STUDENT'S GUIDE

Educational Partnerships & Outreach

Oregon TECH
Oregon Institute of Technology

Student Guide

This guide delivers vital information to high school students and families regarding dual credit. The guide will provide up-to-date information on how to apply, register, complete payment, and order official transcripts. Please use this guide as a tool to assist navigating dual credit with Oregon Tech and your high school partner.

Table of Contents

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Why should I take a dual credit course?

Earning (or registering for) college credit in high school can have many benefits for students and their families. Research has shown that students who take college credit before they leave high school are likely to enroll in college and persist through their first year of college.
Here are some noteworthy reasons to engage in college credit before you leave high school:

1. Get a head start on college courses.
2. Build a college-going identity.
3. Receive transfer credit.
4. Potentially save time to degree.

All dual credit courses are charged a flat rate of $100 per course. Dual credit courses with Oregon Tech are **FREE** for students who access free/reduced lunch program. To receive FREE tuition, tuition waivers for the program must be filled out and filed with Oregon Tech each year.

Credits with a Purpose

Oregon Tech encourages all dual credit seeking students to research and know how the credit you earn in high school will transfer to the college you plan to attend and impacts your overall educational/career goals. Oregon Tech strives to offer dual credit that is part of general education requirements for bachelor degree programs. We encourage dual credit students to seek out advice and resources from their high school, Oregon Tech, or the college they plan to attend to understand the transferability of dual credit course(s).

For additional information on credits with a purpose or how to advocate for transferability visit: www.c3oregon.org.

Tuition and Cost for Dual Credit Program

Oregon Tech assesses a flat **tuition fee of $100** per dual credit course. Oregon Tech charges $0 tuition to students who qualify for free/reduced lunch program. Student may acknowledge their FRL status by completing our tuition waiver form. An updated form needs to be on file with the Office of Educational Partnerships and Outreach each year. Oregon Tech also charges $0 tuition to students who have been financially impacted by the COVID-19 pandemic. Students may complete the COVID-19 tuition waiver form to acknowledge their need.

Oregon Tech extends a significant discount on students accessing dual credit courses. On campus students pay between $515 (3 credit course) to $919 (5 credit course) per course. Dual credit courses offer financial savings to students.

Oregon Tech also partners with state and/or district funded programming to provide discounted tuition. Students participating in PROMISE programming and accessing these courses will pay their corresponding PROMISE program. The charge for Promise programming is a flat $30 per year for students or FREE for students accessing free/reduced lunch programming. Teachers and Oregon Tech will assist students to identify if their course is part of the Promise programming.

More information can be found through the following websites:

Willamette Promise Payment[OBJ]
Northwest Promise Payment

Student Responsibility Statement

Students registering and earning college credit in high school must understand that they are transcripting college credit. In doing so, our dual credit students are held to the same standards as our on-campus students. Dual credit students should be aware of Oregon Tech's students' rights and responsibility statement. As dual credit students, you will be required to adhere to the student rights and responsibilities of your high school and Oregon Tech.

Please read Oregon Tech's Code of Conduct and Student Responsibility Statement and keep in mind:

1. You are responsible for your academic progress and academic honesty. Be aware of drop/withdraw dates and know your current standing/grade in the course.
2. Your college transcript is part of your permanent academic file.
3. You are responsible to complete the application, registration, and payment process.
4. You have access to your academic transcript. You should request official transcripts be sent to college(s) you are applying to for full admission. (Usually completed during your senior year)

Academic Calendar and Important Dates

Fall Registration/1st Semester, 1st Trimester, Full-year
Semester schools starting content in September

Date	Action
Aug 19 – Sep 25	Application Available
September 2	Online Registration Opens
Oct 2	Online Registration Closes (Friday, Oregon Tech week 2)
Oct 2	Roster verification due (all teachers must confirm roster via web-for-faculty)
Oct 2	Tuition due (week 2)
Oct 2	OIT Drop date (week 2 for trimester schools) or calc. calendar
Nov 6	OIT Withdraw date (week 7) or calc. calendar; OIT Drop date for yearlong classes
Dec 1 -8	Grading system available
Dec 8, 12pm	Grades due

Winter Registration/2nd trimester only/Promise Partnerships

Date	Action
Nov 2 - Jan 8	Application Available
Nov 24	Online Registration Opens
Jan 15	Online Registration Closes (Friday, Oregon Tech week 2)
Jan 15	Roster Verification due (all teachers must confirm roster via web-for-faculty)
Jan 15	**Tuition due (week 2)**
Jan 15	OIT Drop date (week 2 for trimester schools) or calc. calendar
Feb 19	OIT Withdraw date (week 7) or calc. calendar
Mar 15 – 22	Grading system available
Mar 22, 12pm	Grades due

Spring Registration/2nd Semester, 3rd trimester
Semester schools starting content late Jan/early Feb, 2nd semester Promise Contracts

Date	Action
Jan 30 - Apr 2	Applications Available
Mar 1	Online Registration Opens
Apr 9	Online Registration Closes (Friday, Oregon Tech week 2)
Apr 9	Anticipated Class Roster due
Apr 9	Roster verification due (all teachers must confirm roster via web-for-faculty)
Apr 9	**Tuition due (week 2)**
Apr 9	OIT Drop date (week 2) or calc. calendar
May 14	OIT Withdraw date (week 7) or calc. calendar
June 7 – 14	Grading system available
June 14, 12pm	Grades due

Drop and Withdraw Policy

Oregon Tech uses the term schedule for classes running 10 weeks long. This ensures a drop date by Friday of the 2nd week (20% of the course) and a withdraw date by Friday of the 7th week (70% of the course). Oregon Tech understands that DUAL CREDIT (dual credit) courses run on a different time line. Therefore, we use a formula to calculate your individual drop and withdraw dates according to your course calendar.

If courses do not fit the standard 10-week course schedule, Oregon Tech will work with high school teachers to coordinate a drop or withdraw from the dual credit course. Students should reach out to their teacher if you would like to drop or withdraw from the course. Teachers and students will need to fill out and sign the appropriate paperwork to complete the drop/withdraw.

Appropriate paperwork can be found online at: oit.edu/dual-credit
Follow Student/Family Link
Under Resources see Drop/Withdraw Form

ACTION	Oregon Tech Policy
DROP	Student will not have any notice of the course on their transcripts (must happen within the first 20% of content delivery).
WITHDRAW	Student will have a 'W' on their transcript (must happen within 70% of content delivery).
COMPLETE WITHDRAW	If a student drops all classes with Oregon Tech during Week 1, the transcript will have a comment. If the drop occurs after 2 weeks, student will have a 'W' on their transcript.

Student Admission, Registration, and Payment

Instructions on how students register for dual credit with Oregon Tech:

There is a three-step process to registering for Oregon Tech dual credit. Students will be issued an Oregon Tech ID#, email account, and log in instructions. It is imperative that students provide valid contact information, especially a current email address. Once a student is issued an Oregon Tech email address, they will be expected to log in regularly to their Oregon Tech issued email account.

#1: Fill Out Application

#2: Login and Register for Course

#3: Make Payment
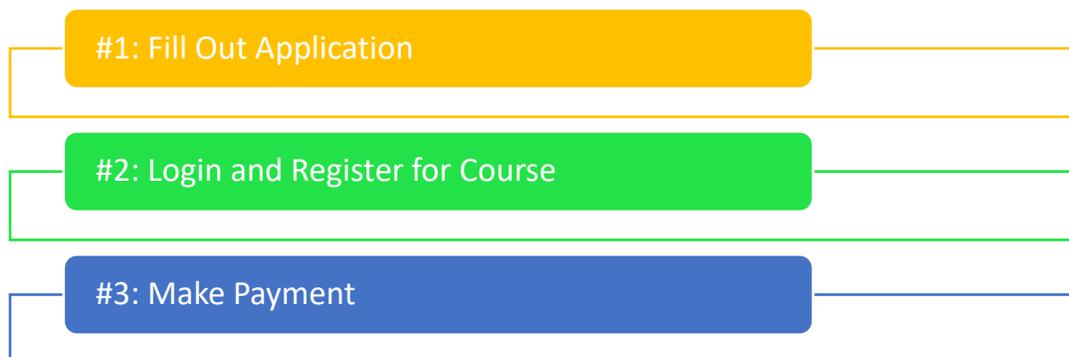
Step #1: Apply

Students need to complete a simple online application to begin the enrollment process. Below is a step-by-step guide to complete this process.

Step 1: Apply for Admission

Before you begin the application, you will need to have a valid email address. Knowing some basic parent information is important too. Parent/Guardian information you will need to know includes:
1. Parent/guardian email

2. Residency information – when your parent/guardian moved to Oregon and when their driver's license was issued in Oregon, and last two years they paid taxes

3. Parent/Guardian phone number

4. Student's Social Security Number – not required, but highly encouraged to report. Entering SSN allows our system to not enter duplicate accounts and assists with accurate tax reporting.

Detailed PowerPoint presentation with all steps/instructions is available at
https://www.oit.edu/academics/pre-college-programs/dual-credit-program/registration-admission

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1. Go oit.edu/dc-enroll to start the application and select APPLY

2. Enter Biographical Information (Name, Date of Birth)

3. Enter Identity Information

4. Enter Contact Information

5. Enter Parent/Guardian Information

6. Enter High School and Residency Information

Step 6: Enter High School/Residency Information

1. Enter your Secure School ID (SSID). Your teacher can help you if you don't know it.
2. Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
3. Estimate when you will graduate from high school. It is likely in June of your graduation year.
4. Answer the residency questions to the best of your ability. We know that you may need to estimate when your parent moved to Oregon and got a driver's license.
5. Reminder: the last two years your parent or guardian filed taxes are likely 2017/2018

7.   Certify Application and Submit

Step 7: Application Certification & Submission

1. Answer the application certification question.
2. Type your full legal name into the signature box.
3. Click Submit to complete your application.

8.   Confirmation of Application Submission

Congratulations on submitting your application! You will receive an email with instructions on your next steps....

Oregon TECH

Dual Credit Application
Your responses have been submitted.

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Step #2: Registration and Logging into TECHweb

Step 2: Registration and Logging into TECHweb
To log into your TECHweb for the first time you will need your user name and the last four digits of your student ID or 918# that you receive from Oregon Tech.
This information is delivered to your personal email address within 24 to 48 hours after you complete your application.
Turn in your parent permission form to your high school teacher.

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1. Go to techweb.oit.edu

2. Enter your Oregon Tech student user name and your password
   Log into TECHweb with your user name and password
   (first time entry will be preferred firstname.lastname and your password is Hootie plus the last four digits of your student ID or 918 number) Your 918 number is at the top of the email you received. Can't login? Call 541.885.1470

   First Time Login Example:
   Oregon Tech ID: 918XX1234

   Student Name: John Doe
         Login: john.doe
         Password: Hootie1234

*NOTE: You will be prompted to change your password. Your new password must be at least 8 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character (example of special character: #@!$%). Please change your password to something you will remember!

3. After logging in, you will be taken through three case sensitive security questions and demographic surveys- these tasks only need to be completed once.

Need help?
If you have any difficulties logging in, please contact:

Oregon Tech Information Technology Services
**Phone: 541.885.1470**
Email: Techsupport@oit.edu
*This office can assist with your login. It is better to call after the first failed attempt than to try multiple times and lock out your access to the system.

4. **Step 3: Registering for a dual credit course with Oregon Tech**
   Registration is required in order to earn credits for a dual credit class. It is the student's responsibility to register through Oregon Tech's online system. Before you can register, you need to know the five-digit course reference number (CRN) for your dual credit course. CRN's are sent to the high school teacher when registration opens for the term.

5. After successfully log in, click Register for Courses
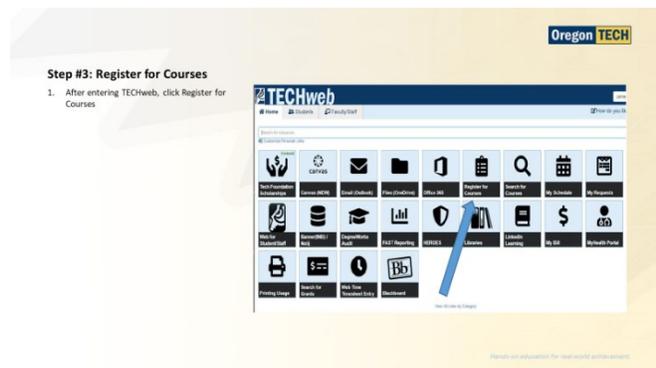

6. Go to Register, Add or Drop Classes
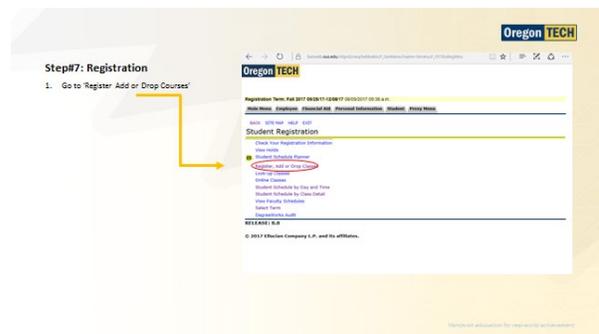
7. Read Oregon Tech Account Terms and Conditions – Select "I Confirm Agreement"
   *The terms and agreements is regarding paying for your account/tuition at Oregon Tech. Tuition is $100 per course or FREE for Free and Reduced Lunch (FRL) students. Tuition Waivers need to be filled out online.

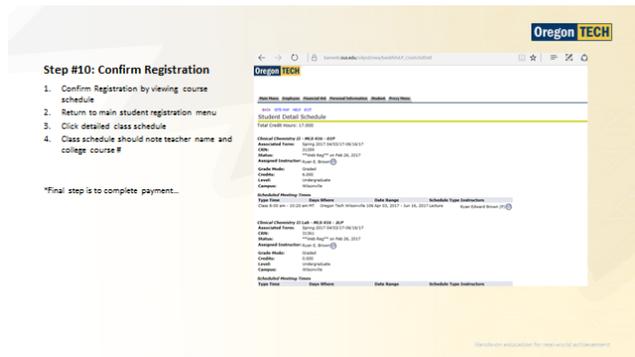**8.** Register for class using dual credit Advisor PIN = ***hstud**
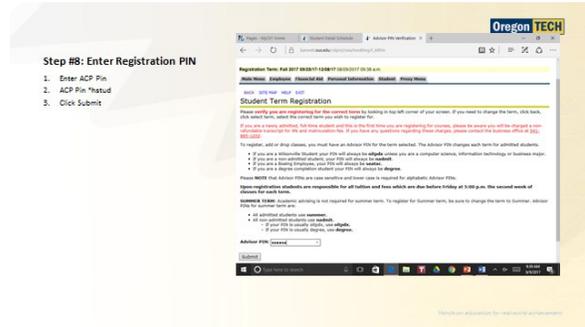
9. Add CRN provided by high school teacher
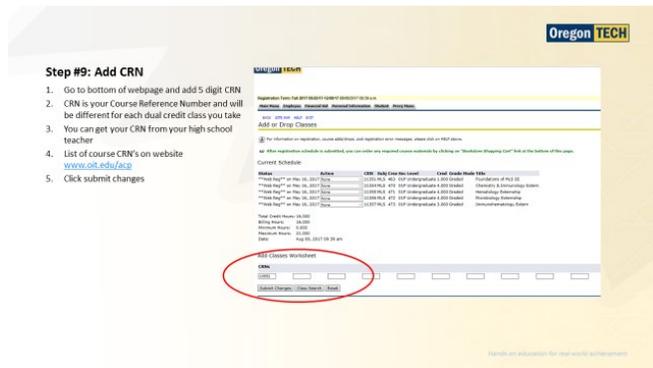
10. If you don't know your CRN, you can look it up at www.oit.edu/dual-credit or call 541.885.1844

11. Confirm registration by going to Class Schedule to review

Step #3: Complete Payment

Step 4: Completing payment for a dual credit course with Oregon Tech

Tuition is required to be paid in full for all dual credit courses with Oregon Tech upon registration. Accounts that have tuition due after registration are subject to collection procedures and prohibited from further registration until payment is received. After you register, you must submit payment for your courses online through one of three ways: Online Payment, Payment by Mail or Tuition Waiver.

Oregon Tech Tuition Payment Options

Online Payment

1. Go to oit.edu/dual-credit
   Click on Students & Families

2. Navigate to payment portal

3. Select # of Course(s) – This should be the number of dual credit courses you registered for with Oregon Tech

4. Enter in Student Information (Name, Oregon Tech ID#, Birthdate, High School, Teacher's Name)

5. Check Out

6. Select Method of Payment – service fee of $2.75 assessed for credit card payments

7. Payment Type

8. Confirm Information

9. Approval/Receipt

Payment by Mail

Make Check Payable to:
Oregon Institute of Technology

Mail To:
Attention: Cashier
Oregon Institute of Technology
3201 Campus Dr.
Klamath Falls, OR 97601 – 8801
(Please include Oregon Tech student ID 918-xx-xxxx with all payments)

Tuition Waiver

- Complete Free/Reduced Lunch Tuition Waiver form
- Complete COVID-19 Tuition Waiver Form

Student Rights

Now that you are officially registered for a dual credit course, there are some important differences to note when entering the college space at your high school. Understanding the differences between college and high school is an integral part of dual credit programming. Here are some student rights that you should note:

1. You have a right and access to your student record and academic transcript with Oregon Tech. Your parents/guardians **will not** have access to this record unless you have completed a FERPA consent form or completed proxy access to release your account information to your parent or guardian. (See more information on FERPA below)
2. You are considered a non-admit student at Oregon Tech and will have the right to access academic resources through Oregon Tech. This includes our Library resources.
3. You have a right to the protection of confidential personal and academic records that are maintained in compliance with Family Educational Rights and Privacy Act of 1974 and applicable Administrative Rules.

Oregon Tech's Student Code of Conduct: Student Rights and Responsibilities handbook is available for review. FERPA Resources and contacts are available to dual credit students.

Proxy Access

Oregon Tech has multiple ways for parents to receive access to student records. One way is through our FERPA consent form. Proxy Access is another way for parents to access a student's account information. A high school student is considered a college student when they register for dual credit. As such, Oregon Tech must abide by **FERPA** standards and will be unable to share account information with parents unless the student goes through an additional process to grant parents access. The proxy access allows a student to give someone (usually a parent, guardian, or spouse) read-only access to designated areas of your student information, including:

- Transcripts
- Final grades
- Tax information
- Registration
- Financial Aid

Students maintain complete control over proxy relationships. They are able to set them up, reset their passwords, change or delete their access, and send them messages detailing the access they have been given.

Proxy Access Instructions
1. Log into Web for Student
2. Click on the Proxy Menu Tab
3. Click on Proxy Management
4. Click on Add Proxy
5. Fill out the new proxy information, full name and email address
6. Click Add Proxy

An email is now sent which includes a link that is sent to the person set up as a proxy. The new guest user must log in to validate their email address, create their own PIN, and fill out their personal information. If the student changes their mind and the proxy has not validated their email address, they can delete the proxy from the system right away. Otherwise, the student will need to wait 24 hours to delete the proxy.

1. Click on the name of the proxy that was just created to expand the section

2. On the Profile Tab, select Guest User as the relationship
3. Fill out a description that is meaningful to you
4. Choose a passphrase (secret password for the proxy to use)
5. Click E-mail Passphrase

An email is now sent notifying the guest user of the passphrase selected. This unique phrase will be required by Oregon Tech offices. When a proxy calls Oregon Tech, the office will validate the passphrase and authorization given by the student.

1. Click on the Authorization Tab
2. Put a check mark in the box next to the pages you wish this person to see

An email is now sent notifying the guest user that he/she has been authorized to see pages and gives them a new URL to log in and see the pages. The guest user will use their email address and PIN they created to gain access to the proxy pages.

If the proxy locks themselves out, they can request a PIN reset by entering their email address and clicking "forgot PIN". The system will then automatically send an email with the PIN verification link and new PIN. The student also has the capability to reset the proxy's PIN. When the student clicks reset PIN in the Proxy Menu, an email is sent to the proxy with the verification link and PIN and a copy of this email is sent to the student.

Ordering Student Transcripts

When you are finished with your dual credit courses and plan to apply to colleges, you will need to order official transcripts from Oregon Tech and have them sent to your college of choice. All students have access to view their unofficial transcripts on TECHweb. See instructions below on requesting official transcripts.

Requesting Transcript Instructions:
Students and alumni may request an official transcript in one of two ways listed below. **Please note we cannot accept transcript requests over the phone.**

1. Login to TECHweb, Web for Student (instructions on page 15 of this guide) and request an official transcript be sent to another college, a personal address, a business, etc. If you no longer have your student ID number or PIN, please contact the Registrar's Office for help at 541.885.1305.
2. Download the Transcript Request Form. After you fill out the form you can mail, fax, deliver directly, **or scan and pdf to** registrar@oit.edu. Oregon Tech does not charge students for official transcripts sent via standard mail. For more information, click here.

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