LDT) credits and will fulfill the OSU baccalaureate core requirement for physical science courses.

A 100-level, one-year chemistry courses sequence from a community college that does not articulate to OSU as CH 121, 122, 123,

1. is not allowed as a prerequisite for organic chemistry at OSU (CH 331 or CH 336)
2. does not fulfill the OSU chemistry minor requirement of one year of general chemistry
3. usually will not fulfill the requirements for a major that requires a one-year general chemistry sequence.

Students should contact the academic advisor in their major field of study at OSU if they have any questions about this new policy and what will be accepted. General questions can be directed to Dr. James Ingle, Department of Chemistry, at

541-737-6743 or james.ingle@oregonstate.edu.

See the chart below with new articulations effective fall 2007. (Bold indicates changes.)

Community College	Articulation of CH 104–106 to OSU	Articulation of CH 121–123 to OSU	Articulation of CH 221–223 to OSU as CH 221–223	Articulation of CH 241–243 to OSU as CH 331, 332, 337 (LD) <sup>b</sup>
Blue Mountain	CH LDT*	CH LDT*	Y	Y
Central Oregon	CH LDT*	Not offered	Y	Y
Chemeketa	CH LDT*	CH 121–123	Y	CH LDT* + CH 331, 332 (LD)
Clackamas	CH LDT* + CH 130	Not offered	Y	Y
Clatsop	CH LDT*	Not offered	Y	Not offered
Klamath	CH LDT*	Not offered	No articulation to OSU	Not offered
Lane	CH LDT*	Not offered	Y	Y
Linn-Benton	Not offered	CH 121–123	Y	Y
Mt. Hood	CH LDT	Not offered	Y	Y
Portland	CH LDT*	Not offered	Y	Y
Rogue	CH LDT*	Not offered	Y	Not offered
SW Oregon	Not offered	CH LDT*	Y	CH LDT*
Treasure Valley	Not offered	CH LDT* + CH 122–123	Y	Y CC Sequence is CH 227–229
Umpqua	CH LDT*	Not offered	Y	Y

CH LDT\* indicates that one or more of the courses in the sequence transfer with no equivalent OSU number. These courses transfer as lower-division transfer (LDT) chemistry (CH) credits with the course title and credits being the same as the original community college course. These courses will still fulfill the OSU baccalaureate core requirement for physical science courses.

<sup>b</sup> The articulation for organic chemistry is only valid if the entire sequence is taken at the community college and transferred because there is not a direct correspondence between individual courses. If only CH 241 is taken at the CC and transferred, a student must start with CH 331 at OSU. If only CH 241 and 242 are transferred, a student must still take CH 332 and CH 337 to complete the non-majors organic sequence at OSU.

For further information on OSU articulations, consult the OSU Articulation Tables for Oregon schools at: [http://oregonstate.edu/admissions/transfer/articulation\\_1160.html](http://oregonstate.edu/admissions/transfer/articulation_1160.html) and the OSU Department of Chemistry advising Web at

<http://www.chemistry.oregonstate.edu/undergrad/advising.html>.

# Zero to Success in 77 Days

## A Week-By-Week To-Do List for the Term

The terms at OSU-Cascades move very quickly. Ten weeks of classes, and you find yourself facing finals week. Successful students are ones who stay on top of all of the little details. Here's a list you can follow to enhance your chances of success. You can find an academic calendar with specific deadlines for each term at the Registrar's Web page: <http://oregonstate.edu/registrar/>. At this site, you can also find a complete list of OSU-Cascades' academic regulations.

### Week Zero (Before the term starts)

- Print out your "detail schedule" from student online services. Make note of where each class meets and the name(s) of your instructor(s).
- If you can, buy your textbooks before your classes start. That way you'll be ready for the first reading assignment, which is likely to be assigned the first class.
- Find all of your classrooms, so you know where you are going the first day of classes.
- Buy a planner—write down known responsibilities (class times, work schedule, recurring activities and meetings).

### Week One

- Check to make sure your ONID account is active and working. It is a primary mode of communication for the university. If you haven't signed up for ONID yet, go to [www.onid.orst.edu](http://www.onid.orst.edu) and follow the "Sign Up for ONID" link on the left hand side of the page.
- Check Blackboard to see if any of your classes are using Blackboard tools as part of the class. You use your ONID user name and password to log in to Blackboard at <http://my.oregonstate.edu/>.
- Have you purchased your books yet? If textbook cost is an issue for you, check at the library as some instructors put copies of their texts on reserve there for students to access.
- **Go to all your classes.** Don't buy into the myth that the first class isn't important. Every class is important, especially in the quarter system where we only have ten weeks!
- At the first class, you will likely get a syllabus. Review this document thoroughly. You can use it to help you:
  - Write in your planner when assignments are due and tests are scheduled.
  - Establish a regular reading and study schedule for all of your classes. If you don't know how to do this, you can visit with your advisor for academic coaching.
  - Learn your professor's and TA's names and office hours.
- If you make schedule changes, do so as soon as you can this week, so you do not have to make up a lot of missed class time.

### Week Two

- You've gone to every class, right? If you haven't already, try sitting in the front of the classroom to minimize distractions.
- Hopefully by now you are checking your ONID account on a daily basis. If not, it is time to start.
- Check Blackboard on a daily basis. This week, look for classes and materials that were not posted last week.
- Get contact information from at least one other student in each of your classes. Not only do you have a resource if you ever have to miss class, but the two of you could connect with other students to form a study group.
- If you are considering dropping or adding a class during the second week, it is a good idea to consult with your advisor. The deadline to drop a class is 11:55 p.m. on the Friday of the second week.

### Week Three

- 20% of the term is gone! Review your syllabi and start your preparation for midterms. You should also get a start on projects or papers that might be due later in the term.
- How are you keeping up on your reading? Are you struggling at all with note taking? Any issues in keeping up with your homework? Don't let small problems early in the term become big problems later in the term! Visit your advisor to get help if you need it.
- Identify a question or concern you have about each class after the first few weeks and make it a point to visit your professor during office hours. It is a good way for you to get to know them, and more importantly a good way for them to put your face to your name on their roster. It also shows them you care about your learning.

### Week Four

- Don't be surprised if your first midterms are happening this week (maybe you even had some last week). In fact, you may even have multiple midterms in a single day. Scheduling your studying in advance helps you minimize your stress on days and weeks where you may have more than one exam.
- Look Back: The first exam always gives you a chance to do a critical evaluation of yourself and your term thus far. Being a full-time student, in terms of time investment (class time, reading, studying, and project time), equates to a full-time job. Are you performing the way you want? If not, visit your advisor to strategize on how you can do better.

### Week Five

- Look Forward: Very soon, you and your advisor will be planning for next term. Understand your advisor has a very full schedule. ***Scheduling an appointment now assures that you will get in to see your advisor before priority registration starts later in the term.*** If you need an external trigger to help you remember, week five usually falls near Halloween (fall term), Valentine's Day (winter term), and Cinco de Mayo (spring term). ***It is wise to see your advisor every term***, even if your specific academic major doesn't require it.
- It is important for all students to balance their academic lives with meaningful activities outside of the classroom. How are you spending your time when you are not in class or studying? Have you joined any clubs or organizations? Are you meeting new people and are you getting experiences that your classes don't offer? You can learn about all of the available student activities at OSU-Cascades by visiting Andrew Davis in Cascades Hall or by going to <http://www.osucascades.edu> and selecting Student Life.



# Zero to Success in 77 Days

## Week Six – 50% of the term is gone!

- **Have you made that advising appointment yet?**
- During week three, we recommended a visit to your professor during office hours. It is good to do that again this week. Possible topics of discussion could again include concepts you don't understand or questions you have, but by this time, you may have graded material from the class. It would be good to review that graded material face-to-face with the professor, especially if you didn't perform well.

## Week Seven

- **The first phase of Priority Registration for next term starts next week.** During Phase 1, you can register for up to 16 credits. Remember you should see your advisor prior to priority registration. You can learn your priority registration date by logging into Student Online Services, clicking the "registration" link and then clicking the "Check Your Registration Status" link. By the start of week six, you should be able to see your priority registration date on this screen.
- **With registration on the horizon, you should look in Student Online Services to see if you have any holds that might impede your registration.** To do this, log into Student Online Services. Right below the "Registration" link, there is a link to "Student Records". Click on the "Student Records" link, and then click on "View Holds" to see if you have holds.
- If your class has a second midterm, it is probably happening this week or next. Are you prepared? Consider what worked or didn't work on your first exam and how you might improve your performance on this exam.
- Friday of this week is the deadline to withdraw from a class (11:55 p.m. online) or change from letter grading to S/U grading (5:00 p.m. at the Registrar's office—Requires an advisor signature on an S/U form). If these terms and policies are confusing to you, consult with your advisor or take a look at Academic Regulations 12 and 18 at this Web site: <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75>.

## Weeks Eight and Nine

- **Look Back:** This is a good time for self assessment. Are you sticking to your study plan? Are you caught up on reading? How are those final papers and projects coming? Are you getting enough exercise and sleep? Are there any habits you want to adjust going into the last two weeks of the term?

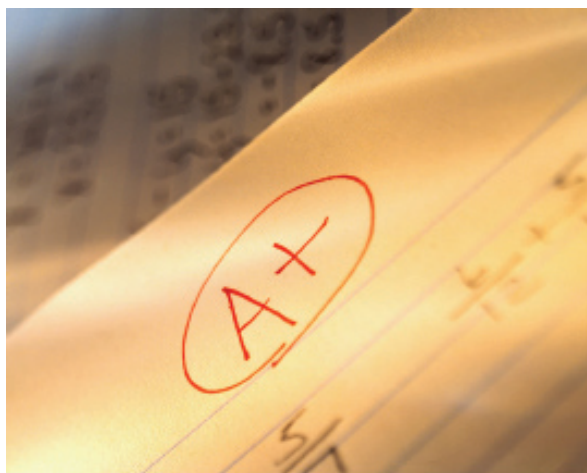
## Week Ten (Dead Week)

- Phase 2 of priority registration usually starts sometime this week. You can add to your original 16 credits, and you can add your name to a wait list for a class if the department has made one available. To learn how to wait list, check out this Web site: <http://oregonstate.edu/registrar/StudentInformationLinks.html> for information and a "how to" video.
- **Look Forward:** Get yourself ready for finals week which begins next week. If you haven't done so already, write down the time and location of all of your finals. This information should be on your syllabus, and you can also find it by going to this Web site: [http://www.osucascades.edu/advisingn/class\\_schedules](http://www.osucascades.edu/advisingn/class_schedules). Regardless, you should confirm the information with your instructor to make sure nothing has changed. As you did with your midterms, develop a study schedule and plan ahead for how you might negotiate the stress of having more than one exam on one day.
- Final labs, papers, and projects are often due this week.

## Finals Week and Beyond

- Prepare yourself to handle the logistics of finals. Your professor may require you to purchase a blue book or a scantron form from the bookstore. Make sure you have that along with pens, pencils, and anything else you might need for the exam.
- Show up to your finals 5–10 minutes early to give yourself a chance to get settled and relaxed before your exam.
- As your instructors finish their grading, they will post your final grades to Student Online Services. All grades are due the Monday after finals week. Your term GPA will be calculated and your cumulative GPA will be updated by Wednesday after finals week. **Make sure you look at your grades.**
- Good students will always seek clarity on a grade if it was lower than expected. Many instructors use the grade book function of Blackboard, so you can see how you were graded on each assignment. If you have questions, follow up with your instructors as soon as you can to get clarity on your grades.

**KEEP UP THE GOOD WORK—START AGAIN NEXT TERM AT THE TOP OF THE OTHER SIDE!**



# Other Important Information

## Undergraduate Graduation

An **Application for Bachelor's Degree must be filed** at the Registrar's Office **three terms before** expected graduation so that degree progress can be monitored each term. Graduation audits will then be available to students at head advising/dean's offices. The current graduation audit distribution schedule is available on the Registrar's Web site at <http://oregonstate.edu/registrar/GradAppDeadlines.html>.

Commencement exercises are held once yearly in June and attendance is optional. Undergraduate students who expect to graduate during the fall term immediately following the June ceremony may participate in the June Commencement exercises.

## Verification of Enrollment or Degree

Verification or certification of enrollment is for students needing proof of enrollment or degrees for financial aid, insurance, employment, or other reasons. Complete an enrollment verification form available in the Enrollment Services Office in 223 Cascades Hall.

### You can do it on the Web:

Students requesting certification of enrollment or degrees earned spring 2000 to the present may obtain the information by:

- Printing a current term schedule by logging on to Student Online Services.
- Printing a certification at no cost from the National Student Clearinghouse by accessing it through Student Online Services.
- Printing a certification from the National Student Clearinghouse at [www.studentclearinghouse.org/](http://www.studentclearinghouse.org/) and using a credit card to pay for the service.

Students requesting certification of enrollment prior to spring 2000 may obtain the information by:

- Printing an unofficial transcript by logging on to Student Online Services Quick Login.
- Ordering an official transcript by logging on to Student Online Services Quick Login or by printing and completing the Official Transcript Order Form (<http://oregonstate.edu/registrar/FormsLinks.html>) and submitting it to the Registrar's Office, B102 Kerr Administration Building, Oregon State University, Corvallis, OR 97331-2130.

Forms submitted to the Registrar's Office are sent to the National Student Clearinghouse. The Clearinghouse will provide a certification report that comes closest to providing the information you desire. They will not complete your form. All such certifications are official and need no further institutional signatures or seals.

Only those certification requests that require information not in the possession of the National Student Clearinghouse will be handled by the Registrar's Office. In many cases, an official transcript will meet the needs of your request. We are unable to complete agency forms.

To learn more about the National Student Clearinghouse, visit their Web site at [www.studentclearinghouse.org/](http://www.studentclearinghouse.org/) or contact them at 13454 Sunrise Valley Dr., Suite 300, Herndon, VA 20171. Telephone: 703-742-4200 (8:30 a.m. to 7 p.m. EST), FAX 703-742-4239, or e-mail: [enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org).

Loan companies, other agencies, and even parents can contact the NSC directly for enrollment verifications.

Please include your legal name, social security number, and date of birth on all correspondence as well as the mailing address of the recipient for the verification.

## Double Degrees

A student may earn two different degrees simultaneously. The degrees may be offered by the same college, or by different colleges. To earn double degrees, a student must complete a minimum of 32 credits above the minimum number of credits needed for one of the degrees. Advisors complete a separate graduation audit for each of the degrees. The student receives two diplomas. The international degree is one example of a double degree. The double degree may be earned concurrently or subsequently. (See Academic Regulations #26.) The student's academic record will list each degree with its major, e.g. Bachelor of Science in Mathematics, Bachelor of Arts in English.

## Dual (or Multiple) Majors

A student may earn two or more majors within a single degree program. It is sometimes possible to complete two or more majors within the minimum number of credits required for a degree, but usually the student must complete additional credits to complete requirements for all of their majors. For this reason, dual majors are most often obtained within the same college. The advisor must complete one graduation audit that includes all of the majors. The student's academic record will list one degree with two or more majors, e.g. Bachelor of Science in Mathematics and Chemistry. The student receives one diploma. Dual majors may be obtained concurrently with the completion of the degree, or in some cases may be earned as a credential subsequent to completion of the degree. (See Academic Regulations #27.)

## Honors Degrees

Students completing the honors college curriculum receive a single degree in the college of their major, e.g. HBS Honors Bachelor of Science in Chemistry, or HBA Honors Bachelor of Arts in English. In some cases it might be possible for an Honors College student to earn two degrees following the requirements for double degree requirements outlined in Academic Regulations #26.

## Student Grades

Student grades may be obtained via OSU Student Online Services.

**Grades are not automatically mailed to the student.**

You may **request a transcript** via the Web at **no charge**: <http://oregonstate.edu/registrar/transcripts.html>.

Grades, GPA calculations, and academic standings are not complete and final prior to 8 a.m. on the Wednesday following the final exam week. Grades and GPAs appearing prior to that day may be incomplete.

## Student Life Policies and Regulations

The Student Life Policies and Regulations are published separately fall term and include rules regarding Conduct, Living Groups, Organizations, Vehicles, Identification Cards and policies on Discrimination, Records, Speech Activities, Sexual Assault, Copyright, Alcohol/Drugs, Workplace and Public Safety.

This information is available on the:

- OSU Student Conduct and Community Standards Web site <http://oregonstate.edu/studentconduct/>
- OSU Dean of Students Web site <http://oregonstate.edu/deanofstudents/home/>



# Other Important Information

## Student Conduct on COCC Campus

OSU-Cascades and COCC agree that all OSU-Cascades students are subject to the COCC policies and rules of Responsible Conduct, as published by COCC, while on the COCC campus, or participating in a COCC-sponsored event. This information is available on the COCC Student Policies Web site at <http://studentlife.cocc.edu/Policies/default.aspx>.

## Student Right-to-Know

The graduation rate and persistence rate for first-year students who entered Oregon State University in 2003 on a full-time basis is provided in the chart below:

Graduation Rates for 1st-time First-year Students	5-Year		6-Year	
	Graduation	Graduation plus persistence	Graduation	Graduation plus persistence
First-year students who entered full-time in 2003				
2,988	53.5%	65.3%	60.2%	63.7%

*Figures do not include students who transferred and continued to make progress or graduated from other institutions. Source: OSU Office of Academic Planning and Assessment*

## Graduation Requirements/Catalog Contract Policy

When determining the graduation requirements for a given student:

- The applicable requirements are those listed in the published catalog.
- The university graduation requirements are based on the student's matriculation date.
- College and major graduation requirements are based on the date of major declaration.
- Current policy requires a student to reapply after not enrolling at OSU-Cascades for four consecutive terms; the printed catalog for the resulting readmission/matriculation date will become the catalog of record for graduation requirements.
- For Degree Partnership Program students, the first term the student registers for courses at OSU-Cascades will be the matriculation date and will determine the catalog of record for graduation requirements.
- Every effort has been made to ensure the accuracy of information in the OSU-Cascades *General Catalog*. However, OSU-Cascades or the Oregon State Board of Higher Education may find it necessary from time to time to make changes in courses, curricula, or degree requirements. Students already admitted to a program in which such changes have been made will be reasonably accommodated, if possible, to ensure their normal progress toward a degree. A student may, however, still be required to conform to changes in courses, curricula, or degree requirements as deemed necessary by OSU-Cascades or the State Board of Higher Education.



# Fees and Fee Payment 2010–2011

## Tuition, Fees, and Payment: 2010–2011\*

For a full listing of tuition and fees, please visit OSU-Cascades Business Affairs, [http://oregonstate.edu/fa/businessaffairs/studentfinance/tuition/tuition\\_info](http://oregonstate.edu/fa/businessaffairs/studentfinance/tuition/tuition_info).

### \*Note!

Tuition and fees are generally finalized during the month of July and are subject to change by the Oregon State Board of Higher Education, be sure to select OSU-Cascades campus.

### Tuition Estimate Calculator:

Estimate your tuition and fees quickly and easily with the tuition calculator at <http://oregonstate.edu/fa/businessaffairs/tuition-estimator>.

### Undergraduate Tuition and Fees (per term)

	Residents	Nonresidents
1 Credit .....	\$257.00	\$621.00
2 Credits .....	\$409.00	\$1,137.00
3 Credits .....	\$561.00	\$1,653.00
4 Credits .....	\$713.00	\$2,169.00
5 Credits .....	\$865.00	\$2,685.00
6 Credits .....	\$1,017.00	\$3,201.00
7 Credits .....	\$1,169.00	\$3,717.00
8 Credits .....	\$1,321.00	\$4,233.00
9 Credits .....	\$1,473.00	\$4,749.00
10 Credits .....	\$1,626.00	\$5,266.00
11 Credits .....	\$1,779.00	\$5,783.00
<b>Full Time</b>		
12–16 Credits .....	\$1,932.00	\$6,300.00
<b>Overtime</b>		
Each add'l credit over 16 .....	\$146.00	\$510.00

### Graduate Tuition and Fees (per term)

1 Credit .....	\$508.00	\$733.00
2 Credit .....	\$889.00	\$1,339.00
3 Credit .....	\$1,270.00	\$1,945.00
4 Credit .....	\$1,651.00	\$2,551.00
5 Credit .....	\$2,032.00	\$3,157.00
6 Credit .....	\$2,413.00	\$3,763.00
7 Credit .....	\$2,794.00	\$4,369.00
8 Credit .....	\$3,174.00	\$4,974.00
<b>Full Time</b>		
9–16 Credits .....	\$3,554.00	\$5,579.00
<b>Overtime</b>		
Each add'l credit.....	\$362.00	\$587.00

### Study Resource Fees

Study resource fees will be assessed to graduate students in specific programs:

#### Business

- MBA program = \$350.00 per term

#### Education

- Resource Fee = \$50.00 per term

#### Engineering

- Graduate = \$430.00 per term

#### Graduate School

- Matriculation = \$175.00 one time fee
- Interdisciplinary Studies = \$35.00 per term

#### Honors College

- Graduate Students = \$250.00 per term

#### Interdisciplinary Studies

- Graduate = \$35.00 per term

## Mandatory Enrollment Fees

Students paying mandatory enrollment fees are entitled to services maintained by OSU-Cascades for the benefit of students. These services include use of the library; use of laboratory equipment and materials; admission to concerts and lectures; and registration. No reduction in fees is made to students who may not wish to use these privileges. Employees paying staff fees are entitled to instructional and library privileges only.

### Matriculation Fee: \$300.00

New students will be charged a one-time only fee of \$300.00 for undergraduates and \$205.00 for graduates at the start of their first term to cover the cost of pre-enrollment services. These services include, but are not limited to, campus open houses, new-student orientation programs, special advising services for transfer and extension students, course drop/add/withdrawal, and official transcripts. A partial refund of this fee may be available for undergraduates if a student withdraws from OSU-Cascades during the add/drop period (\$200 is nonrefundable).

### Proctor Requirements

Some courses require a proctor to administer exams. Students may be required to pay a \$20 fee per exam through COCC testing service. See your advisor for more information.

### For More Information About Tuition and Fees:

Oregon University System Academic Year Fee Book rates are available at: <http://www.ous.edu/budget/>. Click on the **Facts & Reports** tab.

### Student Accounts Office Web Site:

Go to <http://oregonstate.edu/fa/businessaffairs/studentfinance/>, then click on "Student Accounts."

### Nondegree Students

(This category is designed for students not planning to complete a degree at OSU-Cascades.)

Nondegree students enrolled in 9 or more credits will pay tuition/fees based on the undergraduate or graduate tuition fee schedule determined by the student's status.

Nondegree students enrolled 8 or fewer credits will pay tuition/fees at resident rates based on undergraduate or graduate course level. For more information, call Enrollment Services at 541-322-3100.

### Fee Payment Obligation

Web registration presents you with a confirmed class schedule. When you finish registering, your schedule is official. This obligates you to pay all tuition and fees for your classes. If you wish to cancel this commitment and reduce or eliminate tuition charges for the term, you must officially cancel your registration or withdraw from the university (see the Tuition/Fee Reduction and Refund Schedule at [http://oregonstate.edu/fa/businessaffairs/studentfinance/tuition/tuition\\_info](http://oregonstate.edu/fa/businessaffairs/studentfinance/tuition/tuition_info)).

Electronic billing statements are processed around the 5th of each month. Notification that your statement is ready will be sent to your ONID e-mail address. It is very important that your ONID address is active and that you are checking it regularly. You may also select to have your ONID e-mail forwarded to an alternate address. eBill statements can be viewed online at <https://admtn.ucsadm.oregonstate.edu/tbp/web/login.jsp>. See "**eBill and eCheck**" at <http://oregonstate.edu/fa/businessaffairs/studentfinance/eBill/>.

# Fees and Fee Payment 2010–2011

## You may pay your tuition and fees in the following ways:

OSU-Cascades currently accepts eCheck, paper checks, money orders and cash as acceptable payment methods. Students can use Student Online Services as a convenience option for making credit card payments. Please see the Cashier's Office Payment Information Section for more details regarding all acceptable payment methods.

Accounts are "due upon receipt" of the monthly statement, and any unpaid balance remaining after the 1st of each month is subject to an interest charge of 1% per month (12% APR).

## Registration/Transcript Hold Policy

If you are enrolled for the current term, you will be allowed to register for the following term only if your account balance is paid in full.

Requests for transcripts cannot be processed until your account balance is paid in full.

## Drop/Withdraw Refunds

Students who drop or withdraw from a class, or withdraw from the university may be eligible for a tuition refund. Refunds are based on assessed tuition, course fees, and mandatory fees, and are calculated from the date you officially drop, withdraw, or cancel your registration or reduce your class load, not the last date of class attendance. Please see "Registration Cancellation/Withdrawal from the University."

Refunds are processed as a credit on your account. A check will be issued to you if any credit balance remains after other charges and financial aid repayments have been satisfied. No refunds are authorized for persons paying staff rates. Allow about two weeks for processing a refund. Your refund will be sent to your current mailing address. Be sure to update your current mailing address online in Student Online Services.

The **Tuition/Fee Reduction Schedule** below follows those policies as established by the Oregon University System (there are no refunds given for persons paying staff rates):

## Drop Dates

Fall 2010	Tuition Credit	Tuition Due
Before Sept. 27 .....	100%	0%
Sept. 27–Oct. 10 .....	100%	0%
Oct. 11–Oct. 17 .....	50%	50%
Oct. 18–Oct. 24 .....	25%	75%
After Oct. 24 .....	0%	100%

Winter 2011	Tuition Credit	Tuition Due
Before Jan. 3 .....	100%	0%
Jan. 3–Jan. 16 .....	100%	0%
Jan. 17–Jan. 23 .....	50%	50%
Jan. 24–Jan. 30 .....	25%	75%
After Jan. 30 .....	0%	100%

Spring 2011	Tuition Credit	Tuition Due
Before March 28 .....	100%	0%
Mar. 28–Apr. 10 .....	100%	0%
Apr. 11–Apr. 17 .....	50%	50%
Apr. 18–Apr. 24 .....	25%	75%
After Apr. 24 .....	0%	100%

## How to Handle an Error in Billing

If there appears to be an error on your monthly statement, use the following guidelines:

**Graduate Assistants:** Errors may occur due to incorrect rate codes. Please notify your department.

**Residents Billed Nonresident Rates:** Pay the amount appropriate for a resident and then go to the Office of Admissions to confirm your residency status. You will be advised as to the next action to take.

**Financial Aid Not Applied:** If financial aid has not been applied you should verify approval of scholarships and grants at the Office of Financial Aid and Scholarships, A218 Kerr Administration Building.

**Support Payments Not Applied:** Verify approval for support billing at Business Affairs, B100 Kerr Administration Building.

**Housing:** Verify the billed amount with the Student Housing Office, 102 Buxton, 541-737-4771.

**Any Other Billing Amount Errors:** Pay based upon the correct amount, then go to Business Affairs, B100 Kerr Administration Building for assistance.

## Special Fees

### Application Fee for Admission (not refundable) — \$50.00

### Auditor's Fee—

Fee to audit a course is the same as regular fees in all classes.

### Certification of Enrollment Fee — \$15.00 per certification

See Enrollment Verification via the Web for other options.

### Collection Fee — \$50.00

If you are enrolled Fall term 2009 and do not enroll Winter term 2010 and you leave school owing the university money and collection proceedings are initiated, you may be assessed a \$50.00 service charge.

### Course Fees

Certain courses have additional fees. Refer to the Schedule of Classes for individual course fees.

### Diploma Mailing Fee— \$25.00 (\$40.00 out of country)

### Duplicate Diploma — \$40.00

Assessed to cover the cost of special printing order and handling.

### Examination for Credit—

\$40.00 per credit for Oregon residents

\$80.00 per credit for nonresidents

### Examination for Waiver—

\$40.00 per credit for Oregon residents

\$80.00 per credit for nonresidents

### Late Registration Change — \$20 per course changed

There is no charge to change registration (add, drop, withdraw from a course, change credits, change grade option, or change to audit) by the stated deadlines. Each registration change after the stated deadlines will be charged a \$20 late registration fee. This applies to any late add, late add to audit, late drop, late withdrawal from a course, late change in grading basis, or late change in course credit. If you initially register after the end of the second week of the term, you will be charged a \$100 late registration fee, but the \$20 fee is not charged when the \$100 late registration fee is charged. For any registration change thereafter, however, you will be charged the \$20 fee.

# *Fees and Fee Payment 2010–2011*

## **Late Registration Fees — \$50.00 and \$100.00**

A late registration fee of \$50.00 will be assessed for all initial registrations during the first two weeks of classes. For registrations approved after the first two weeks of classes (i.e., after the end of the late registration period) a late fee of \$100.00 will be assessed.

## **Library Fines and Fees**

- Overdue fine for circulating books is \$0.25 per day.
- Overdue fine for Reserve Book Room material checkout:
  1. Two-hour material, \$1.00 per hour.
  2. Two-day material, \$2 per day.

Borrowers failing to return material within 42 days of the due date are charged the replacement cost of items, plus the amount of the fine (maximum fine, \$10.00 per item). When such items are returned before the replacement has been ordered, the replacement cost will be refunded. When such items are returned after replacement items have been ordered, no refund will be made. A charge at cost, to be determined by the library, may be made for repair or replacement of damaged or mutilated library material.

## **Microfilming Doctoral Thesis — \$45.00 minimum**

## **Nondegree-Seeking Student Application Fee — \$25.00**

## **Readmission Fee — \$25.00**

Required after an absence of one year. See “Eligibility to Register” in the How to Register section for details.

## **Reinstatement Fee — \$50.00**

If a student’s registration is canceled for failure to comply with the regulations of the institution, but is later allowed to continue work in the same term, the student must pay the reinstatement fee.

## **Returned Check Fee — \$25.00**

If a check is returned because of any irregularity for which the student is responsible, a fine of \$25.00 will be charged.

## **Replacement ID Card Fee — \$5.00**

## **Service Fee for International Programs —**

A \$325 per term administrative management fee will be charged for international students supported under contractual arrangement with sponsoring agencies or entities requiring special administrative or management services beyond those normally provided. This program and finance fee will be assessed for these international student programs that are administered and managed by the International Student and Faculty Services office.

## **Senior Citizen Fee — for special materials only**

Persons 65 or older may attend class on a noncredit, space-available basis.

## **Special Examination Fee —**

See examination for credit/waiver in the list above.

## **Staff Fee (except staff auditors) — 25% of resident undergraduate tuition**

Staff members or their dependents may register for courses at 25% of the per credit resident undergraduate tuition. Academic, professional, and classified employees whose appointment is equivalent to 0.50 or more may take up to 12 credits a term at this rate. Payment of the staff fee entitles the staff members to instructional and library privileges only. The fee is not refundable. The applicable course fees and resources fees are charged at 100%, and family members are subject to other mandatory enrollment fees. Eligibility for the staff rate must be approved by the Department of Human Resources.

If you are intending to enroll for course work at another OUS university, you must submit the staff fee privileges approval form to OSU-HR two days prior to the first day of classes.

If you are transferring the staff fee privilege to your dependent, and they are intending to enroll for course work at another OUS university, you must submit the staff fee privileges approval form to OSU-HR two weeks prior to the first day of classes.

Staff fees are nonrefundable.

## **Transcripts — No Fee**

There is no fee for official transcripts. You can order transcripts on the Web, in person, or by mail. You can print unofficial transcripts from the Student Online Services Quick Login. All financial obligations to OSU-Cascades must be cleared before transcript orders are processed.

## **Transcripts — Rush Order Fee \$30.00**

Rush order provides expedited service; the transcript is processed within two hours and sent by standard first-class mail. Rush requests for transcripts to be mailed must be received in the Registrar’s Office by noon M–F in order to be mailed the same day. The rush order does not include express delivery.

# *Fees and Fee Payment 2010–2011*

## **Financial Aid**

### **Scholarships, Student Loans, and Grants**

To receive financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) and be admitted to an OSU-Cascades Campus partner institution (referred to as your home institution). Although you may be attending classes taught by more than one institution, you can receive financial aid only from your home institution. For financial aid purposes, only credits through OSU, UO and COCC will be combined and counted towards your financial aid enrollment and disbursement.

Approved scholarships, student loans, and grant awards will be applied automatically to registered students' accounts. You can monitor your account via the Web at [www.osucascades.edu](http://www.osucascades.edu) selecting Student Online Services to see if your financial aid has been disbursed to your account.

If financial aid amounts exceed the amount of qualifying tuition/fees expenses owed, a refund will be generated if the surplus exceeds \$1.00. Distribution of the refund can be made by direct deposit or check.

- If you would like direct deposit of your financial aid refund, complete the Direct Deposit form found through Student Online Services or Student Finance Web site at <http://oregonstate.edu/fa/businessaffairs/studentfinance/>.
- If you would like your refund as a check, your current mailing address must be up to date for all check processing. You can do this through Student Online Services.

For full details, visit the Business Affairs Office Web site, <http://oregonstate.edu/fa/businessaffairs/>. Click on Student Finance, then Student Loans, and see "Repayment".

Beginning the third week of the term, students eligible for refunds due to financial aid or scholarship disbursements must request a refund through e-mail at [refund@oregonstate.edu](mailto:refund@oregonstate.edu).

### **Emergency Loans**

Emergency loans, not to exceed \$250.00 per term, are available to students in good financial standing, attending at least half time, and formally admitted to the university. Loans are to be repaid by the last day of the current term. Loan amounts become part of the revolving account balance, and carry interest at 1% per month (12% APR). You may inquire about emergency loans at Cascades Hall, Room 223, 541-322-3100.

## **Payment of Student Fees**

### **Payment of Nonresident Instruction Fee (580-10-080)**

All students classified as nonresidents shall pay a nonresident fee.

Refunds of the nonresident fee may be granted if the student shows that the classification previously assigned was in error, but no such refund shall be made unless the student applies and submits all supporting information for residency status prior to the last day to register for the term in which the student seeks change of status.

### **Enrollment of Spouse and Dependent Children (580-010-086)**

The spouse and dependent children of regular department staff members with a full-time equivalent of at least .50 may enroll as students at resident fee rates in department institutions.



# Academic Regulations

## Introduction

These regulations and procedures are published to assist students by providing information that is essential for planning and pursuing their academic programs. Continuing efforts are made each year by the students, faculty, and administration to revise and improve these regulations in order to enhance the quality of the university's programs and the achievement of educational goals.

Every student is responsible for knowing the academic regulations and for observing the procedures that govern his or her relations with Oregon State University. Unless otherwise specified, these regulations apply to both undergraduate and graduate students. Any question regarding these regulations that cannot be answered by a student's academic advisor should be referred directly to the Office of the Registrar (102 KAd). Additional information regarding Graduate School policies should be addressed to the Office of the Graduate Dean (A300 KAd).

Some students encounter special problems whose proper solution may require deviations from the academic regulations or procedures. Requests for such deviations in the regulations below must be presented to the Office of the Registrar on petition forms, which are available in that office. Petitions received by the Registrar will be forwarded to the proper committee or office for review and appropriate action. Requests for deviations from Graduate School policies should be presented by letter to the graduate dean (See the Graduate School section of this catalog).

Other special problems may involve academic issues such as academic freedom in the classroom or evaluations of a student's academic performance. All students should appeal academic grievances first to the instructor of the course and then to the chairman or head of the department in which the course is offered. If the situation is not resolved to the student's satisfaction, an undergraduate student should consult with the head advisor of the college in which the course is offered to obtain further information about appeal procedures of the college or university; a graduate student should consult the dean of the Graduate School regarding academic appeal procedures above the departmental level. (Appeal procedures for other than academic grievances, e.g., grievances regarding student employment, financial aid, housing, discipline, human rights, etc. are outlined in the Student Life Policy and Regulations, which are available on the OSU Web site under "Student Conduct" or from the Office of Student Leadership and Involvement, 202 Memorial Union. Some of these regulations pertain to both undergraduate and graduate students. The Graduate School section of this catalog outlines both academic appeal procedures and those relating to the employment of graduate students.)

## AR 1. Admission for Nondegree Students

- Nondegree enrollment status for undergraduate students is designed for students who wish to take eight or fewer credits per term, but do not wish to pursue a degree or a specific postbaccalaureate credential.
- Nondegree enrollment status for graduate students is designed for student(s) who wish to take graduate courses but do not wish to pursue an advanced degree. Nondegree graduate students are not limited as to the number of courses (credits) per term.
- Credits earned as a nondegree undergraduate student may be used to satisfy degree requirements upon admission as a degree-seeking student.
- Credits earned while enrolled as a nondegree graduate student will not necessarily apply to a graduate program upon admission to degree-seeking status. The student should refer to the admission requirements given in the Graduate School

section of this catalog. Communication with the Graduate School and specific academic programs is advised.

- Nondegree students seeking admission to a degree program may do so by filing an undergraduate, postbaccalaureate, or graduate application for admission.

## AR 2. Credit From A Two-Year Institution (Undergraduate Students)

- College Transfer Credits:** Oregon State University accepts for credit toward a baccalaureate degree all college transfer work completed at an Oregon or other accredited community college up to 124 lower-division quarter credits. For Institutional Requirements for Baccalaureate Degrees, see AR 25. Students are encouraged to work with the relevant academic unit to ensure that transfer credits meet department and college requirements for the degree. It would be unlikely for an individual student to be able to use all 124 credits toward an OSU baccalaureate degree. Transfer credits and grades are not used in calculating the OSU cumulative GPA. Students who hold OSU-approved direct transfer degrees from Oregon or other accredited community colleges (e.g., the Associate of Arts Oregon Transfer) or who have 90 or more credits accepted in transfer will be granted junior standing.<sup>1</sup> Students who hold OSU-approved direct transfer degrees will be considered to have met the Perspectives and Skills (except WIC) areas of the Baccalaureate Core. In addition, they must complete the upper-division Synthesis areas of the core. Students transferring from Oregon or other accredited community colleges who do not hold approved direct transfer degrees ordinarily will be given baccalaureate core credit in the Perspectives and Skills area on a course-by-course basis for work that is judged to be equivalent in content.
- Transfer of Professional-Technical Credits:** a maximum of 12 quarter credits (8 semester credits) of professional-technical course work applicable in an associates degree or certificate program at an accredited institution can be accepted upon admission to OSU as general elective credit (graded as Pass) and as part of the 124-quarter credit total that can be applied toward a baccalaureate degree.
- Transfer of Professional-Technical Course Credits through Articulation Agreements:** Lower-division OSU credit may be awarded for specific professional-technical community college courses when those courses are validated by articulation agreement with the appropriate OSU department. This may be above the 12 quarter credits of general electives (graded as Pass) allowed when a student is admitted to OSU. Credit will be awarded only upon the recommendation of the appropriate department and college, and approval by the Curriculum Council. Community college professional-technical course work is not equated to upper-division OSU course work. These course credits will count as part of the 124 quarter credits defined in paragraph 2a above. OSU departments who have articulation agreements with community colleges regarding community college professional-technical courses shall review the agreements annually and forward a dated list of the articulated community college courses to the Curriculum Council.

### Footnote:

<sup>1</sup> Junior standing does not necessarily imply that OSU institutional, college, division, and/or departmental requirements, which are normally satisfied by OSU students prior to their junior year, have been satisfied.



# Academic Regulations

## AR 3. Credit From An Unaccredited Institution (Undergraduates)

After three terms of work at Oregon State University satisfactory to the Undergraduate Admissions Committee, a student may request validation of work done in an unaccredited institution of collegiate rank. The committee will consider each petition separately and base its decision on all information available. In some instances, informal examinations by the departments concerned may be required. Credit for transfer of professional-technical work will be awarded in accordance with paragraphs 2b and 2c.

## AR 4. Classifying Students

- a. Undergraduate students:** A student who has earned at least 45 credits is classified as a sophomore. A student who has earned at least 90 credits is classified as a junior. A student who has earned at least 135 credits is classified as a senior.
- b. Postbaccalaureate students:** A student holding a baccalaureate degree who is admitted to work toward a second baccalaureate degree or teaching certificate is classified as a postbaccalaureate student.
- c. Graduate students:** A student who has been admitted to the Graduate School is classified as a graduate student.

## AR 5. Transfer From One College To Another (Undergraduate Students)

Registered students may transfer from one college to another at any time. Returning but not-registered students may transfer colleges between the dates of readmission and registration.

## AR 6. Change In Credits Scheduled

No change may be made in the number of credits specified for the various courses and published in the OSU General Catalog.

## AR 7. Maximum and Minimum Registration

- a. The minimum number of credits for which a full-time undergraduate student may register is 12, and the maximum is 19, regardless of the method of grading used for the classes selected. (In determining the load for students not normally held responsible for physical education, the credits in activity courses in physical education will be disregarded.) The maximum may be extended:
  - 1. Up to and including 24 credits when a student has completed in his or her most recent term at least 12 credits in courses other than those graded P/N and S/U with a grade point average of 3.00 or better or when a student has filed with the Registrar a petition approved by his or her advisor and college dean (or head advisor).
  - 2. Over 24 credits by petition approved by a student's advisor and college dean (or head advisor) and the Academic Requirements Committee and filed with the registrar
- b. The minimum number of credits for a full-time graduate student is 9; the maximum is 16. The maximum can be extended by approval of the dean of the Graduate School.
  - 1. Degree-seeking graduate students must take a minimum of 3 credits for any term in which they are enrolled.

- 2. The following FTE and credit allowances are permitted for graduate students holding an academic appointment.

FTE	Credits
.15 to .29	15
.30 to .50	12

Appointees on graduate assistantships are limited to the above credits during each term.

## AR 8. Late Registration

Registration is permitted through the tenth class day of each term. Late fees are assessed in accordance with the fee policies stated in the Schedule of Classes.

## AR 9. Admission To Class

- a. Instructors will receive lists of students in their classes within two days after the opening of the term. Subsequent lists will include the names of later registrants. Students whose names appear on these lists are officially registered; others are to be referred immediately to the Registrar's Office for completion of registration.
- b. If it is anticipated that the demand for enrollment in a given course will exceed the maximum number that can be accommodated, the department offering the course may designate it in the Schedule of Classes with the code "NSHD" (no-show-drop). A student who is registered for such a course who attends no meetings of the course during the first five school days of the term will be dropped from the course by the instructor, unless the student has obtained prior permission for absence. If such action is taken, the instructor will send written notice through the department to the Registrar's Office, which in turn will notify the student that the course has been dropped from his or her schedule. Students should not assume they have been dropped unless they receive notification from the Registrar's Office. No fee will be charged.

## AR 10. Eligibility

To be eligible to hold office or to participate in any extracurricular activity supervised by Oregon State University, students must meet certain requirements.

- a. For student activities, students are responsible for following the Student Life Policy and procedures.
- b. For participation in intercollegiate athletics, students must meet all institutional Pac-10 and NCAA requirements. Students should contact the Compliance Office in the Department of Intercollegiate Athletics on all such matters.

## AR 11. Adding and Dropping Courses

- a. Students may add courses through the first ten class days of each term, depending on the nature of the course and the availability of space. From the sixth class day through the tenth class day of each term, permission (signature) of the instructor offering the course must be obtained.
- b. A student may drop courses without responsibility for grades through the tenth class day of each term. After the tenth class day of each term courses may not be dropped. Failure to drop a course properly will result in an F grade being recorded; courses properly dropped do not appear on the student's transcript
- c. Add/drop fees will be assessed in accordance with the fee policies stated in the Schedule of Classes.

# Academic Regulations

## AR 12. Withdrawal From Individual Courses

Students may withdraw from a course with a W grade after the tenth day of classes and through the end of the seventh week of classes. After the seventh week of classes, students are expected to complete the program attempted and will receive letter grades (A, B, C, D, E, I, S, U, P, N) for all courses in which enrolled unless they officially withdraw from the university. Procedures for withdrawal from individual courses are outlined in the term Schedule of Classes.

## AR 13. Withdrawal From the University

- Any student in good standing (See AR 22) is entitled to withdraw without prejudice at any time prior to the beginning of finals week. This may be accomplished by the student obtaining from the Registrar's Office the proper form and directions for completing the process.
- Withdrawal from the university prior to the beginning of finals week will result in the grade of W being recorded for each course for which the student is registered.
- When a student's academic progress is interrupted by an emergency situation such as serious illness, accident, or death of a family member, within the last four weeks of the term, and the student submits evidence of such to the Registrar, he or she may withdraw from the university with I grades in all subjects.

## AR 14. Attendance

Attendance is one of the most important factors in a student's academic success. Therefore, an instructor may consider attendance in arriving at a student's grade. While attendance should not be the primary factor in determining a student's academic accomplishment in a course, it may be used as a partial measure of performance.

## AR 15. Honesty in Academic Work

The administration of the classroom rests with the instructor. When evidence of academic dishonesty comes to the instructor's attention, the instructor should

- document the incident,
- permit the accused student to provide an explanation,
- advise the student of possible penalties, and
- take action.

The instructor may impose any academic penalty up to and including an "F" grade in the course after consulting with his or her department chair and informing the student of the action taken. Using the standard form, the instructor must report the incident and the action taken to his or her department chair, who, in turn, shall forward the report to his or her dean.

If the student is not enrolled in the college or school in which the course is offered, the dean of that college shall forward the report to the dean of the college or school in which the student is enrolled for possible disciplinary action.

Grade penalties imposed as a result of academic dishonesty may be appealed by the student in accordance with the procedures developed by the department and college or school in which the course is offered.

## AR 16. Finals Week

- No final, midterm, or comprehensive examinations shall be given during the week preceding final examination week. (Examinations on laboratory work, course material covered by "weekly" or "section" quizzes, television courses, ROTC activities, and physical education activities are allowed.)
- Course work shall continue up to final week. Final examinations shall be given during finals week in accordance with the finals week schedule. If a final examination is not to be given in a course, this action must be approved by the department with notification to the Registrar's Office. Requests for changes in the time of final examinations will be submitted to the Registrar's Office.
- All student petitions for changes in the time of final examinations must be made using forms available from the Registrar's Office. (A summary of university final examination policy is printed on the form.) Petitions for changing final examinations are submitted directly to the instructor. Students may forward disapproved petitions through the dean of the college to the Registrar's Office. Requests to change the assigned final examination time for an entire class must be approved by the Registrar's Office. Final examinations may not be changed to the week preceding final week without approval of the Academic Requirements Committee.
- No extracurricular activities or curricular activities other than examinations and final class meetings shall be scheduled during final week.

## AR 17. Grades

The grading system consists of twelve basic grades, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The grade of A denotes exceptional accomplishment; B, superior; C, average; D, inferior; F, failure. Other marks are I, incomplete; W, withdrawal; R, thesis in progress; P, pass; N, no-credit; S, satisfactory; U, unsatisfactory; AUD, audited course; WAU, withdrawal from audited course.

When a requirement of a course has not been completed for reasons acceptable to the instructor and the rest of the academic work is passing, a report of I (incomplete) may be made and additional time granted. The I is only granted at the discretion of the instructor. The instructor must submit the grade the student will earn if the missing work is not completed. That alternate grade will become the default grade if the missing work is not completed. The instructor documents the deficiency and the deadline for completing the missing work. A record of the deficiency shall be kept on file in the unit or department office. The allotted time awarded shall not exceed one calendar year except by petition\* or the time of the degree conferral, whichever comes first. To remove the I grade, the student must complete the deficiency within the allotted time and the instructor will then submit the appropriate grade. If the student fails to complete the work within the allotted time, the Registrar's Office will automatically change the I grade on the student's record to the alternate grade submitted by the instructor at the time the I was given. The alternate grade will be included in the grade point average. Under no circumstances shall a student who earns an A-F grade or an N or U grade have his or her grade changed retroactively to an I grade.

An instructor may move to correct a grade by filing a Change of Grade in the Registrar's Office. Grade changes for students of a permanently separated instructor will be managed by the department chair of the course involved. Upon permanent separation from the University an instructor's change of grade will not be accepted by the Office of the Registrar. The Office of the Registrar will routinely review grade changes.

# Academic Regulations

*\*A student may petition via the Office of the Registrar for an extension of the one calendar year deadline with the concurrence of the faculty. An approved petition will grant an extension of a single additional term, with a maximum of three total extensions being possible. An approved petition for an extension of time to remove an incomplete will be voided at the time of degree conferral.*

## AR 18. Alternative Grading Systems

In addition to traditional letter grading (A–F), Oregon State University has adopted two alternative grading systems to be employed in accordance with the provisions outlined below:

- a. Satisfactory/Unsatisfactory (S/U)
  1. Undergraduate students may elect to be graded on a Satisfactory/Unsatisfactory (S/U) basis in a course (except P/N courses) under the following conditions:
    - a. A maximum of 36 credits of those presented in satisfaction of the baccalaureate degree may have been graded on an S/U basis at Oregon State University.
    - b. A student normally elects the option S/U at the time of registration. Changes either to or from S/U grading will be permitted through the end of the seventh week of any term.
    - c. A student must obtain the approval of his or her academic advisor or dean in order to elect to be graded on an S/U basis.
  2. Graduate students may elect to take undergraduate courses on the S/U basis except those courses required for the removal of deficiencies. Graduate courses may also be taken on an S/U basis. (Such courses cannot be used as part of a student's graduate program. All other provisions of S/U grading apply to graduate students.)
  3. A grade of S (satisfactory) shall be equivalent to grades A, A–, B+, B, B–, C+, C, and C–. A grade of U (unsatisfactory) shall be equivalent to grades D+, D, D–, or F.
  4. Grades of S or U shall have no grade point equivalents; hence such grades shall not be included in the computation of grade point averages. The credit of courses in which an S grade is obtained shall be counted toward graduation. Credits shall not be awarded for U grades.
  5. Election of S/U grading for a course shall be known only to the student and the academic advisor. Instructors shall enter on grade forms the traditional letter grade (A–F) earned. Automatic conversion to S grades and to U grades will be made in the Registrar's Office. Grades of I, or W may be assigned wherever appropriate.
  6. In compliance with Section III of the Statement on Student Rights, Freedoms, and Responsibilities (dated April 28, 1969), disclosure or nondisclosure of the traditional letter grades received in courses in which S grades were awarded is recognized as an exclusive right of the individual student. The Registrar's Office is obliged and authorized to honor requests for disclosure, provided that the express consent of the student is obtained.

## b. Pass/No Credit (P/N)

1. Those courses in which traditional letter grading has been deemed inappropriate because of the nature of the course content or the objectives of the course are graded on a Pass/No Credit (P/N) basis.
2. Grades of P or N shall have no grade point equivalents; hence such grades shall not be included in the computation of grade point averages. The credits of courses in which a grade of P is obtained shall be counted toward graduation. Credit shall not be awarded for N grades.
3. Departments are authorized to designate Pass/No Credit courses, subject to the following guidelines and procedures:
  - (a) The principal criterion for choice of grading system is enhancement of the educational experience for the student;
  - (b) The nature, structure, and/or objectives of a course may suggest that the Pass/No Credit grading system be adopted. It is anticipated that courses graded on this basis will generally fall into one of the following categories: skill-building courses or practicums, courses which stress orientation and awareness rather than academic preparation;
  - (c) The designation of Pass/No Credit grading for a course will follow the academic college's recommendation and approval by the University Curriculum Council, and in the case of graduate courses, by the Graduate Council. Designation of courses for P/N grading must be completed prior to the opening of the term in which the course is offered and normally prior to preparation of the Schedule of Classes.
4. Courses approved for grading on a Pass/No Credit (P/N) basis are identified in the *General Catalog* course descriptions and in the Schedule of Classes.
5. Nothing stated in the above paragraphs shall be construed as constituting support for petitions requesting change of grade in courses taken during or prior to spring term, 1971.

## AR 19. Grade Points

Grade points are computed on the basis of:

- 4 points for each credit of A grade,
- 3.7 for each credit of A– grade,
- 3.3 for each credit of B+ grade,
- 3.0 for each credit of B grade,
- 2.7 for each credit of B– grade,
- 2.3 for each credit of C+ grade,
- 2.0 for each credit of C grade,
- 1.7 for each credit of C– grade,
- 1.3 for each credit of D+ grade,
- 1.0 for each credit of D grade,
- 0.7 for each credit of D– grade, and
- 0 for each credit of F.

Marks of I, W, P, N, R, S, U, AUD, and WAU are disregarded in the computation of points. The grade point average (GPA) is the quotient of total points divided by total credits; total credits are the number of term credits in which grades A, B, C, D, and F are received. Thus a person receiving 1 credit of A, 2 credits of B, 3 credits of C, 4 credits of D, 5 credits of F would have 20 grade points (1 x 4 plus 2 x 3 plus 3 x 2 plus 4 x 1 plus 5 x 0). The grade point average would be 20 (grade points) divided by 15 (credits) equals 1.33. A "C" average on 15 credits attempted would require 30 grade points; if the student has 20 points, he or she is 10 grade points deficient.



# Academic Regulations

## AR 20. Repeated Courses

If a student repeats an Oregon State University course, the grade from each attempt<sup>1</sup> will appear on the student's academic record but only the second attempt will count toward the student's institutional credits, requirements, and grade point average<sup>2</sup>. An academic unit<sup>3</sup> may, however, include subsequent attempts after the second attempt in their calculation and clearance of unit degree requirements and degree grade point average. A course may not be repeated on an S/U basis if it was taken previously on a normal grade basis<sup>4</sup>.

### Footnotes:

<sup>1</sup> An attempt comprises a final grade in a course where the grade is: "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", "F", "S", "U", "P", "NP" or an "I/Alternate Grade" (where the Alternate Grade is one of these grades).

<sup>2</sup> Recognized repeatable courses as defined in the Oregon State University course catalog, such as activity courses, research, seminars, and selected topics, do not come under this restriction. Additionally, if a course has been approved as a multiple repeatable course for credit and grade points, each attempt will be included in the institutional credits and grade point average until it reaches its defined limit (total allowable attempts or credit maximums for the course). Further, the Office of the Registrar will include all courses from the first repeat taken until it reaches the maximum total allowable attempts or credit maximums for the course. All subsequent repeats after the repeat maximum has been reached will be excluded from both institutional credits earned and grade point average calculations.

<sup>3</sup> Academic Unit: College, School, or Department

<sup>4</sup> Normal Grade Basis is defined as any grade of "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", "F", or any "I/Alternate Grade" (where the Alternate Grade is one of these grades).

## AR 21. Honor Roll

At the close of each term, the OSU Registrar publishes a list containing the names of all undergraduate and postbaccalaureate students who for the term have completed at least 12 graded credits with a grade point average of 3.50 or above.

## AR 22. Satisfactory Academic Standing

Oregon State University expects students to maintain satisfactory academic progress toward degree completion. At the conclusion of each term, grade point averages are calculated and academic standings determined for students seeking a baccalaureate degree according to the criteria outlined below. Students whose standings evidence a lack of satisfactory progress will be warned of this condition and advised to seek help from their academic advisors.

- a. **Academic Warning:** Students with a term GPA below 2.0 will be placed on Academic Warning.
- b. **Academic Probation:** Students who have completed two or more terms at OSU and have an OSU cumulative GPA below 2.0 will be placed on Academic Probation. Students who attain a cumulative GPA of 2.0 or better are removed from Academic Probation.
- c. **Academic Suspension:** Students who are on Academic Probation and have a subsequent term GPA below 2.0 will be placed on Academic Suspension. Academic Suspension is recorded on the student's academic record. Students who are academically suspended are denied all the privileges of the institution and of all organizations in any way connected to it, including any university-recognized living group.

**Reinstatement to the University:** Suspended students will be considered for reinstatement to the university after two years or completion of a minimum of 24 quarter credits of transferable college-level work at an accredited college or university, with a GPA of 2.5 or above.

The Faculty Senate Committee on Academic Standing is charged with the responsibility for enforcement of the above regulations on Satisfactory Academic Standing. Additionally, this committee has discretionary authority to grant exceptions and to develop guidelines for the administration of these regulations.

## AR 23. Special Examination for Credit

A regularly enrolled student in good standing, either graduate or undergraduate, currently registered at Oregon State University and wishing credit for an OSU course for which a grade has not been previously received, may petition for credit examination under the following conditions:

- a. The application for such examination shall be presented on an Official Student Petition and shall bear the approvals of the dean of the student's college, the dean of the college in which the course is offered, and head of the department in which the course is offered. Petitions for special examination for credit may be approved or denied at the sole discretion of the department/college or the faculty member offering the course, taking into account both the academic merit of the petition and the department/college's ability to deploy adequate resources to prepare, administer, and grade such an examination.
- b. In no case may such examination be based on work used for graduation from high school, or in a foreign language that is the mother tongue of the applicant, or in courses not listed in the Oregon State University General Catalog.
- c. Grades earned in special examinations shall be submitted and recorded in the same way as for regularly registered courses, and will count with respect to repeating a course as defined in AR 20.
- d. A student may not petition for credit by special examination for a course in any term in which the student is or has been enrolled in the course after the add/drop deadline for that term.
- e. An examination for credit will not be approved for courses below the level for which college credit has previously been granted.
- f. No examination may be taken until the applicant has received a permit from the Registrar's Office, for which a fee of \$80 will be charged.<sup>2</sup>

### Footnote:

<sup>2</sup> As an alternative to departmental examinations, students may seek credit through the College-Level Examination Program (CLEP) to the College Entrance Examination Board. CLEP includes nationally normed subject matter examinations and general examinations covering material included in a number of relatively standard courses taught in colleges and universities throughout the United States. Some of these subject matter examinations and general examinations have been accepted by departments at this institution. Policy guidelines have been established that make it possible for admitted and enrolled students to (a) transfer credits earned through these accepted CLEP subject matter and general examinations to this institution, providing certain criteria are met, and (b) earn credits through accepted CLEP subject matter and general examinations providing certain criteria are met. Further information about CLEP can be obtained from Counseling and Psychological Services (CAPS), 5th floor, Snell-MU East.

# Academic Regulations

## AR 24. Special Examination for Waiver (Undergraduate Students)

A student may petition for examination to waive a course under the following conditions:

- a. The application for examination to waive a course shall be presented on an Official Student Petition and shall bear the recommendations of the dean of the student's college, the dean of the college in which the course is offered, and head of the department in which the course is offered. Petitions for special examination for waiver may be approved or denied at its sole discretion by the department/college offering the course, taking into account both the academic merit of the petition and the department/college's ability to deploy adequate resources to prepare, administer, and grade such an examination.
- b. No examination may be taken until the applicant has received a permit from the Registrar's Office, for which a fee of \$80 will be charged.
- c. A minimum grade of C (or equivalent) must be attained in an examination for that waiver to be granted.
- d. Credit will not be granted for courses waived.
- e. This regulation does not invalidate the right of a dean of a college or head of a department to waive a course requirement of their particular college or department, respectively.

## AR 25. Institutional Requirements for Baccalaureate Degrees

- a. Baccalaureate Core: Each student will complete the following requirements:

### 1. Skills Courses (15 credits)

Fitness (3 credits)  
Mathematics (3 credits)  
Writing I (3 credits)  
Writing II (3 credits)  
Writing III/Speech (3 credits)

### 2. Perspective Courses (24 credits)

Physical science (with lab) (4 credits)  
Biological science (with lab) (4 credits)  
Plus choice of second course in either of the above (with lab) (4 credits)  
Take a minimum of one course in each of the following areas:

Western culture (3 credits)  
Cultural diversity (3 credits)  
Literature and the arts (3 credits)  
Social processes and institutions (3 credits)

### 3. Difference, Power, and Discrimination Courses (3 credits)

### 4. Synthesis Courses (6 credits)

Science, technology, and society (3 credits)  
Contemporary global issues (3 credits)

### 5. Writing Intensive Courses, upper division (WIC) (3 credits)

The Baccalaureate Core Committee determines which courses will satisfy each of the requirements above. WIC courses will be reviewed by the Writing Advisory Board. The core is governed by the following rules: (1) No more than two courses from any one department may be used by a

student to satisfy the Perspectives category of the core. (2) No single course may be used by a student to satisfy more than one subject area of the core even though some courses have been approved in more than one area.

(3) Both Synthesis courses may not be taken in the same department.<sup>3</sup>

- b. An undergraduate student may be granted a baccalaureate degree with one or more majors.
- c. **Credits:** Minimum 180 earned credits, which must include: 4, 5
  1. **Credits in upper-division courses:** minimum 60 (exclusive of upper-division physical education activity courses).
  2. **Credits in each major:** minimum, 36, including at least 24 in upper-division courses.
- d. **Baccalaureate Degrees:** All students receiving a BA degree shall have proficiency in a foreign language equivalent to that attained at the end of the second year sequence with a grade of C– or better as certified by the Department of Foreign Languages and Literatures. Colleges offering both the BA and the BS will have specific requirements distinguishing the two degrees. The college requirements for the two degrees will place comparable demands upon the time and effort of students, and that assessment of comparability will include the foreign language requirement for the BA. Departments offering both the BA and BS may have specific requirements distinguishing the two degrees.
- e. **Grade Point Average:** minimum of 2.00 on OSU cumulative grade point average.
- f. **Academic Residence:**
  1. A minimum of 45 of the last 75 credits must be completed while the student is in academic residence at OSU. "Academic Residence" is defined as OSU courses taken as a degree-seeking student of OSU or courses through one of the following approved special programs: Professional degree programs which require that the student enroll in another institution while finishing the bachelor's degree at OSU or an international study program sponsored by the Oregon University System.
  2. A minimum of 15 upper-division credits used to meet the preceding residency requirement (1) must be taken in each of the student's majors.
  3. Credits earned by special examination for credit (AR 23) are not considered in academic residence.
- g. **Dean's certification of fulfillment of all requirements of major college.** (For details, see college advisors and deans.)
- h. **Restrictions**
  1. Correspondence study: maximum, 60 credits.
  2. Law or medicine: maximum, 48 term credits.
  3. Music (applied music): maximum, 12 credits. (Restrictions not applicable to majors in music.)
  4. Physical activity course: maximum, 11 credits.



# Academic Regulations

5. A maximum of 36 credits of those presented in satisfaction of the baccalaureate degree may have been graded on an S/U basis at Oregon State University.
6. Academic Learning Service courses: maximum of 15 credits.
- i. **Application for a Degree:** To become a candidate for a degree, a student must have achieved senior standing and must make formal application for the degree. It is recommended that the student file an application with the Registrar three terms prior to the term in which he or she wishes to graduate. The student's deadline to file an application with the Registrar is the end of the second week of the term in which he or she expects to complete requirements for a degree. [Approved by Faculty Senate 1/8/09.]

## Footnotes:

- <sup>3</sup> Lists of approved courses may be obtained from advisors. Approved courses are also listed in the OSU General Catalog.
- <sup>4</sup> Some degree programs may require more than 180 credits.
- <sup>5</sup> Unearned credits are those courses for which a grade of "F", "N", "U", "I", "W", "Y", "AUD", or "WAU" are assigned as a final grade for that course. All other grades are calculated as earned credit.

## AR 26. Concurrent and Subsequent Baccalaureate Degrees

- a. **Concurrent Baccalaureate Degrees:** An undergraduate student may be granted two or more baccalaureate degrees (for example the BA or BS) at the same graduation exercise. The student must:
  1. Complete institutional, college, and departmental requirements for the degree;
  2. Complete, for each additional degree, a minimum of 32 credits more than the requirements of the curriculum requiring the least number of credits; and
  3. Complete each additional 32 credits in residence.
- b. **Subsequent Baccalaureate Degree:** A student who has received a previous baccalaureate degree from either OSU or another accredited university may be granted a subsequent baccalaureate degree. The student must:
  1. Complete, for a BA degree, the requirements for foreign language proficiency (AR 25d);
  2. Achieve a minimum of 2.00 on OSU cumulative grade point average;
  3. Complete requirements of the major college and receive the dean's certification; and
  4. Meet the requirements for a concurrent degree as specified in AR 26a, if a previous baccalaureate degree has been received from OSU. The additional credits may be taken at any time prior to or subsequent to the granting of a previous OSU baccalaureate degree. Students with a baccalaureate degree from another institution must meet the Academic Residence requirement in AR 25f.
- c. A student seeking a baccalaureate degree under the provisions of either AR 26a or AR 26b also must satisfy the appropriate residence requirements as defined in AR 25f.

## AR 27. Subsequent Credentials: Minors, Certificates, Options, and Majors

- a. **Subsequent Minors and Certificates:** A student who has received a previous baccalaureate degree from either OSU or another accredited university or college may be granted a subsequent minor or certificate. The student must:
  1. Complete current requirements for minor or certificate and receive the dean's approval;
  2. Achieve a minimum of 2.0 OSU cumulative grade point average on work taken for subsequent credential;
  3. Academic residence: minimum 15 credits in residence.
- b. **Subsequent Options and Majors:** A student who has received a previous baccalaureate degree from OSU may be granted a subsequent option or major credential:
  1. Complete current requirements for option or major and receive dean's approval;
  2. Achieve a minimum of 2.0 OSU cumulative grade point average on work taken for subsequent credential;
  3. Academic residence: minimum 15 credits in residence.
- c. **Additional credits necessary for subsequent credentials** may be taken prior to or subsequent to the granting of a previous baccalaureate degree.

## AR 28. Substitutions

- a. **Undergraduate students:** Substitutions for institutional requirements as outlined in AR 25, except for baccalaureate core requirements of AR 25a, may be petitioned to the Academic Requirements Committee after approval by the student's dean or college head advisor. Substitutions for baccalaureate core requirements of AR 25a may be presented for consideration to the student's dean or college head advisor. Substitutions or adjustments of college or departmental requirements are also subject to approval by the college or department.
- b. **Graduate students:** Substitutions for institutional requirements or deviations from the normal Graduate School regulations and policies may be made only by obtaining the approval of the dean of the Graduate School following a petition by means of a letter signed by the student and the student's major professor. Action taken on such substitutions or petitions will not be considered as a precedent for any future action.

## AR 29. Graduation Exercises

Attendance at graduation exercises is optional for graduating students. In accordance with procedures obtained from the Registrar's Office, the candidate is responsible for declaring whether or not he or she will attend commencement, regardless of the term in which requirements are completed.

# Academic Regulations

## AR 30. Auditing Courses

Audit registration permits a student to enroll in a course for no credit and no grade. Course requirements for an audited course will be determined by the course instructor. Audit registration is available to admitted and non-admitted students. Audit registration begins on the sixth day of registration and ends with the close of registration at the conclusion of the tenth day of class. Those who wish to audit should contact the Registrar's Office for registration procedures, which will require approval of the course instructor. Audit courses are assessed instructional fees at the same rate as for credit courses. Any changes to an audit registration are subject to the same procedures, deadlines, and special fees as for registration changes to regular courses. Upon completion of an audited course, the designation of "AUD" will be recorded on the transcript. The designation of "WAO" will be recorded on the transcript for students who withdraw from an audit course.

## AR 31. Academic Fresh Start Policy

An Oregon State University undergraduate student may petition once with the Registrar to exclude OSU courses from the calculation of institutional requirements, credits, and grade point average, under a condition of academic fresh start defined below:

### Conditions to qualify:

The student must have an absence from OSU that begins after the end of the student's last term of attendance and exceeds five academic years before re-admittance to a degree program at OSU. Prior to applying for academic fresh start student must, after re-enrolling in the University, have successfully completed a minimum of 24 letter-graded units over two consecutive terms, and earned a grade point average of at least 2.5 in these terms. The student must also provide a signed letter of recommendation from a current OSU college Dean or department or program chair/head. It may be seconded by the college head advisor or a current faculty member within the discipline the student is currently engaged to complete advocating on the student's behalf for academic fresh start.

### Effect of the academic fresh start:

- Upon meeting all of the conditions of qualification, the student may select from one to three contiguous academic terms from previous enrollment at OSU for the application of academic fresh start.
- The grades<sup>1</sup> from all courses taken during the terms that are proposed for academic fresh start will be excluded from meeting institutional requirements and the calculation of institutional units and grade point average.
- All grades representing the student's academic history at OSU will appear on the student's academic record (transcript), but all academic fresh start approved courses will be coded as "excluded" similar to a repeated course. Additionally, a comment of "Academic Fresh Start" will be appended to each term that qualifies under academic fresh start.
- All courses excluded under academic fresh start, will also be excluded from the calculation of course repeats defined by AR 20.

### Footnote:

- <sup>1</sup> Valid grades include outstanding "I" (Incomplete) grades that have not been resolved.

# Final Week Schedule 2010–2011

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## Final Examinations and Examination Policies on the Web:

For examination days and times, go to <http://www.osucascades.edu/>, then select Current Students, then Class Schedules.

## Final Examination Policy

OSU-Cascades closely follows the Central Oregon Community College final exam schedule available at [http://www.osucascades.edu/advising/class\\_schedules](http://www.osucascades.edu/advising/class_schedules).

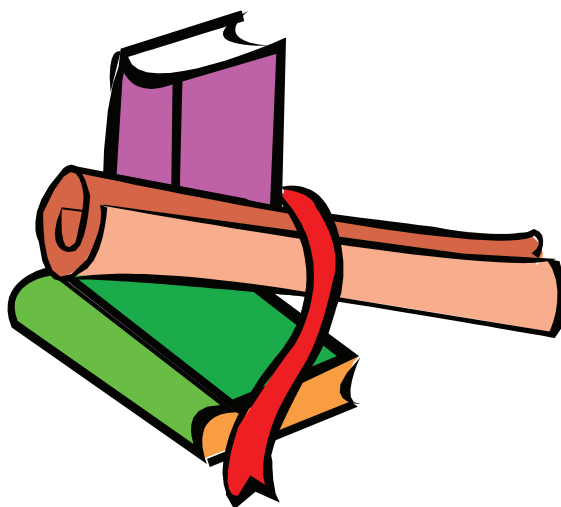
(Policy as reviewed and modified by the Committee on Examinations 1987–88 and approved by Academic Affairs with the concurrence of the Executive Committee of the Faculty Senate.)

1. Final examinations are administered during the final class meeting, in accordance with the “Final Week Schedule” as published in the *Schedule of Classes*. Final examinations shall not be given during “dead week.” (See Academic Regulation 16).
2. Final examinations will be 110 minutes (1 hour, 50 minutes) long.
3. Requests for a change in the time of a final examination should be submitted by the instructor to the Registrar prior to the end of the fifth week of the term in which the examination is scheduled. The request must contain the supporting endorsements of the department chair and dean.

4. A student request to change the time of a final examination should be presented directly to the instructor. Students need to be aware that rescheduling a final examination may not be possible even for the most meritorious reasons. Students may forward denied requests through the dean of the college to the university registrar for additional consideration. Approvals are normally limited to the following reasons:

- a. Conflict with working hours on a job that has been held during the term, and for which working schedules cannot be readily adjusted. Example: driving a school bus.
- b. Religious reasons.
- c. Four finals in one day, where amicable agreement cannot be reached by the student and the instructors (a solution following the rules on schedule conflicts as shown on the Final Week Schedule page will be used).
- d. Military obligations verified in writing. Example: military orders, preinduction physical.
- e. Other exceptional hardship cases.

Petitions for reasons of personal convenience are generally not approved. Read all the details on the Final Week Schedule at the back of this book.



# Academic Glossary

This information is provided to assist you in finding your way through academic life at OSU.

**Academic Probation:** Students who have completed two or more terms at OSU and have an OSU cumulative GPA below 2.0 will be placed on probation. Students who attain a cumulative GPA of 2.0 or better are removed from academic probation.

**Academic Suspension:** Students who are on probation and have a subsequent term GPA of less than 2.0 will be placed on suspension. A student who has been suspended from OSU is prohibited from enrolling in classes, and must fulfill specified criteria before being re-admitted to the university (see Academic Regulations #22). Academic suspension is recorded on the student's academic record.

**Academic Warning:** Students with a term GPA below 2.0 will be placed on academic warning.

**Academic Year:** The time period containing fall, winter, and spring terms.

**Add/Drop:** Students may add or drop classes during the first two weeks of each term. The cost is \$10 per course after the third day of the term.

**Advanced Placement:** Advanced placement and/or credit may be granted to an entering student who has satisfactorily completed College Board Advanced Placement Examinations taken during high school.

**Advanced Standing Report:** A summary of courses and credits completed by a student at one postsecondary institution and accepted by another institution at the time of admission. The Advanced Standing Report is used to determine the number of required and elective credits needed to complete degree requirements.

**Advisor:** A faculty member appointed by the department or college to assist with the planning of academic programs.

**Baccalaureate Core:** The university's general education requirements consisting of skills courses; perspectives courses; difference, power and discrimination courses; synthesis courses; and writing intensive courses. A baccalaureate core course is designated with an asterisk, \*, a writing intensive course with a caret, ^.

**BA Degree:** The Bachelor of Arts is conferred for a broad and liberal education in humanities, arts, social sciences, and sciences. College requirements provide (a) a breadth of preparation in these fields that is significantly greater than required of all undergraduates through the baccalaureate core; and (b) foreign language proficiency certified by the Department of Foreign Languages and Literatures as equivalent to that attained at the end of the second year course in the language.

**BFA Degree:** The Bachelor of Fine Arts is a professional degree requiring a minimum of 105 credits in the visual arts.

**BS Degree:** The Bachelor of Science is conferred for focused curricula that emphasize scientific ways of knowing and quantitative approaches to understanding in the sciences and social sciences, and for curricula in professional fields.

**Certificate Program (Undergraduate):** A specified interdisciplinary program of study leading to an official certificate and notation on the transcript. A certificate program draws from more than one department, rather than a single department (as with minors). A certificate program must be taken in conjunction with a formal degree program.

**College:** A subdivision of the university offering degree programs within a specific subject area. For example, the College of Forestry offers degree programs in forest engineering, forest resources, forest science, and wood science and technology.

**Commencement:** A term used to refer to the graduation ceremony held in June.

**Corequisite:** A course that must be taken concurrently with a course.

**Course:** An organized unit of instruction or research. Types include lectures, recitations, laboratories, discussions, internships, clerkships, reading and conference, and independent study.

**Course Reference Number (CRN):** A five-digit number used to select a specific course, lab, and/or recitation.

**Credit:** The academic value assigned to a course based on the type and level of the subject material, as well as the expected number of hours spent on class preparation. One credit is generally given for three hours of work per week, in and out of class.

**Curriculum:** An organized program of study and courses required for a specific degree program.

**Discipline:** A field of study in which a student may concentrate, such as sociology, anthropology, or mathematics.

**Electives:** Courses that are not required as part of a degree program, but are generally chosen and used by the student to supplement or enrich the required curriculum.

**Freshman:** A student who has completed 44 or fewer term credits toward an undergraduate degree.

**Grade Point Average (GPA):** Total number of grade points received for A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F grades divided by total number of credits attempted.

# Academic Glossary

**Grade Points:** Quality points assigned for one term credit of each grade: A = 4.0; A- = 3.7; B+ = 3.3; B = 3; B- = 2.7; C+ = 2.3; C = 2.0; C- = 1.7; D+ = 1.3; D = 1; D- = .7; F = 0.0. Grades of I, P, N, S, U and W are not computed.

**Grades:** Letters used to indicate the quality of academic work completed in a given course: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, S, U, P, N, W.

**Graduation Audit:** An evaluation of a student's academic record to determine if the graduation requirements set forth by the university, college, and major department have been fulfilled.

**Interdisciplinary:** A term that refers to a course or program that blends concepts, knowledge, or faculty from several fields of study and disciplines.

**Junior:** A student who has completed at least 90 but not more than 134 term credits toward an undergraduate degree.

**Lower-Division Courses:** Introductory course offerings usually associated with freshman and sophomores. Lower-division courses are numbered in the 100s and 200s.

**Major:** The primary field of study in which an individual wishes to receive a degree.

**Minor:** A second field of interest in the undergraduate curriculum, which officially consists of a minimum of 27 designated term credits of related course work, 12 of which must be at the upper-division level.

**Option:** A second field of interest in the undergraduate curriculum, which officially consists of a minimum of 21 designated term credits of related course work, 15 of which must be at the upper-division level.

**Perspectives Courses:** Courses that integrate fundamental knowledge from science and liberal arts disciplines to develop cultural, historic, and scientific perspectives.

**Pre-Professional Program:** Curriculum generally offered at the freshman and sophomore levels. A pre-professional program is designed to ensure students have the aptitude, motivation, and discipline to successfully complete advanced course work as well as achieve the standards for a chosen career field.

**Prerequisites:** Requirements that must be completed before enrollment in a particular course. The instructor may waive a prerequisite.

**Professional Program:** Curriculum generally offered at the junior and senior level, designed to prepare students for a professional career within a specific field (e.g., engineer-

ing, pharmacy). Admission to professional programs, often based upon prior course work and/or work experience, is competitive.

**Senior:** A student who has completed 135 or more term credits toward an undergraduate degree.

**Sequence:** Two, three, or four closely related courses that are usually taken in numerical order and through more than one term.

**Skills Courses:** Courses designed to give the student fundamental mathematical, communication, and fitness competence.

**Sophomore:** A student who has completed at least 45 but not more than 89 term credits toward an undergraduate degree.

**Synthesis Courses:** Upper-division courses that emphasize interdisciplinary, critical thinking approaches to global technological, and societal issues.

**Syllabus:** A list of course objectives, lecture topics, assigned reading, exams, etc., prepared and distributed by a professor at the beginning of the term.

**TBA:** Commonly used abbreviation for "to be arranged"; time, place, or credit of a course is to be arranged with the instructor.

**Term:** Usually one-fourth of the school year. Terms at OSU are fall, winter, spring, and summer.

**Transfer Student:** An individual who has completed 36 or more transferable term credits at another institution and will resume his or her college course work at a second institution.

**U-Engage:** First-year seminar designed to assist the transition of new students to college. See New Student Programs and Family Outreach.

**University:** An assembly of colleges, each specializing in a different field.

**Upper-Division Courses:** Advanced course offerings at a level usually associated with junior or senior students. Upper-division courses are numbered in the 300s and 400s.

**Withdraw:** To voluntarily leave a course or the university without academic penalty. A "W" letter grade will be placed on the student's transcript for each course attempted.

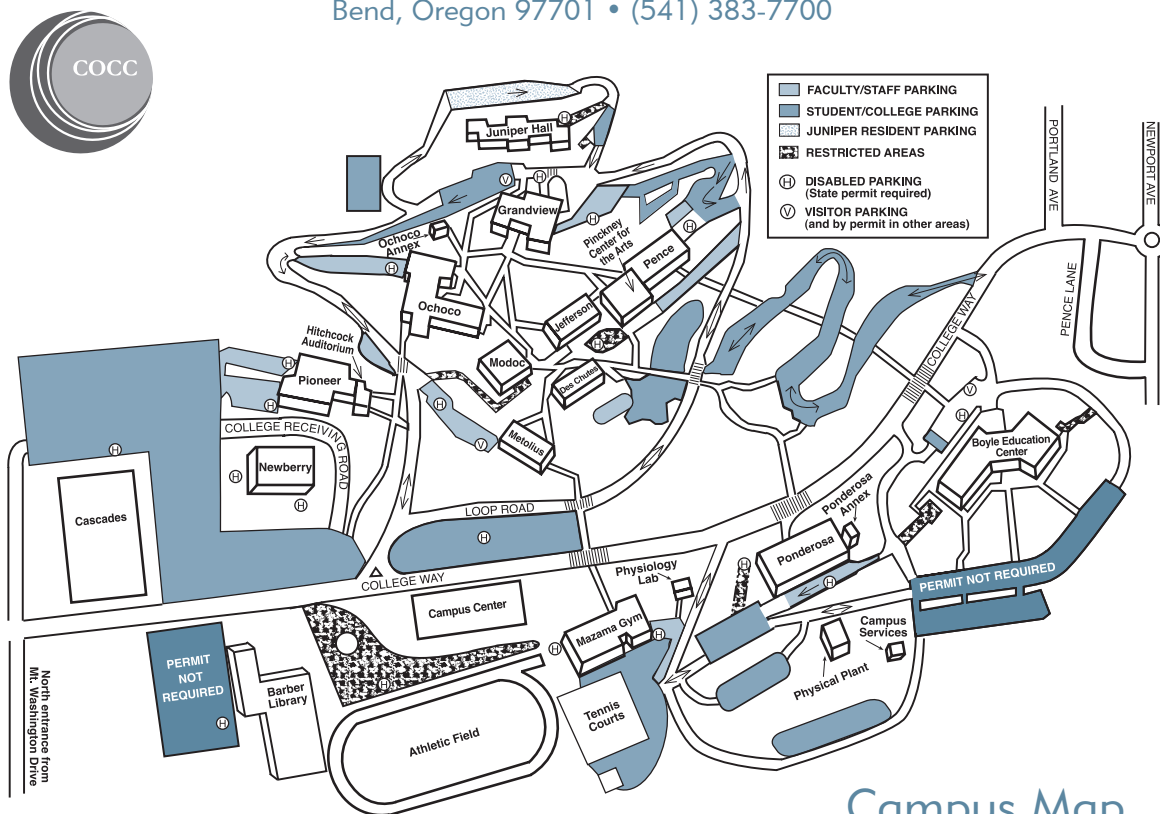
**Writing Intensive Courses (WIC):** Designated upper-division courses in the major discipline that use student writing as a significant approach to learning. These courses are designated with a caret, ^.



# OSU-Cascades Campus Map

## CENTRAL OREGON COMMUNITY COLLEGE

Bend, Oregon 97701 • (541) 383-7700



## Campus Map

(rev. 02/10)

### Boyle Education Center

Admissions  
Adult Basic Education (ABE)  
COCC Foundation  
Cascade Deli  
Cashier  
Christiansen Board Room  
College Relations  
Continuing Education  
Counseling  
Disability Services  
Enrollment Services  
Financial Aid  
Grants  
Information Office  
President's Office  
Registration/Student Records  
VP for Institutional Advancement

### Ponderosa

Professional Technical Programs

### Mazama

Dance Studio  
Fitness Center  
Gymnasium  
Health & Human Performance

### Physiology Lab Metolius

Fiscal Services  
Human Resources  
Instructional Deans  
VP, Chief Financial Officer  
VP for Instruction

### Deschutes

Humanities

### Modoc

Social Science  
William Robinson Room  
Humanities

### Jefferson

Developmental Studies  
Humanities

### Pinkney Center

Art Gallery

### Pence

Fine and Performing Arts  
Photography Lab

### Juniper Hall

Residence Hall

### Grandview Student Center

Business Administration  
North/South Sisters Rooms

### Ochocho Annex

Allied Health

### Ochocho

Allied Health  
Nursing  
Science

### Pioneer

Computer Lab  
Computer and Information Systems  
Information Technology  
Health Information Tech  
Hitchcock Auditorium  
Mathematics

### Newberry

Bookstore  
Copy Center  
Mail Services  
OSU-Cascades

### Tennis Courts

### Track

### Physical Plant

Custodial Services  
Maintenance

### Campus Services

Campus Safety/Patrol  
Facility Scheduling  
Parking Administration

### Campus Center

Food Service  
Multicultural Center  
Student Life  
Student Government  
*The Broadside*, Student Newspaper

### Library

CAP Center (career services, academic advising and personal counseling)  
Computer Lab  
Media Operations  
Merrill Conference Room  
Oregon Rooms  
Tutoring Center

### Cascades Hall

OSU-Cascades

### Chandler Building

Off-campus, contact  
541-617-4660 for directions.

# *Notes*



# *Notes*

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# GET INVOLVED.

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- Club Sports and Intramurals
- Juniper Residence Hall
- Activities and events monthly...festivals, concerts, etc.
- Student Leadership
- Multicultural Center:  
cultural programs, speakers, films, student clubs
- Native American program
- *The Broadside*, student newspaper

**[studentlife.cocc.edu/getinvolved](http://studentlife.cocc.edu/getinvolved)**  
**541.383.7590**

**[OSUcascades.edu/studentlife](http://OSUcascades.edu/studentlife)**  
**541.322.3156**

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