



SOUTHWESTERN
AN OREGON COMMUNITY COLLEGE

College Now Student Handbook 2024-2025

THE SOUTHWESTERN MISSION

Southwestern Oregon Community College fulfills the educational and cultural needs of our diverse communities by providing equitable access to exceptional teaching and learning in a collaborative, engaging sustainable environment, which supports innovation, lifelong enrichment, and contribution to global society. (Adopted December 7, 2020)

Guiding Principles

(Adopted December 7, 2020)

- **Intentional Excellence:** Use objective information to guide our decisions and value all people with whom we interact.
- **Lifelong Learning:** Cultivate the natural human need for individual growth and intellectual development.
- **Student Centeredness:** Focus on helping students achieve their learning goals and supporting opportunities for individual success.
- **Collaborative Innovation:** Build a community in the pursuit of new ideas, informed risk-taking, and entrepreneurial endeavors.



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Contact Information

Director of Academic Partnerships

Forrest Akers
541-888-7185
Forrest.akers@socc.edu

High School Advising and Partnership Coordinator

Rebecca Javorsky
541-888-7470
collegenow@socc.edu

Executive Dean of Curry Campus

Jill te Velde
541-813-1672
jill.tevelde@socc.edu

Curry Academic Advisor

Valerie Cowan
541-813-1669
valerie.cowan@socc.edu



What is College Now?

The College Now program provides opportunities to earn college credits while still in high school. The College Now program includes:

- Dual Credit: College credit classes taught at the high school by high school instructors
- Enhanced Options: College Credit classes taught at/for the high school by college instructors
- Expanded Options: College courses taught by the college instructors at the college or online

Why Participate in College Now?

- Save time and money by earning FREE college credit (Note: There may be costs for expanded options classes. Check with your high school for more information.)
- Earn college and high school credit at the same time
- It's a great transition and introduction to college study
- It allows for more flexible scheduling at the college, earlier completion of general education requirements, and may lead to earlier completion of a degree program.

Through Southwestern, you can earn:

- **Lower Division Transfer** credit that counts toward an Associate or Bachelor's degree for subject areas such as Literature, Writing, World Languages, History, Science, or Mathematics.
 - These classes are designed to count toward a transfer degree and transfer well to universities often as core requirements.
- Credit in **Career & Technical Education**, Associate of Applied Science programs, include Business, Criminal Justice, Computer Information Systems, Welding, Dental or Medical Assisting and more!
 - These classes are designed to prepare students for a career field and count toward specialized degrees or certificates at SWOCC.

College Now Requirements

- To get started, students must complete the College Now Application: [click here to apply](#).
- Students must live and/or attend high school in the Southwestern Oregon Community College Service District (Coos, Curry, and Western Douglas counties)
- High school information such as GPA, last math class taken, and math grades will be used for placement into college level courses. Students may not register for courses above their placement level unless approved by the instructor.
- Students must adhere to all Southwestern policies and procedures as outlined in the [Student Handbook](#).
- Students must be at least 16 years of age to participate in Expanded Options.
- Students will use [myLakerLink](#) to register (excluding expanded options), confirm their schedule, view grades, and for any other information that can be obtained on [myLakerLink](#).



Student Responsibilities

- Reviewing the College Now Student Handbook and following the policies and procedures that apply to students.
- Knowing the Registration, Drop and Withdraw deadlines for the College Now program. It is the student's responsibility to meet these deadlines. Dates will vary for these deadlines so if you are unsure, please check the college's current [Academic Calendar](#), or contact collegenow@socc.edu to find out.
- To get started, students must complete the [College Now Application](#) (one time only). Completing an online application generates a SWOCC ID# and is the first step toward registering for college credit.
- Maintaining complete and accurate account information including keeping track of your SWOCC ID#, username, and password. It is important to update your college account information if you have a change of address or phone number. You can update your account information in [myLakerLink](#) under the User Account tab by clicking on the Students Menu after logging in.
- Register for the correct college courses before the deadline.
 - Dual Credit and Enhanced Options courses are available to view and register in [myLakerLink](#) in the add/drop menu.
 - Expanded Options courses are available to view only in [myLakerLink](#) in the add/drop menu. Contact your high school counselor to register for courses.
- Proactively communicate with your counselor as well as all of your instructors at the college.
- Contact your instructors before issues arise.
- Request approval from your high school counselor or liaison prior to any schedule changes.
- Ensuring the accuracy of their final grades on their [Academic Transcripts](#).

Campus Services

- Library
 - SWOCC Library is a proud member of the Coastline Library Network in Coos and Curry Counties. You can order books, movies and more to pick up at any of our 14 convenient locations. SWOCC Library also offers over 100 online academic databases.
 - Tioga Hall 2nd floor, Coos Campus
 - Email: library@socc.edu
 - Phone: 541-888-7270
 - [SWOCC Library Website](#)
- Laker Learning Commons in Tioga Hall 3rd floor
 - Provides in-person tutoring, remote tutoring via Zoom, computer, internet, and printing access
 - [SWOCC Tutoring Resources Website](#)



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- [Integrated Technology Services Department](#), Randolph Hall Room 7, TEL: 541-888-7999
 - Computer and technical assistance
 - Password issues, Microsoft Office 365, SWOCC student email
 - [Accessible Education Services](#), Dellwood Hall Room 7A
 - SWOCC provides services to students with documented disabilities (physical or learning) to help them be successful in college. If you are a student with a disability (or think you have one and need more information), please call 541-888-1578, email accessibility@socc.edu, or [Click Here](#) to make an appointment with the Director of Accessibility Services.

Getting Started

Dual Credit/Enhanced Options Registration Instructions:

1. [Complete the College Now admissions application \(ONE TIME ONLY\)](#)
 - a. Video tutorial: <https://youtu.be/CgB4nGR2bLY>
 - b. The application is processed manually and requires a system cycle to fully process. Application processing can take 3-5 business days.
2. [Log into myLakerLink](#)
 - a. When your application is fully processed you will get a College Now welcome email with your ID# and other important information
 - b. If you are a new student at SWOCC and have never applied for a class, you will get a separate email with your password.
 - c. If you are not a new student and do not know your password, you should be able to reset your password here: [Forgot Password](#). Your username for Microsoft is your ID#@email.socc.edu. Your username for myLakerLink is just your ID#. The new password needs to be at least 14 characters long with uppercase, lowercase, a number, and a special character.
 - i. If you have difficulties resetting your password, email a password reset request to collegenow@socc.edu. Include your name, ID#, and birthdate in the email.
3. [Register in myLakerLink \(EACH TERM YOU TAKE DUAL CREDIT CLASSES\)](#)
 - a. Video tutorial:
 - i. <https://youtu.be/6TzBHp6AYuc>
 - ii. <https://youtu.be/dKyZS20EOI0>
4. [Registration windows for 2022-2023 \(opens at midnight and closes at 5pm each term\):](#)
 - a. Fall Term: May 6, 2024 – September 25, 2024 (fall trimester)
 - b. Winter Term: November 4, 2024 – January 15, 2025 (winter trimester or semester 1)
 - c. Spring Term: February 24, 2025 – April 9, 2025 (spring trimester or semester 2)

Expanded Options Registration Instructions:

1. [Complete the College Now admissions application \(ONE TIME ONLY\)](#)
 - a. Video tutorial: <https://youtu.be/CgB4nGR2bLY>



- b. The application is processed manually and requires a system cycle to fully process. This can take 3-5 business days.
2. Meet with your high school counselor to discuss course registration. The high school will register students for courses on [myLakerLink](#).
3. Registration windows for 2024-2025 (opens at midnight and closes at 5pm each term):
 - a. Fall Term: May 6, 2024 – September 16, 2024
 - i. Students can add with instructor approval until September 18, 2024
 - b. Winter Term: November 4, 2024 – January 6, 2025
 - i. Students can add with instructor approval until January 8, 2025
 - c. Spring Term: February 24, 2025 – March 31, 2025
 - i. Students can add with instructor approval until April 2, 2025

Dropping or Withdrawing from a Course

Dropping a Course:

- Students may drop a course online in [myLakerLink](#) up until the registration deadline each term.
 - Fall Term: September 25, 2024
 - Winter Term: January 15, 2025
 - Spring Term: April 9, 2025
- When a course is dropped during the registration window, it does not show up on a student's transcript.
- Students are not charged for classes dropped before the registration deadline.
- Expanded Options students will need to contact their counselors to drop/withdraw from a course.

Withdrawing From a Course:

- When withdrawing from a course, a student will earn a “W” grade on their transcript. The “W” does not impact a student's GPA but does indicate that a student attempted but didn't complete a course.
- The final date to withdraw from an Expanded Options course each term is:
 - Fall Term: November 20, 2024
 - Winter Term: March 12, 2025
 - Spring Term: June 4, 2025
- The final withdraw dates will vary for Dual Credit/Enhanced Options courses. Contact collegenow@socc.edu to ask about final withdraw dates for specific classes.
- To withdraw from a class, a student must contact the College Now office.
- Email collegenow@socc.edu with your name, SWOCC ID#, birthdate, and the course code of the class you want to withdraw from.
- Accounts are charged for courses withdrawn from so please check with your high school counselor and/or SWOCC academic advisor before withdrawing from a class.
- Expanded Options students must contact their counselors to withdraw from a course.

NOTE: If a student is registered in a SWOCC course and does not complete a Withdraw according to the



scheduled dates above, the grade they receive (even if it is a D or F) will be posted on their SWOCC transcript.

Grades and Transferring Credits

Grading:

- You will receive a syllabus with all course expectations from your instructor. The syllabus is important because it contains information about what is required and how your grade will be calculated for the course.
- Instructors may assign a grade of an “A” (superior), “B” (above average), “C” (average), “D” (substandard but receiving credit), or an “F” (failure).
- NOTE: A “D” grade technically earns credit. However, most degrees require classes to be passed with a “C” or better. It is possible to earn credit for a “D” but not have it count toward your degree.
- To avoid a grade you don’t want, especially “D” or “F”, you must withdraw from the course by the deadlines listed above.
- If you check your student records at [myLakerLink](#) and find a missing or incorrect grade, contact your instructor within one academic school year from completion of the course. Your instructor will then report the correct information to the SWOCC Registrar.
- Students are able to look up grades for any completed class once an instructor has entered the course grades through myLakerLink. Login to [myLakerLink](#), and locate the “Grades” link on the 'Academics' page. Grades will be posted and accessible for students to review for any term, not just the current one in which they are enrolled.

Transferring Credits:

- Students must request an official transcript be sent to the school they plan to attend. [Click here](#) for information on requesting transcripts from SWOCC, or, for questions and assistance, call the Student Success Center during regular business hours Mon-Fri 8am-5pm (closed for public holidays & Fridays during summer): Coos Campus (Coos Bay) TEL: 1-541-888-7352; Curry Campus (Brookings) TEL: 1-541-813-1667.
- Unofficial transcripts may be obtained by accessing [myLakerLink](#).

Holds:

- A hold on your record will prevent you from being able to register for classes.
- If you have previously taken a class at SWOCC and still owe fees, a hold will be placed on your account with the college.
- If you see a hold on your account, and have questions, contact collegenow@socc.edu.



Financial Aid Implications

There may be future financial aid implications for unsatisfactory academic progress in a College Now course. When a student applies for federal student aid at Southwestern Oregon Community College, the student Financial Aid Office evaluates all previous grades earned by that student, including the grades you have received in your College Now courses. Other colleges and universities have similar financial aid evaluation processes. The following is recommended to avoid potential issues with financial aid:

- Register for the correct classes.
- Drop any incorrect classes before the deadline.
- Pass your classes with a “C” or better.
 - Communicate with your instructor if you start to struggle to get help.
 - Access FREE tutoring in the Laker Learning Commons or via zoom. [Click here](#) for information on tutoring services at SWOCC.

FERPA Privacy Policy

FERPA stands for the [Family Educational Rights and Privacy Act](#). FERPA is a federal law that protects the privacy of your educational records as a student.

Under FERPA, Southwestern Oregon Community College cannot release:

- Financial records (accounts, financial aid, etc.)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as identification numbers, Social Security numbers, and birth dates.

A student may choose to release information to other people, including parents. Under FERPA regulations, the college cannot release your information to anyone else without your written permission. You can access our online release of information form here [FERPA Release or Restrict Information Form](#). You can also complete the form in person in the Student Success Center on the Coos Campus in Stensland Hall, or the [Curry Campus in Brookings](#).

Nondiscrimination

The Board agrees that Southwestern Oregon Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, religion, marital status, sexual orientation, sex, height-weight ratio, organizational



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affiliation, or political affiliation. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties. Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

Student Rights

For information about your rights as a student and complaint procedures of Southwestern Oregon Community College, please refer to the college [Student Handbook](#) and the college's [Consumer Information Webpage](#).

Frequently Asked Questions

Q. How can a student become involved in Dual Credit courses?

A. SWOCC Dual Credit courses offered at your high school can be found by looking at your course schedule for Dual Credit courses or checking with your high school counselor.

Q. Where can I get more information about College Now?

A. With your high school counselor and on the Southwestern's website <https://www.socc.edu/get-started/admissions/high-school-partnerships/>

Q. Must I attend SWOCC after high school for the Dual Credits I've earned to be on a SWOCC transcript?

A. No, but we hope that you will consider SWOCC in your future.

Q. Are College Now students officially admitted college students?

A. Not yet. You are a current College Now student. Once you graduate you need to apply for admission to Southwestern, declare a degree or major, and pay for tuition and fees.

Q. How will I be graded?

A. Course grading is explained by your teacher. The Southwestern Grading Policy is applied to all classes. For a complete explanation see the Southwestern E-Catalog at www.ecatalog.socc.edu, Grades/Academic Standing

Q. When will my final grade appear on my transcript?

A. As soon as the instructor submits grades to Southwestern. You can access [myLakerLink](#) and view all your grades. See the [Southwestern Academic Calendar](#) for dates.

Q. Do I need to apply for admission to take a Dual Credit course?

A. No, you will complete the College Now Application for high school students.



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Q. How are Dual Credit and Enhanced Options courses reflected on my transcript?

A. Your transcript will not appear any differently for an off-campus course than if you were on campus.

Q. Is there a cost for Dual Credit courses?

A. Dual Credit courses are free (no SWOCC tuition is charged to either the student or the high school).

Q. What other benefits do I have as a College Now student?

A. As a SWOCC student you have a Southwestern email account and Office 365. For instructions and assistance in accessing your SWOCC email and Office 365, please refer to the [ITS Help tab in myLakerLink](#).