

DUAL CREDIT

**TEACHER
GUIDE**

MISSION OF EDUCATIONAL PARTNERSHIPS AND OUTREACH

The mission of Oregon Tech's Educational Partnerships and Outreach office (EPO) is to cultivate and maintain partnerships with area high schools, community colleges, and universities that result in increased access. In accordance with institutional and state goals, Oregon Tech's EPO will continue to forge meaningful relationships with educational partners by connecting faculties, providing internal and external communication, building dual enrollment agreements, dual credit, Early Owls Program (HST), articulation, and other academic agreements.

EPO facilitates the creation and continuation of educational partnerships. EPO partners throughout the state to offer access to college credit. Most notably, we partner with Willamette Promise and developed college-credit experiences with high schools such as STEM&M with Mazama High School, Klamath Union Math and Science Academy, Jump into Business, and partnering to offer HST courses to our rural high school locations. Oregon Tech is committed to creating meaningful partnerships for students throughout the state.

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APPROVAL PROCESS

All Dual Credit classes must be taught by high school teachers who meet the minimum qualifications set forth by Oregon Tech Departments and subject-area faculty liaisons. Oregon Tech's general qualifications are noted below. Teachers who meet minimum qualifications are paired with an Oregon Tech faculty liaison and are supported by Educational Partnership managers from the Office of Educational Partnerships and Outreach.

Many departments have created policy guides to assist with the facilitation of content-specific steps to articulation. The Office of Educational Partnerships and Outreach distributes these guides when necessary.

Yearly applications open in January and will close September 15th. Teachers must have all materials submitted by September 15th to be considered for the dual credit program for the academic year. Applications received after September 15th will be evaluated for the upcoming academic year. We encourage all teachers to submit by May for the upcoming academic year to ensure approval process before Oregon Tech faculty leave for summer break. Please reach out to outreach@oit.edu if you have any questions or need clarification.

MINIMUM TEACHER QUALIFICATIONS GUIDELINES

Faculty liaisons review teacher qualifications before completing the articulation process. Teachers must have a minimum of a Bachelor's in the discipline/subject area, or a closely related Bachelor's with a Master's in Teaching or Education. A minimum of 3 to 5 years teaching in the subject for which the teacher plans to articulate is required.

| Traditional Dual-Credit Requirements | | | | |
|---|---|---|---|--|
| Bachelor's | & | Master's | & | Experience |
| Bachelor's in discipline area or related discipline area you wish to teach (BS Math = college math articulation). | | Master's in Teaching or Education or Master's in discipline area. | | 3 to 5 years teaching in the subject area. |
| Bachelor's Degree | | Master's in subject or related subject area and Master's in Teaching/Education. | | # of years teaching varies. |

| Sponsored Dual-Credit | | | | |
|---|---|---|---|---|
| Bachelor's | & | Master's | & | Experience |
| Bachelor's in discipline area or related discipline area you wish to teach (BS Math = college math articulation). | | Master's in Teaching or Education or Master's in Discipline area. | | At least 2 to 3 years teaching in the subject area. |

*Teachers participating in sponsored dual credit models with Oregon Tech will adhere to the partnership standards set forth by Oregon Tech and/or the corresponding accelerated credit program. Teachers must abide by partnership standards and must participate in scheduled PLCs to be eligible to offer college credit.

STEPS TO QUALIFY / ARTICULATE

Interested teachers can apply by submitting their materials via the online application which can be found at the URL below and clicking on "Teachers and Administrators":
www.oit.edu/dual-credit

TRADITIONAL DUAL-CREDIT

1. Current Resume or CV
2. Unofficial College Transcripts (Bachelor's/Master's and any other transcripts)
3. Course Syllabus
4. Cover Letter (required for writing/speech courses)

*Faculty liaisons will review these materials and make a decision on the teacher's qualifications. If teacher meets qualifications, the Educational Partnership Coordinator will communicate next steps via email with the teacher. Faculty liaisons will meet with teachers to complete course articulations, which include course outcomes/objective alignment, required assignments, grading policies, and overall requirements to participate and stay active in the program.

SPONSORED DUAL-CREDIT TEACHERS

1. Current Resume or CV
2. Unofficial College Transcripts (Bachelor's/Master's and any other transcripts)
3. Course Syllabus
4. Cover Letter (required for writing/speech courses)

*Faculty liaisons and PLC leads will review these materials and make a decision on the teacher's qualifications. If teacher meets qualifications, the Educational Partnership Coordinator or Partnership Program Representatives will communicate next steps with the teacher. Faculty liaisons and PLC leads will continuously meet with teachers to complete course articulations, which include course outcomes/objective alignment, required assignments, grading policies, grading norms, and overall requirements to participate and stay active in the program.

ARTICULATION / PARTNERSHIP PAPERWORK

Once a high school faculty member and course has been approved, Educational Partnerships and Outreach will email partnership paperwork that needs to be signed by the teacher and high school administrators. The agreement outlines the responsibilities of all parties and notes important roles in articulating credit with Oregon Tech. See Appendix C for copies of partnership materials. *Partnership agreements are filled out annually.

TEACHER RESPONSIBILITIES AND RESOURCES

Teachers participating in accelerated credit programs at Oregon Tech are responsible for working with EPO to adhere to state standards. High School Teachers/Administrators will review all required paperwork. Teachers are required to:

- File yearly partnership agreements with Oregon Tech.
- Be responsive to faculty communication and submit yearly course documents (syllabus, assignments, assessments).
- Attend course alignment workshops/PLC lead by Oregon Tech faculty.
- Communicate to students and parents about the accelerated credit opportunity.
- Assist students with application, registration, and payment processes.
- Work with EPO to share feedback and evaluations of accelerated credit programming.
- Learn and use Oregon Tech's online faculty portal to review class rosters and submit grades.
- Attend annual orientation.
- Administer dual credit student surveys and complete teacher survey.
- Register and complete grade submissions on time.

SYLLABUS REQUIREMENTS

All dual credit teachers will need to submit their course syllabus to Oregon Tech each year. Unless otherwise specified by faculty liaison, teachers can submit their syllabus to outreach@oit.edu

As an Oregon Tech accelerated credit teacher, you are required to provide your students a copy of your syllabus at the start of the course. Each teacher works closely by the faculty liaison to complete the syllabus. The syllabus should include:

- Course Outcomes – provided by faculty liaison
- Current Course Description (from Oregon Tech Catalog)
- Oregon Tech Logo or Acknowledgement of the dual credit course offered through Oregon Tech
- Acknowledgement of College Course Number and Title (Example: BIO 103 Introduction to Anatomy and Physiology)
- Oregon Tech's Grading Policy and how the college grade will be determined
- Link to Oregon Tech's dual credit website (this is where students can find admission, registration, payment and ordering official transcripts): oit.edu/dc-enroll.

PROFESSIONAL LEARNING COMMUNITIES

Faculty liaisons often opt to host yearly Professional Learning Communities (PLCs) with their dual credit teachers. Teachers are expected to attend these PLCs for coordination of course content. PLCs are scheduled according to faculty and teacher schedules. Teachers are notified via email correspondence regarding dates and attendance. High schools and districts are responsible for substitute teacher costs while high school dual credit teachers attend the PLCs.

Teachers participating in Sponsored Dual Credit with Oregon Tech will attend PLCs quarterly. During these times, teachers and faculty will work together to align courses, materials, and assessments. PLCs offer times for participants to collaborate with one another and share course resources and best practices.

FACULTY LIAISON RESPONSIBILITIES

Oregon Tech works diligently to train and convene our accelerated credit faculty liaisons throughout the year. We work collectively to address best practices when articulating college credit. Faculty liaisons are the content experts and work collaboratively with high school teachers to offer accelerated credit opportunities.

To this end, faculty liaisons are responsible for the following:

- Understand required state standards for dual credit and sponsored dual credit programming.
- Stay in compliance with state standards.
- Yearly communication with high school teachers.
- Sign and return all partnership paperwork to EPO.
- Attend quarterly internal Oregon Tech faculty liaison meetings.
- Supply high school teachers with relevant course materials for Oregon Tech to assist in the articulation process.
- Yearly review of high school teacher syllabi and course documentation.
- Faculty participating in Sponsored Dual Credit are required to host quarterly meetings with teachers.

CREDITS WITH A PURPOSE

Oregon Tech strives to offer dual credit that is part of general education requirements for bachelor degree programs. Please keep in mind that colleges and universities have the ultimate responsibility to evaluate all transfer credit to determine if it meets the standards of their academic programming.

The dual credits that you earn through Oregon Tech will transfer to most public institutions, but may sometimes transfer as elective credits. Some private institutions have more rigid credit transfer policies and may not accept transfer credit. We encourage dual credit students to save course syllabi to advocate for transferability when necessary.

For additional information on how credits can help you on your pathway, please contact Oregon Tech's Dual Credit advisor by visiting www.oit.edu/dc-advising.

OREGON'S EQUITY LENS

One of the driving forces behind Oregon Tech's participation in accelerated credit programming is to expand the practice of offering high quality, rigorous coursework in high school to advance Oregon's mission to see more students pursue higher education. In this mission, it is our goal to equitably offer programming that reaches historically underserved populations.

We encourage dual credit teachers to support students who are electing to start taking college credits in high school. To this end, we encourage high schools to increase participation in dual credit to underserved populations. We partner with teachers to provide inclusive resources and practices while exploring ways to enhance student experience.

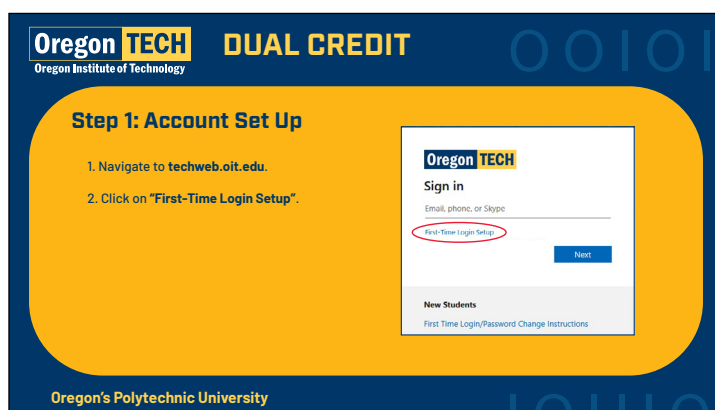
DUAL CREDIT ONLINE LOGIN

Approved teachers will receive an Oregon Tech ID# and will need to file User Agreement forms to access our student CRM system (BANNER). Teachers will be expected to assist their students through the admission, registration, and payment process. We also ask that teachers complete the following processes in our online system:

1. Review and confirm accuracy of class roster
2. Complete and keep students informed of Drop/Withdraw dates
3. Complete Grades by end of term dates (see academic calendar)

FIRST-TIME LOGIN

1. Go to techweb.oit.edu.



DUAL CREDIT ONLINE LOGIN CONT.


2. Enter your Oregon Tech username.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 1: Account Set Up (cont.)

1. Enter your Oregon Tech Username.
Your Oregon Tech Username is in the format: **firstname.lastname@oit.edu**
Student Username Example:
Student Name: John Smith
Student Username: john.smith@oit.edu
2. Enter Characters in Captcha.
3. Click "Next".

Oregon's Polytechnic University



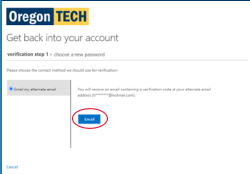
3. Send verification to your personal email.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 2: Send Verification to your Personal Email

1. Click "Email" to send an email to your personal email address with an access code.

Oregon's Polytechnic University



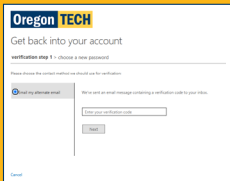
4. Enter verification code.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 3: Enter Verification Code

1. Check your personal email for a verification code.
2. Enter your verification code and click "Next".

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DUAL CREDIT ONLINE LOGIN CONT.

5. Create your new password.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 4: Create Your New Password

1. Type in your new password.
Password Requirements:
 - At least 14 characters
 - At least one uppercase letter
 - At least one lower case letter
 - At least one number
 - Cannot contain your first/last/preferred name
 - Cannot be one of the two previous passwords used
2. Confirm your new password.
3. Click "Finish".

Oregon TECH

Get back into your account

Verification step 1 ✓ > choose a new password

* Enter new password

* Confirm new password

Finish Cancel

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6. Redirect to Login Page.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 5: Redirect to Login Page

1. Select "click here" to go back to the login page.
2. Enter your Oregon Tech username and your new password to log in to your account.

Oregon TECH

Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#)

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VIEWING CLASS ROSTERS

1. Log in to TECHweb.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 1: Log in to TECHweb

1. Log in to TECHweb.
2. Select "TECHfaculty & advising".

Don't see the TECHfaculty button?
Log out of your account and log back in.

| | | | | |
|-------------|------------------------|---------------------------|------------------|-----------------|
| TECHstudent | TECHfaculty & advising | TECHemployee | Faculty | Email (Outlook) |
| Qualtrics | Instructional Request | Remote Delivery Resources | Files (OneDrive) | Office 365 |

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DUAL CREDIT ONLINE LOGIN CONT.

2. Click on Class List (Roster).

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 2: Click on Class List (Roster)

1. Click on "Class List (Roster)".

Faculty Services

Faculty

- Class List (Roster)
- Classroom Management
- Classroom Scheduling
- Classroom Search
- Classroom Status
- Classroom Transfer
- Classroom Transfer

Advising

- Advising Search
- Advising Search
- Advising Search
- Advising Search
- Advising Search

Grading

- Grade Entry
- Grade Entry
- Grade Entry
- Grade Entry
- Grade Entry

Departmental Advising

- Departmental Advising Reports

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3. Select the course you want to view.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 3: Select the course that you want to view

1. Click on the blank space next to the course code that you would like to view.

TECH Student

Faculty & Advisors - Class Listing

Class List

Term: 2024 - 2025

Select Course

| Subject | Course Title | CN | Enrollment Count |
|-------------|----------------------------------|-----|------------------|
| 100-121-101 | Introduction to Computer Science | 100 | 44 |

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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 courses run on a different timeline. 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 they would like to drop or withdraw from the course. 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/dc-enroll.

| ACTION | Oregon Tech Policy |
|-------------------|---|
| DROP | Student will not have any notation 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 withdraw occurs after 2 weeks, student will have a “W” or “complete withdraw” notation on their transcript. |
| MEDICAL WITHDRAW | When students are suffering from a medical condition that prevents them from completing the term may request a medical withdraw. |

STATE DUAL CREDIT STANDARDS

Oregon Tech adheres and follows the Dual Credit Standards and the Sponsored Dual Credit Standards set forth by the Oregon Department of Education and the Higher Education Coordinating Commission. These standards mirror national standards for dual credit. The State Standards provide guidelines for offering college credit in high school and provide rationale for building strong partnerships that foster collaboration between faculty and teachers and assist with bridging college-going culture.

High School teachers should be aware of the standards and work with Oregon Tech to meet these standards. See Appendix A for traditional DC standards and B for Sponsored Dual Credit and Assessment Based Credit.

NON-COMPLIANCE POLICY

Oregon Tech strives to build accelerated credit partnerships that are collaborative and result in positive experiences for students. Our institution works to establish clear guidelines for our partnerships. One way to provide guidelines is to address non-compliance concerns with teachers and/or high school administrators.

Accelerated credit courses can be suspended for many reasons, such as college curricular changes, changes in qualification requirements for high school teachers, changes in dual credit/sponsored credit state standards, concerns over course content or rigor of content, lack of teacher correspondence, and lack of teacher participation in program requirements.

NON-COMPLIANCE POLICY CONT.

Oregon Tech will approach non-compliance issues with a solutions-based approach. Our goal is to remedy the situation, rather than suspend the course or teacher. To this end, we have outlined ways Oregon Tech will communicate internal procedures to discontinue a dual credit course. This list provides the framework for addressing non-compliance but can evolve and is not an exhaustive list.

Oregon Tech will address curricular or department changes through the following actions:

- Oregon Tech academic departments and Educational Partnerships and Outreach stay connected regarding curricular changes. Oregon Tech will notify teachers of these changes and address compliance with articulating teachers by detailing next steps through various modes of communication.
- Oregon Tech will provide faculty support to assist high school teachers with curricular changes.
- If high school is moving through curricular changes, the high school must notify Educational Partnership Coordinators of changes and come to agreement with EPO and faculty liaisons on how to adjust to meet Oregon Tech course objectives.

Oregon Tech will address Teacher Qualification changes/concerns through the following actions:

- Oregon Tech academic departments will inform Educational Partnerships and Outreach with changes to teacher qualification procedure for dual credit programming.
- Allow high school faculty who have current articulations to work with Oregon Tech to deliver course(s) for the remainder of the academic year.
- Oregon Tech's program may and can request updated qualifying documents throughout the duration of the accelerated credit partnership.

Oregon Tech will address instructional concerns (i.e., quality of instruction, course objectives not being met, lack of rigor, grading policy concerns, lack of communication with faculty liaisons or dual credit office, etc.) through the following actions:

- Oregon Tech faculty liaison will contact Educational Partnerships and Outreach regarding concerns with current teacher/articulation.
- Oregon Tech will contact teacher and high school administrators immediately to note concerns and suggest possible solutions.
- If concerns are not addressed and resolved by high school teacher in collaboration with faculty liaison, Oregon Tech will issue a non-compliance letter addressing: date in which quality concerns need to be corrected, future ways to connect and correspond to remedy issue, and next steps if corrections are not made in a timely manner.

NON-COMPLIANCE POLICY CONT.

Oregon Tech will address issues around teacher compliance regarding state standards (providing annual syllabus, attending workshops/articulation meetings, following enrollment processes, etc.) through the following actions:

- Educational Partnerships and Outreach will contact high school teacher about specific concerns regarding program requirements.
- Educational Partnerships and Outreach will work with high school teacher to address concerns in a timely manner.
- If steps are not taken by high school teacher, Educational Partnerships and Outreach will issue a letter of non-compliance with steps to remedy concerns. If issues are not addressed, EPO can deny future articulations.

Teachers participating in Sponsored Dual Credit programming at Oregon Tech will abide by the same standards and non-compliance practices as dual credit teachers and will additionally:

- Participate in PLCs throughout the year to meet state standards for SDC model.
- Adhere to additional partnership requirements as outlined by participating Educational Service District or participating school district.

ACADEMIC CALENDAR AND IMPORTANT DATES

Fall Registration/1st Semester, 1st Trimester, Full-year

Semester schools starting content in September

| DATE | ACTION |
|--------------|---|
| Aug 26 | Application Available |
| Aug 26 | Online Registration Opens |
| Sept 30 | All Dual Credit Syllabi Due to outreach@oit.edu |
| Oct 1 | Online Registration Closes (Friday, Oregon Tech week 2) |
| Oct 8 | Roster verification due (all teachers must confirm roster via TECHfaculty) |
| Oct 8 | Tuition due (week 2) |
| Oct 8 | OIT Drop date (week 2 for trimester schools) or calc. calendar |
| Nov 15 | OIT Withdraw date (week 7) or calc. calendar/Drop date for yearlong classes |
| Dec 11-18 | Grading system available |
| Dec 18, 12pm | Grades due |

ACADEMIC CALENDAR AND IMPORTANT DATES CONT.

Winter Registration/2nd trimester only/Promise Partnerships

| DATE | ACTION |
|--------------|---|
| Nov 11 | Application Available |
| Nov 15 | Online Registration Opens |
| Jan 10 | Online Registration Closes (Friday, Oregon Tech week 2) |
| Jan 17 | Roster verification due (all teachers must confirm roster via TECHfaculty) |
| Jan 17 | Tuition due (week 2) |
| Jan 19 | OIT Drop date (week 2 for trimester schools) or calc. calendar |
| Feb 21 | OIT Withdraw date (week 7) or calc. calendar/Drop date for yearlong classes |
| Mar 18-25 | Grading system available |
| Mar 25, 12pm | Grades due |

Spring Registration/2nd Semester, 3rd trimester

Semester schools starting content in late Jan/early Feb, 2nd semester Promise Contracts

| DATE | ACTION |
|---------------|---|
| Feb 21 | Application Available |
| Feb 28 | Online Registration Opens |
| Apr 4 | Online Registration Closes (Friday, Oregon Tech week 2) |
| Apr 11 | Roster verification due (all teachers must confirm roster via TECHfaculty) |
| Apr 11 | Tuition due (week 2) |
| Apr 11 | OIT Drop date (week 2 for trimester schools) or calc. calendar |
| May 16 | OIT Withdraw date (week 7) or calc. calendar/Drop date for yearlong classes |
| June 10-14 | Grading system available |
| June 14, 12pm | Grades due |

GRADING

Student academic achievement is evaluated and reported in accordance with a system of letter grades assigned at the end of each course. These grades become part of the student's transcript, a permanent academic record. A summary statement of a student's total academic record is expressed as a cumulative grade point average (GPA).

Teachers work with their faculty liaison to finalize grade breakdown for the college course. Accelerated credit teachers can administer different grades for the high school and college course – they do not need to mirror each other.

Oregon Tech uses a 4.0 grading scale to evaluate student performance. Upon completion of a course or upon termination of attendance in the course, a student's performance will be graded by the instructor and reported to the University Registrar as follows:

| Letter Grade | Meaning | Points Per Credit Hour | Used to Calculate GPA |
|--------------|-------------|------------------------|-----------------------|
| A | Exceptional | 4 | Yes |
| B | Superior | 3 | Yes |
| C | Average | 2 | Yes |
| D | Inferior | 1 | Yes |
| F | Failed | 0 | Yes |
| I | Incomplete | 0 | No |
| IP | In Progress | 0 | No |

GRADING IN BANNER AND GRADING CHANGES

ENTERING GRADES (DURING GRADING WINDOW)

1. Log in to TECHweb.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Log In to TECHweb

1. Log in to TECHweb.
2. Select "TECHfaculty & advising".

Don't see the TECHfaculty button?
Log out of your account and log back in.

TECHstudent

TECHfaculty & advising

TECHemployees

Edify

Email (Outlook)

Qualtrics

Instructional Request

Remote Delivery Resources

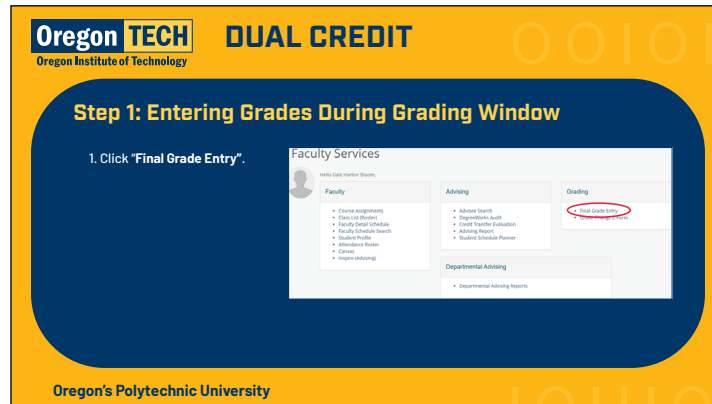
Files (OneDrive)

Office 365

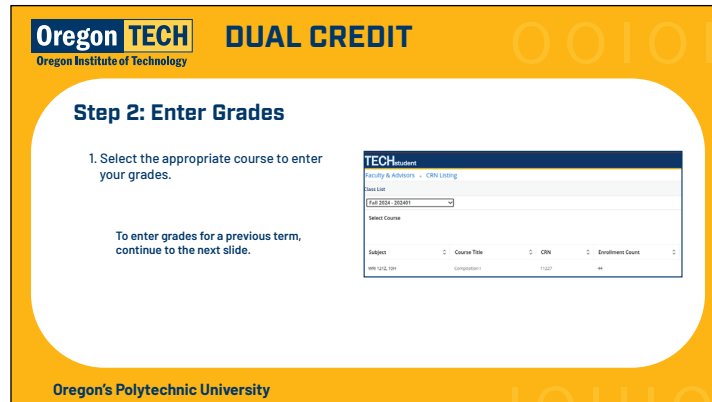
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GRADING IN BANNER AND GRADING CHANGES CONT.

- 2. Click on “Final Grade Entry.”**



- ### 3. Enter Grades.

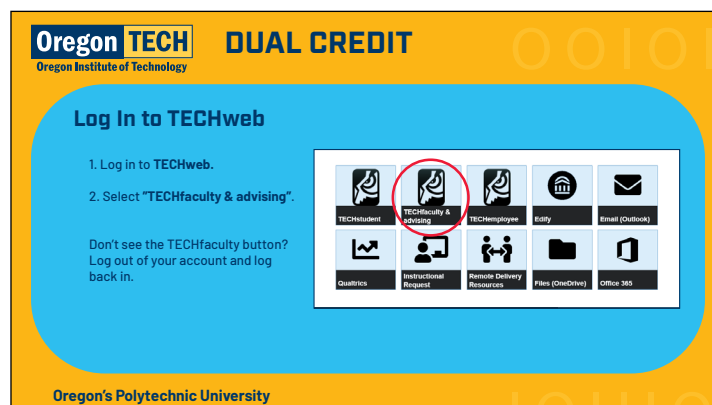


ENTERING GRADES (OUTSIDE OF GRADING WINDOW) AND GRADE CHANGES

- 1. Log in to TECHweb. If you have more than 30 students:**

Send an encrypted email with Student Names, ID Numbers, Grades and your CRN number to:

Nicole Ayers
nicole.ayers@oit.edu



GRADING IN BANNER AND GRADING CHANGES CONT.

2. Click on "Grade Change E-Form."

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Oregon Institute of Technology

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Step 1: Entering Grade Changes

Follow these instructions if you have fewer than 30 students.

1. Click "Grade Change E-Form".

If you have 30 or more students, send grades (including student names, ID numbers, and your CRN) via an encrypted email to Nicole.Ayers@oit.edu.

Faculty Services
Hello Gale Harbor Brown,
Faculty

Advising

- Course Assignments
- Class Additions
- Faculty Detail Schedule
- Faculty Schedule Search
- Student Profile
- Attendance Register
- Canvas
- Import Advising

Grading

- Adviser Search
- Department Audit
- Grade Transfer Evaluation
- Advising Report
- Student Schedule Planner

Departmental Advising

- Departmental Advising Reports

Grade Change E-Form

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3. Select Appropriate Term and Course.

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Step 2: Select Appropriate Term and Course

1. Select appropriate term, course, and select one student per form.

If the list of courses for the selected term is disabled, it is you either have gradeable course for the selected term or grades have not been rolled into history. Please check with the Registrar's Office for when you may submit grade changes for the selected term.

Select the term for the grade change:
Select the course for the selected term:
Select the student for the grade change:

| Term Description | Term Code | Acad Year |
|----------------------|----------------------|----------------------|
| <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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4. Enter Grade Changes.

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Oregon Institute of Technology

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Step 3: Enter Grade Change

1. Enter the appropriate grade in the "Change Grade To" field.

2. Type "Dual Credit" in the "Grade Change Reason" box.

3. Click "Submit" and verify that you are not a robot.

4. Repeat for each of your students.

Grade Change Information

The new grade and the reason for grade change must be complete.

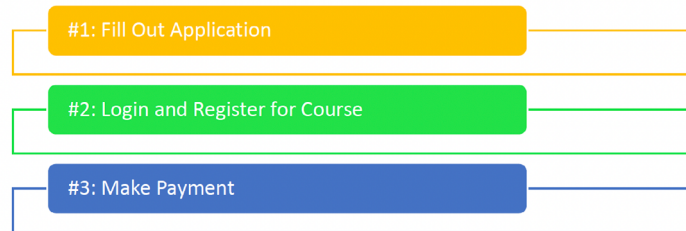
- If you are submitting a non-passing grade (F, NP), enter the last date of attendance along with the reason for grade change.
- If you are changing a grade from an incomplete, please state "incomplete removal" as the reason.

| Change Grade To | Grade Change Reason | Last Attendance Date |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Oregon's Polytechnic University

STUDENT ADMISSION, REGISTRATION, AND PAYMENT

There is a 3-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.



APPLICATION INSTRUCTIONS

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:

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 the last 2 years they filed 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 www.oit.edu/dual-credit

STEP 1: APPLY FOR ADMISSION CONT.

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

The screenshot shows the 'Step 1: Applying for Dual Credit Admission' page. It includes the Oregon TECH logo and the text 'Oregon Institute of Technology'. The main heading is 'Step 1: Applying for Dual Credit Admission'. Below this, there are two numbered instructions: 1. Go to www.oit.edu/dc-enroll. 2. Select "APPLY NOW". To the right of these instructions is a box titled 'Step 1: Apply-' containing a link to 'DUAL CREDIT APPLICATION INSTRUCTIONS' and a button labeled 'APPLY NOW' which is circled in red. Below the button is a link to 'INSTRUCCIONES DE APLICACIÓN'. The Oregon's Polytechnic University logo is at the bottom.

2. Enter Biographical Information **[Name, Date of Birth]**.


The screenshot shows the 'Step 2: Enter Biographical Information' page. It includes the Oregon TECH logo and the text 'Oregon Institute of Technology'. The main heading is 'Step 2: Enter Biographical Information'. Below this, there is a numbered instruction: 1. Fill in all required fields (name and birth date). To the right of this instruction is a form titled 'About You' with fields for 'Legal First Name (Required)', 'Middle Name', 'Legal Last Name (Required)', 'Do you have a preferred First Name that is different than your legal name that you would like to use?' (with radio buttons for 'Yes' and 'No'), 'Preferred First Name (if different from Legal First Name)', and 'Birthdate (Required)' with a date picker. The Oregon's Polytechnic University logo is at the bottom.

3. Enter Identity Information .

The screenshot shows the 'Step 3: Enter Identity Information' page. It includes the Oregon TECH logo and the text 'Oregon Institute of Technology'. The main heading is 'Step 3: Enter Identity Information'. Below this, there is a numbered instruction: 1. Choose the appropriate response under "legal sex" and gender and sexuality drop down menus, as well as the racial/ethnic background questions. To the right of this instruction is a form titled 'About You' with fields for 'Legal Sex (Required)', 'Gender (Required)', 'Sexual Identity (Optional)', 'Racial/Ethnic Background (Optional)', and 'Ancestry (Optional)'. A note states: 'PLEASE NOTE: Only the "legal sex" question is required. Sexual identity, gender identity, and racial/ethnic background questions will not be used in a discriminatory manner and are entirely optional.' The Oregon's Polytechnic University logo is at the bottom.

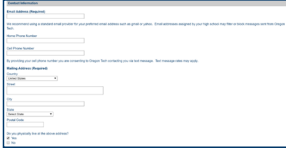
STEP 1: APPLY FOR ADMISSION CONT.

4. Enter Contact Information .


DUAL CREDIT
 Oregon Institute of Technology


Step 4: Enter Contact Information

- We will send you an email with your student ID number and next steps to the email address you provide here. Be sure to check your junk/spam folder in case your email provider mistakes us for spam.
 - Double check to make sure you type your email address correctly.
 - We recommend that you use a yahoo or gmail account rather than your high school email as high schools often block messages from Oregon Tech.
- Enter your emailing address.



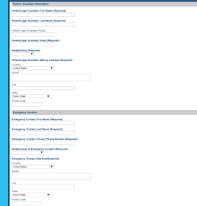
Oregon's Polytechnic University

5. Enter Parent/Guardian & Emergency Contact Information .


DUAL CREDIT
 Oregon Institute of Technology


Step 5: Parent/Guardian & Emergency Contact Info.

- Enter your parent/guardian contact information.
 - Provide parent/guardian email - if you do not have this information, please provide your valid email address.
- Enter the name and contact information for an emergency contact.



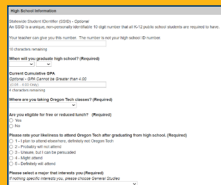
Oregon's Polytechnic University

6. Enter High School Information .


DUAL CREDIT
 Oregon Institute of Technology

Step 6: Enter High School Information

- Enter your Secure School ID (SSID). Your teacher can help you if you don't know it. This field is required for Willamette Promise students. Optional for all others.
- Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
- Enter June 1 of your graduation year
- Enter your GPA. Please note that this field is optional.
- Select "courses at my high school" if you are a dual credit student or "courses at Oregon Tech" if you are taking classes at Oregon Tech.
- Please indicate whether you qualify for free/reduced lunch at your high school. We waive tuition for qualified students.



Oregon's Polytechnic University

STEP #1: APPLY FOR ADMISSION CONT.

7. Enter Citizenship & Residency Information.



Oregon Institute of Technology

DUAL CREDIT

00101

Step 7: Enter Citizenship & Residency

1. Select your primary country of citizenship.

NOTE: You can register for dual credit even if your primary country of citizenship is not the United States.

Citizenship

Primary Country of Citizenship (Required)

Residency

Do you consider yourself a resident of Oregon? (Required)

☒ Yes

☐ No

Oregon's Polytechnic University

00101

8. Application Certification & Submission.

[illegible]

STEP #2: REGISTRATION AND LOGGING INTO TECHWEB

To log into TECHweb for the first time you will need your user name and your 9 digit 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.

1. Go to techweb.oit.edu.

2. Enter your Oregon Tech student username.

First Time Login Example:

Student Name: John Doe

Username: john.doe@oit.edu

The screenshot shows the 'Oregon TECH DUAL CREDIT' login page. It features a yellow rounded rectangle containing the title 'Step 1: TECHweb Login' and two numbered instructions: '1. Go to techweb.oit.edu.' and '2. Email = "preferredname.lastname@oit.edu"'. A callout box points to the email format with the example 'john.doe@oit.edu'. Below the instructions is a 'First Time Login Example:' section with 'Student Name: John Doe' and 'Email: john.doe@oit.edu'. To the right is a preview of the actual login form, which includes a 'Sign in' header, a text input for 'Email, phone, or Skipper', a 'Can't access your account?' link, a 'Next' button, and a 'Sign-in options' section at the bottom. The footer of the slide reads 'Oregon's Polytechnic University'.

3. Enter your Password.

The screenshot shows the 'Oregon TECH DUAL CREDIT' password entry page. It features a dark blue rounded rectangle containing the title 'Step 2: Enter Password' and three numbered instructions: '1. Enter the password that you created when you set up your account.', '2. Click "Forgot my password" if you cannot remember your password.', and '3. Still can't log in? Call 541-885-1470 for help. Make sure to have your Oregon Tech ID number ready.' A 'NOTE: Passwords expire after 365 days' is displayed. To the right is a preview of the actual password form, which includes a 'Forgot my password' link, a 'Sign in' header, a password input field, a 'Sign in' button, and a 'Sign-in options' section at the bottom. The footer of the slide reads 'Oregon's Polytechnic University'.

STEP #2: REGISTRATION AND LOGGING INTO TECHWEB CONT.

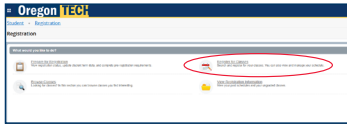
4. Registration Screen.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 3: Registration Screen

1. Navigate to:
oit.edu/register-now
2. Click "Register for Classes".



Oregon's Polytechnic University

5. Click **Continue** on the action item processing popup box.

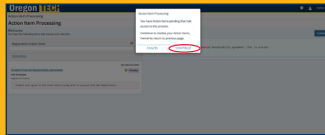
Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 4: Complete the Student Financial Responsibility Agreement

Students will only need to complete the student financial responsibility agreement once. If you have already completed this step, move on to step 7.

1. Click "Continue" on the Action Item Processing popup box.



Oregon's Polytechnic University

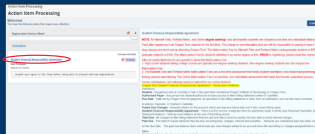
6. Click **Student Financial Responsibility Agreement** on the left side of the screen.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 4: Complete the Student Financial Responsibility Agreement (cont.)

2. Click on "Student Financial Responsibility Agreement" on the left side to review the agreement language as shown in the screenshot to the right.



Oregon's Polytechnic University

STEP #2: REGISTRATION AND LOGGING INTO TECHWEB CONT.

7. Confirm agreement, save, and continue.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 4: Complete the Student Financial Responsibility Agreement (cont.)

3. Scroll to the bottom of the right-hand side and check the box labeled **"I Confirm Agreement - Proceed to Register classes"**.

4. Click **"Save"**.

5. At the top right-hand corner of the page, click **"Continue"**.

Billing Rights Summary (In case of errors or questions, a dollar amount first list on which the suspected error or problem appeared, by directing his or her charges will be adjusted accordingly.)

1) **Notification of Changes** Oregon Tech may amend these terms and Student Financial Responsibility Agreement members of any changes in intent. Student Financial Responsibility Agreement constitutes acceptance of the new

☒ I Confirm Agreement - Proceed to Register classes

Save

Continue

Oregon's Polytechnic University

8. Enter registration PIN.

Your PIN: ***hstud**

If the above PIN doesn't work, you may try to use the Advisor PIN: **newstu**

If neither option works, contact outreach@oit.edu to request that your PIN be reset.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 5: Enter Alternate PIN

1. Your PIN is ***hstud**

If the above PIN doesn't work, you may try to use the advisor PIN: **newstu**

If neither option works, contact outreach@oit.edu to request that your PIN be reset.

Oregon TECH
Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Fall 2024

Alternate PIN*

Continue

Oregon's Polytechnic University

9. Enter CRN - Complete Registration.

Oregon TECH DUAL CREDIT
Oregon Institute of Technology

Step 6: Enter CRN - Complete Registration

1. Click on the **"Enter CRN"** tab on the top of the screen. **Do not attempt to search for your class.**

2. Enter your CRN into the CRN field. Click **"Add to Summary"**. You can add all of the classes that you intend to register for.

3. Review **"Course Summary"** on the bottom right of the page. Click **"Submit"** to complete registration.

You are finished when course status reads **"registered"**.

Oregon's Polytechnic University

STEP #3: 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. Oregon Tech will actively notify students when tuition is due. Should students have questions, please contact **outreach@oit.edu**. Due to low cost associated with dual credit courses, tuition is **non-refundable**.

After you register, you must submit payment for your courses through one of three ways:

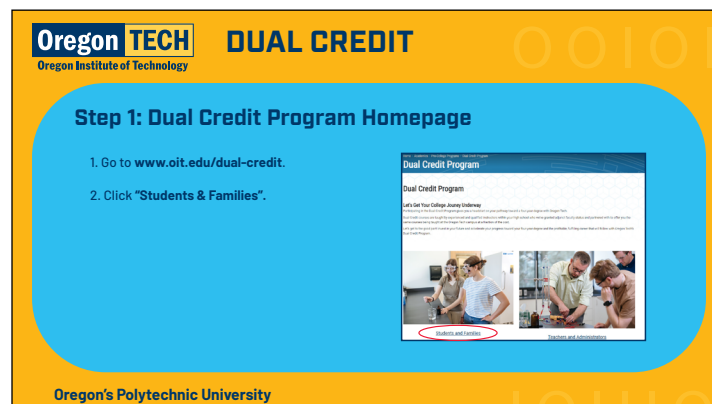
- Online Payment
- Payment by Mail
- Tuition Waiver

OREGON TECH TUITION PAYMENT OPTIONS

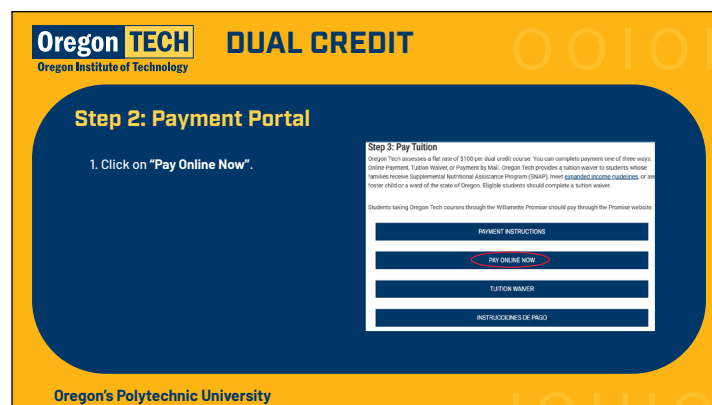
ONLINE PAYMENT

1. Go to oit.edu/dual-credit.

Click on "Students & Families".



2. Navigate to payment portal.



OREGON TECH TUITION PAYMENT OPTIONS CONT.

3. Enter Oregon Tech Email.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 3: Enter Oregon Tech Email

1. Your login is your:
firstname.lastname@oit.edu

Oregon TECH
Sign in
Email, phone, or Skype
Can't access your account?
Next
Sign in options

Oregon's Polytechnic University

4. Complete Login.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 4: Complete Login

1. Enter the 14 character password you created when you logged in to TECHweb for the first time.
2. Call the ITS help desk at 541-885-1470 to reset your password if you have forgotten it.

Oregon TECH
gale@oit.edu
Enter password
password
Forgot my password
Use an app instead
Sign in
Next

New Students
First Time Login/Password Change Instructions
Former/Returning Students
If you are unable to login because you have graduated or have not enrolled in over a year, the following resources may be helpful:
Need for Student Login
Be Held at Oregon Tech
Pay Your Bill

Oregon's Polytechnic University

5. Payment Dashboard.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 5: Payment Dashboard

1. Select "Make a payment".

Make a payment
Balance: \$0

Summary
Your account status is current. There are no outstanding bills.
**If you are waiting to pay the bill change the bill to "Payment Request Response" **

Available Items
Student Account Payments
Payment Request Response
Payment Request Response
Payment Request Response

Make a payment

Oregon's Polytechnic University

OREGON TECH TUITION PAYMENT OPTIONS CONT.

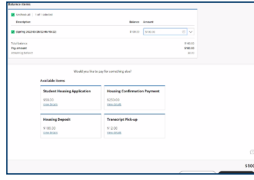
6. Complete Payment.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 6: Complete Payment

1. Choose items that you are paying for.
2. Select **"Checkout"** on the bottom right of the page.



Oregon's Polytechnic University

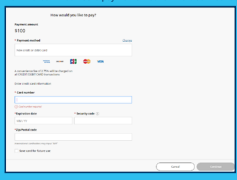
7. Choose Payment Method.

Oregon TECH
Oregon Institute of Technology

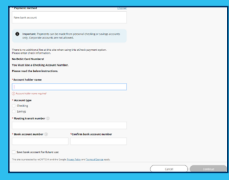
DUAL CREDIT

Step 7: Choose Payment Method

Credit Card Payment Screen
NOTE: Credit/Debit Card payments incur a 2.75% service fee.



Bank Account Payment Screen



Oregon's Polytechnic University

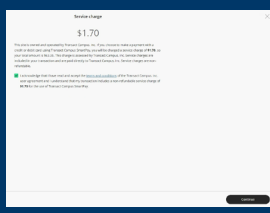
8. Service Charge.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 8: Service Charge

1. If you completed a payment using a card you will need to select the box acknowledging the charge and click **"Continue"**.



Oregon's Polytechnic University

OREGON TECH TUITION PAYMENT OPTIONS CONT.

9. Confirm Payment Details.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 9: Confirm Payment Details

1. Review your payment details and click "Pay" if they are accurate.

| Item | Amount |
|----------------------------------|---------|
| Payment 001-00000000000000000000 | \$63.35 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |
| Payment 001-00000000000000000000 | \$0.00 |

Pay

Oregon's Polytechnic University

10. Payment Confirmation.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Step 10: Payment Confirmation

1. Your payment is complete!

A receipt has been sent to your email address.

\$63.35

Thank you for your payment

You have a remaining balance of \$0

The payment receipt #60159 was sent to:
karissa.sultan@oit.edu

Oregon's Polytechnic University

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

Tuition waiver selected at application stage. If a student did not select the tuition waiver on the application, please contact outreach@oit.edu for next steps.

PROXY ACCESS

Proxy Access is a 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 that was 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.

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

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

PROXY ACCESS INSTRUCTIONS CONT.

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

1. Navigate to Parchment and create an account.

The screenshot shows the Oregon Tech Dual Credit website with a blue header. The main content area is titled "Creating a Parchment Account" and lists two steps: 1. Go to Parchment. 2. Enter your email address and follow Parchment's instructions to create your account. Below the steps, it says "Go to next step if you have already created an account." To the right, there is a small inset image of the Parchment account creation form. The footer of the slide says "Oregon's Polytechnic University".

2. Register for Parchment.

The screenshot shows the Oregon Tech Dual Credit website with a blue header. The main content area is titled "Register for Parchment" and lists two steps: 1. Create an account by entering your information as outlined in this image. 2. Move on to the next slide. To the right, there is a large form for creating a Parchment account. The form includes fields for First Name, Middle Name (optional), Last Name, Date of Birth (Month, Day, Year), Highest level of education (Name selected), Email, and Password. There is a "Sign Up" button at the bottom of the form. The footer of the slide says "Oregon's Polytechnic University".

ORDERING STUDENT TRANSCRIPTS CONT.

3. Log in or Register for Parchment.

The screenshot shows the 'Log in or Register for Parchment' page. At the top, the 'Oregon TECH' logo and 'Oregon Institute of Technology' text are on the left, and 'DUAL CREDIT' is on the right. The main heading is 'Log in or Register for Parchment'. Below it, step 1 says 'Login to Parchment if you have already created an account.' To the right is a 'Sign In' form with fields for 'Email address or username' and 'Password', a green 'Sign In' button, and links for 'Forgot your password?' and 'Don't have an account? Sign Up'. The footer says 'Oregon's Polytechnic University'.

4. Verify your email address.

The screenshot shows the 'Verify your Email Address' page. At the top, the 'Oregon TECH' logo and 'Oregon Institute of Technology' text are on the left, and 'DUAL CREDIT' is on the right. The main heading is 'Verify your Email Address'. Below it, step 1 says 'Check the email address you provided for a message from Parchment.' and step 2 says 'Follow instructions to verify your email.' To the right is a verification box with instructions: 'Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:'. It contains a green 'Verify your email address' button and an 'OR enter your verification code: cINrfl' field. Below this is a welcome message: 'Welcome to Parchment! We are really happy to have you here. Thank you, The Parchment Team'. The footer says 'Oregon's Polytechnic University'.

5. Add Oregon Institute of Technology.

The screenshot shows the 'Add Oregon Institute of Technology' page. At the top, the 'Oregon TECH' logo and 'Oregon Institute of Technology' text are on the left, and 'DUAL CREDIT' is on the right. The main heading is 'Add Oregon Institute of Technology'. Below it, step 1 says 'If you already had a Parchment account, your dashboard page will show a list of the schools you have already added and will give you an option to "Add Another School or Organization you Attended". If Oregon Institute of Technology is not on your list, choose that option.' and step 2 says 'After you add Oregon Institute of Technology, you'll see an option to "Order your Transcript". Click the green "Order" button on your dashboard.' To the right is a screenshot of a dashboard with a red circle around a green 'Order' button. The footer says 'Oregon's Polytechnic University'.

ORDERING STUDENT TRANSCRIPTS CONT.

6. Search for Oregon Institute of Technology.


DUAL CREDIT


Search for Oregon Institute of Technology

- After selecting the "Add Another School or Organization you Attended" button, you'll search for **Oregon Institute of Technology** and choose the option "College/Undergraduate".
- Click the "ADD" button.



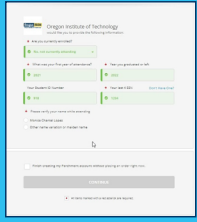
Oregon's Polytechnic University

7. Order Transcripts.


DUAL CREDIT


Order Transcripts

- If you are still taking dual credit classes, select "currently enrolled".
- If you are no longer taking dual credit classes with Oregon Tech, select "not currently enrolled".
- Enter the year you graduated high school, your Oregon Tech ID number, and the last 4 digits of your SSN.
- Verify your name and click "Confirm".



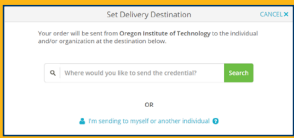
Oregon's Polytechnic University

8. Select Destination.


DUAL CREDIT

Select Destination

- You can search for colleges or high schools in the search bar or request that your transcripts be sent directly to you or another individual (i.e. your high school counselor).



Oregon's Polytechnic University

ORDERING STUDENT TRANSCRIPTS CONT.

9. Sending Transcripts to an Individual.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Ordering Transcripts to be sent to an Individual

1. You can request a copy of your transcript be sent to an individual by entering the name of the person/organization you want it to be sent to and the recipient's email.

EXAMPLE: You may enter your high school's name and your high school counselor's email to request copies of your transcript be sent to them.

RECIPIENT INFORMATION

School Name, Business, Person, or Your Name

Recipient's Email

Retype Email

Continue

Oregon's Polytechnic University

10. Consent to Credentials.

Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

Consent to Credentials

1. Sign your name in the signature block.

2. Enter your first and last name.

3. Check the box to certify that you are the person signing.
Please note the cost of your transcript on this page.

4. Click "Continue".

5. Follow prompts on following pages to complete payment.

Consent is required to order this transcript. Please review the consent below, sign your name, and enter your first and last name to complete this order.

Sign here with mouse or finger

Over Signature

Type full name as signed above

First Name Middle Name Last Name

☐ I certify under penalty of law that I am the individual identified above and am authorized to take this action.

Continue

Oregon's Polytechnic University

APPENDIX

A. Tuition Waiver

[Dual Credit - Tuition Waiver](#)

B. Drop/Withdraw Form

[Dual Credit - Drop or Withdraw Form](#)

C. Partnership Paperwork

[Willamette Promise Payment](#)

D. State Accelerated Credit Standards

[Higher Education Coordinating Commission](#)