

**DUAL CREDIT**

**STUDENT**

**GUIDE**

# 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.

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3201 Campus Drive  
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## PHYSICAL ADDRESS

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**Oregon Tech**  
3201 Campus Drive  
Klamath Falls, OR 97601

### **PORTLAND-METRO:**

**Oregon Tech**  
27500 SW Parkway Ave.  
Wilsonville, OR 97070

## 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. Dual Credit students are enrolled at Oregon Institute of Technology and are getting a head start on exciting, hands-on degree programs at Oregon's Polytechnic University.

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.

As an Oregon Tech dual credit student, we can ensure your college journey has begun. We are excited to work with you to identify if Oregon Tech is the college for you. Please note, we have personnel available to connect and [discuss your next steps](#) with Oregon Tech.

## APPLYING DUAL CREDIT TO YOUR NEXT STEPS

Oregon Tech strives to offer dual credits with a purpose that are part of general education requirements for bachelor degree programs. Please keep in mind that colleges and universities have the ultimate responsibility to evaluate all dual 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 in Oregon, 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](http://www.oit.edu/dc-advising). You can directly schedule time with a college advisor to discuss dual credit.

## TUITION AND COST FOR DUAL CREDIT PROGRAM

Oregon Tech assesses a **non-refundable** flat tuition fee of \$100 per dual credit course. Oregon Tech provides a tuition waiver to students whose families receive Supplemental Nutritional Assistance Program (SNAP), meet expanded income guidelines, or are foster child or a ward of the state of Oregon. Students who are unsure of their status can feel free to email us for guidance at [outreach@oit.edu](mailto:outreach@oit.edu).

Oregon Tech extends a significant discount on students accessing dual credit courses. On-campus students pay between \$731 (3 credit course) to \$1,218 (5 credit course) per course. Dual credit courses offer financial savings to students.

Oregon Tech also partners with high schools or the Willamette Promise to cover tuition costs for Oregon Tech dual credit. Students should talk to their teacher, or connect with Oregon Tech to see if they have a tuition charge. Students participating in Willamette Promise programming will pay the Willamette Promise a flat fee of \$30 per year or no cost if students qualify for free/reduced lunch. Teachers and Oregon Tech will assist students to identify if their course is part of the Willamette Promise Programming. More information for Oregon Tech tuition, visit [www.oit.edu/dc-enroll](http://www.oit.edu/dc-enroll). Willamette Promise payment, visit <https://www.willamettepromise.org/oregon-tech>

## STUDENT RESPONSIBILITY STATEMENT

Students registering and earning college credit in high school must understand that they are transcribing 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)
5. Students are responsible for requesting a drop or withdraw from dual credit classes.

## 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 <a href="mailto:outreach@oit.edu">outreach@oit.edu</a>
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

## 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.

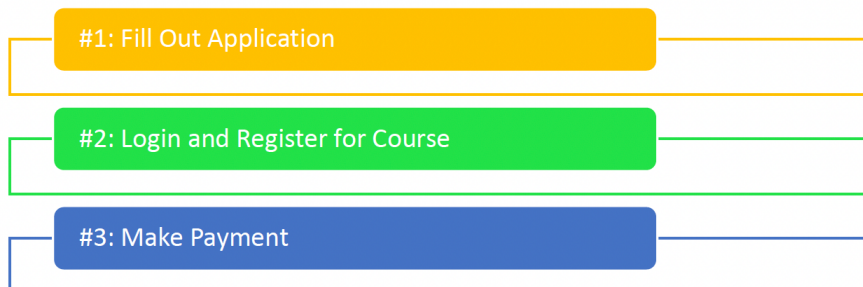
Appropriate paperwork can be found online at: [oit.edu/dc-enroll](https://oit.edu/dc-enroll).

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.

## 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.



## STEP #1: APPLY

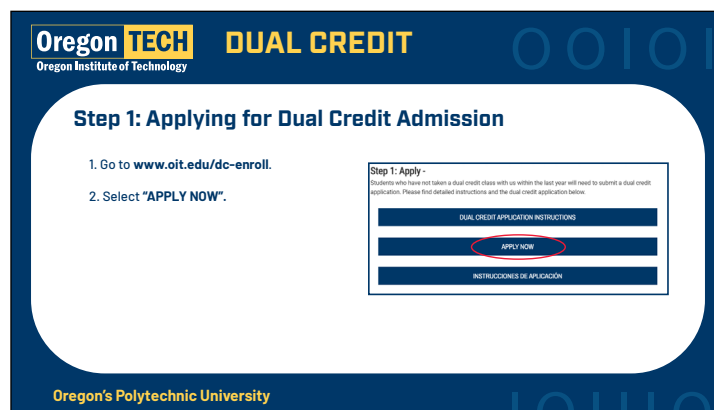
Students need to complete a simple online application to begin the enrollment process. Below is a step-by-step guide to complete this process.

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. Parent/Guardian phone number
3. 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: [oit.edu/dc-enroll](http://oit.edu/dc-enroll)

1. Go to [oit.edu/dc-enroll](http://oit.edu/dc-enroll) to start the application and select **APPLY NOW**.



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

The screenshot shows the 'Step 2: Enter Biographical Information' page. It features the Oregon TECH logo and the text 'Oregon Institute of Technology' and 'DUAL CREDIT'. The page has a dark blue background with a light blue rounded rectangle in the center. Inside the rectangle, there is a numbered instruction: '1. Fill in all required fields (name and birth date).'. Below this instruction is a bullet point: '• Please enter your legal first name. We will call you by the name you enter into the "Preferred First Name" field.' To the right of this text 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)'. The bottom of the page says 'Oregon's Polytechnic University'.

## STEP #1: APPLY CONT.

### 3. Enter Identity Information.

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### Step 3: Enter Identity Information

1. Choose the appropriate response under "legal sex" and gender and sexuality drop down menus, as well as the racial/ethnic background questions.

- 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.

You will not be required to answer reporting questions and identities (a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) (gk) (gl) (gm) (gn) (go) (gp) (gq) (gr) (gs) (gt) (gu) (gv) (gw) (gx) (gy) (gz) (ha) (hb) (hc) (hd) (he) (hf) (hg) (hh) (hi) (hj) (hk) (hl) (hm) (hn) (ho) (hp) (hq) (hr) (hs) (ht) (hu) (hv) (hw) (hx) (hy) (hz) (ia) (ib) (ic) (id) (ie) (if) (ig) (ih) (ii) (ij) (ik) (il) (im) (in) (io) (ip) (iq) (ir) (is) (it) (iu) (iv) (iw) (ix) (iy) (iz) (ja) (jb) (jc) (jd) (je) (jf) (jg) (jh) (ji) (jj) (jk) (jl) (jm) (jn) (jo) (jp) (jq) (jr) (js) (jt) (ju) (jv) (jw) (jx) (jy) (jz) (ka) (kb) (kc) (kd) (ke) (kf) (kg) (kh) (ki) (kj) (kk) (kl) (km) (kn) (ko) (kp) (kq) (kr) (ks) (kt) (ku) (kv) (kw) (kx) (ky) (kz) (la) (lb) (lc) (ld) (le) (lf) (lg) (lh) (li) (lj) (lk) (ll) (lm) (ln) (lo) (lp) (lq) (lr) (ls) (lt) (lu) (lv) (lw) (lx) (ly) (lz) (ma) (mb) (mc) (md) (me) (mf) (mg) (mh) (mi) (mj) (mk) (ml) (mm) (mn) (mo) (mp) (mq) (mr) (ms) (mt) (mu) (mv) (mw) (mx) (my) (mz) (na) (nb) (nc) (nd) (ne) (nf) (ng) (nh) (ni) (nj) (nk) (nl) (nm) (nn) (no) (np) (nq) (nr) (ns) (nt) (nu) (nv) (nw) (nx) (ny) (nz) (oa) (ob) (oc) (od) (oe) (of) (og) (oh) (oi) (oj) (ok) (ol) (om) (on) (oo) (op) (oq) (or) (os) (ot) (ou) (ov) (ow) (ox) (oy) (oz) (pa) (pb) (pc) (pd) (pe) (pf) (pg) (ph) (pi) (pj) (pk) (pl) (pm) (pn) (po) (pp) (pq) (pr) (ps) (pt) (pu) (pv) (pw) (px) (py) (pz) (qa) (qb) (qc) (qd) (qe) (qf) (qg) (qh) (qi) (qj) (qk) (ql) (qm) (qn) (qo) (qp) (qq) (qr) (qs) (qt) (qu) (qv) (qw) (qx) (qy) (qz) (ra) (rb) (rc) (rd) (re) (rf) (rg) (rh) (ri) (rj) (rk) (rl) (rm) (rn) (ro) (rp) (rq) (rr) (rs) (rt) (ru) (rv) (rw) (rx) (ry) (rz) (sa) (sb) (sc) (sd) (se) (sf) (sg) (sh) (si) (sj) (sk) (sl) (sm) (sn) (so) (sp) (sq) (sr) (ss) (st) (su) (sv) (sw) (sx) (sy) (sz) (ta) (tb) (tc) (td) (te) (tf) (tg) (th) (ti) (tj) (tk) (tl) (tm) (tn) (to) (tp) (tq) (tr) (ts) (tt) (tu) (tv) (tw) (tx) (ty) (tz) (ua) (ub) (uc) (ud) (ue) (uf) (ug) (uh) (ui) (uj) (uk) (ul) (um) (un) (uo) (up) (uq) (ur) (us) (ut) (uu) (uv) (uw) (ux) (uy) (uz) (va) (vb) (vc) (vd) (ve) (vf) (vg) (vh) (vi) (vj) (vk) (vl) (vm) (vn) (vo) (vp) (vq) (vr) (vs) (vt) (vu) (vv) (vw) (vx) (vy) (vz) (wa) (wb) (wc) (wd) (we) (wf) (wg) (wh) (wi) (wj) (wk) (wl) (wm) (wn) (wo) (wp) (wq) (wr) (ws) (wt) (wu) (wv) (ww) (wx) (wy) (wz) (xa) (xb) (xc) (xd) (xe) (xf) (xg) (xh) (xi) (xj) (xk) (xl) (xm) (xn) (xo) (xp) (xq) (xr) (xs) (xt) (xu) (xv) (xw) (xx) (xy) (xz) (ya) (yb) (yc) (yd) (ye) (yf) (yg) (yh) (yi) (yj) (yk) (yl) (ym) (yn) (yo) (yp) (yq) (yr) (ys) (yt) (yu) (yv) (yw) (yx) (yy) (yz) (za) (zb) (zc) (zd) (ze) (zf) (zg) (zh) (zi) (zj) (zk) (zl) (zm) (zn) (zo) (zp) (zq) (zr) (zs) (zt) (zu) (zv) (zw) (zx) (zy) (zz)

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### 4. Enter Contact Information.

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### Step 4: Enter Contact Information

1. 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.

2. Enter your emailing address.

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### 5. Enter Parent/Guardian & Emergency Contact Information.

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### Step 5: Parent/Guardian & Emergency Contact Info.

1. Enter your parent/guardian contact information.

- Provide parent/guardian email - If you do not have this information, please provide your valid email address.

2. Enter the name and contact information for an emergency contact.

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# STEP #1: APPLY CONT.

## 6. Enter High School Information.

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### Step 6: Enter High School Information

1. 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.
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. Enter **June 1** of your graduation year
4. Enter your GPA. Please note that this field is optional.
5. 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.
6. Please indicate whether you qualify for free/reduced lunch at your high school. We waive tuition for qualified students.

**High School Information**

Secure School ID (SSID) (Optional)

City (Required)

State (Required)

Graduation Year (Required)

GPA (Optional)

Are you taking Oregon Tech classes? (Required)

Are you eligible for free or reduced lunch? (Required)

Please select a course that interests you. (Required)

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## 7. Enter Citizenship & Residency Information.

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### 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

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## 8. Application Certification & Submission.

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### Step 8: 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.

**Application Certification**

I hereby certify that I am a high school senior or junior and that I am eligible for dual credit. I understand that this application is for dual credit only and that I am not eligible for other programs. I understand that this application is for dual credit only and that I am not eligible for other programs. I understand that this application is for dual credit only and that I am not eligible for other programs.

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## STEP #2: REGISTRATION & 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.

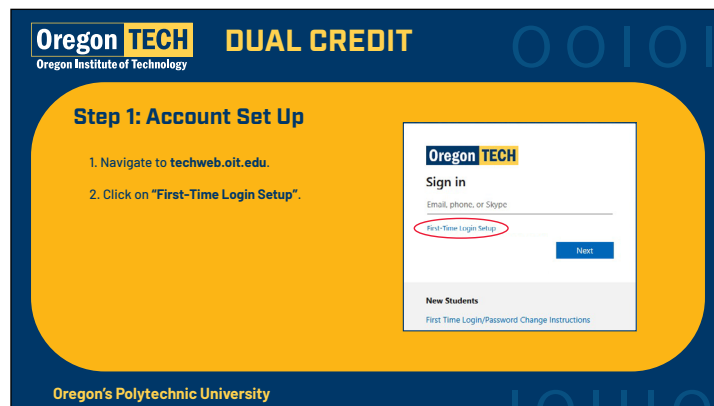
This information is delivered to your personal email address within 24 to 48 hours after you complete your application.

1. Go to **techweb.oit.edu**.
2. Enter your Oregon Tech student username. You will need access to your personal email address you used when you submitted your dual credit application.

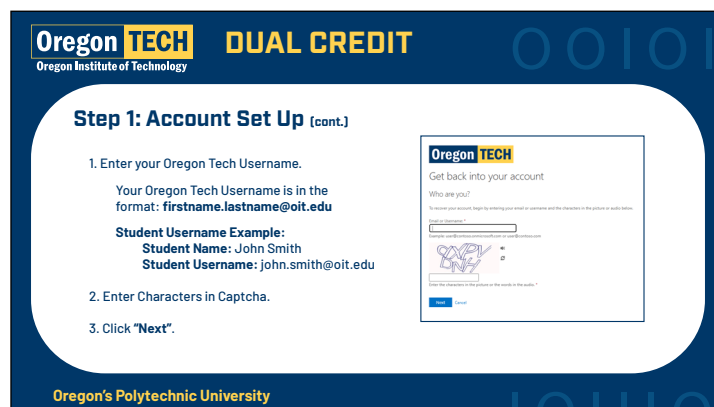
### First Time Login Example:

**Student Name:** John Doe

**Username:** john.doe@oit.edu



3. Enter your Oregon Tech username and enter the Captcha characters.



## STEP #2: REGISTRATION & LOGGING INTO TECHweb CONT.

4. Send verification to your personal email address.

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### 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 TECH**  
Get back into your account  
verification step 1 - choose a new password  
Please choose the contact method we should use for verification.  
Send my verification email

Send

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5. Enter the verification code from your personal email and click "Next".

**Oregon TECH**  
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**DUAL CREDIT**

### Step 3: Enter Verification Code

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

**Oregon TECH**  
Get back into your account  
verification step 1 - choose a new password  
Please choose the contact method we should use for verification.  
Send my verification email

Enter your verification code

Next

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6. Create a new password [see instruction page below].

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### Step 4: Create Your New Password

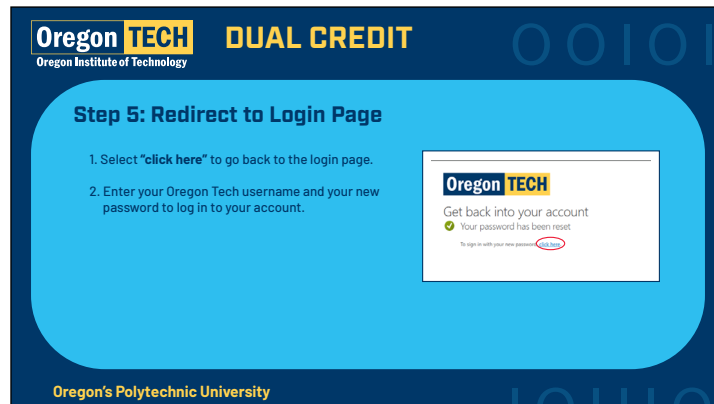
1. Type in your new password.  
**Password Requirements:**
  - At least 14 characters
  - At least one uppercase letter
  - At least one lowercase letter
  - At least one number
  - Cannot contain your first/last/preferred name
  - Cannot be one of the two previous passwords used
2. Confirm your new 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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## STEP #2: REGISTRATION & LOGGING INTO TECHweb CONT.

### 7. Redirect to Login Page.



### 8. 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.

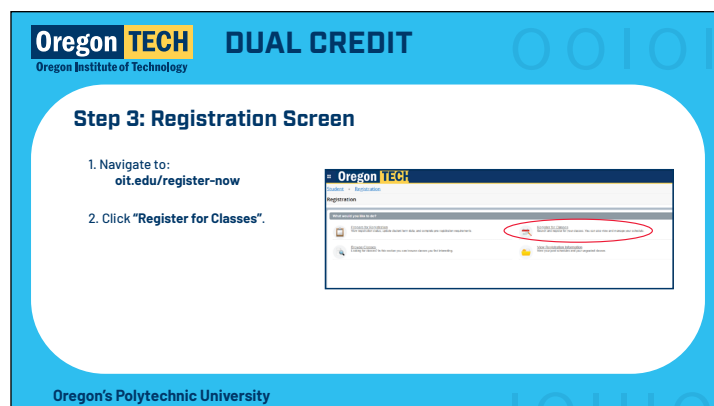
### 9. Registering for a dual credit course with Oregon Tech.

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.

### 10. Registration Screen.

Navigate to [oit.edu/register-now](http://oit.edu/register-now).

Click "**Register for Classes**".



## STEP #2: REGISTRATION & LOGGING INTO TECHweb CONT.

### 11. 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.

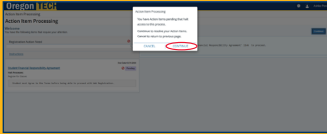
**Oregon TECH**  
Oregon Institute of Technology

**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**

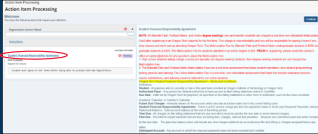
### 12. Review agreement language.

**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**

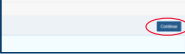

### 13. Confirm agreement, save, and continue.

**Oregon TECH**  
Oregon Institute of Technology

**DUAL CREDIT**

**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".

**Oregon's Polytechnic University**

## STEP #2: REGISTRATION & LOGGING INTO TECHweb CONT.

### 14. 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](mailto:outreach@oit.edu) to request that your PIN be reset.

The screenshot shows the Oregon TECH DUAL CREDIT registration interface. At the top, it says "Oregon TECH Oregon Institute of Technology DUAL CREDIT". The main heading is "Step 5: Enter Alternate PIN". Below this, it lists instructions: "1. Your PIN is \*hstud", "If the above PIN doesn't work, you may try to use the advisor PIN: newstu", and "If neither option works, contact outreach@oit.edu to request that your PIN be reset." To the right, there is a screenshot of the "Oregon TECH" login page with the "Student" tab selected and the "Select a Term" dropdown menu open. The "Alternate PIN" field is visible with a "Continue" button below it. The footer of the slide says "Oregon's Polytechnic University".

### 14. Enter CRN - Complete Registration.

The screenshot shows the Oregon TECH DUAL CREDIT registration interface. At the top, it says "Oregon TECH Oregon Institute of Technology DUAL CREDIT". The main heading is "Step 6: Enter CRN - Complete Registration". Below this, it lists instructions: "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.", and "3. Review 'Course Summary' on the bottom right of the page. Click 'Submit' to complete registration." To the right, there is a screenshot of the "Course Summary" table, which lists various courses with columns for CRN, Section, and Status. Below the table, it says "You are finished when course status reads 'registered'". The footer of the slide says "Oregon's Polytechnic University".

## STEP #3: COMPLETE PAYMENT

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:

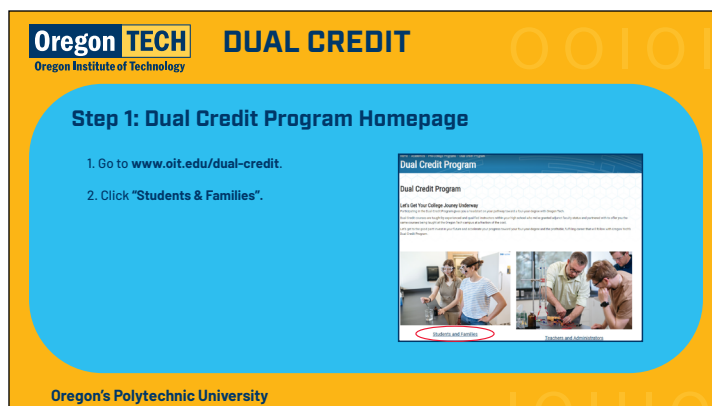
- Online Payment
- Payment by Mail
- Tuition Waiver

## OREGON TECH TUITION PAYMENT OPTIONS

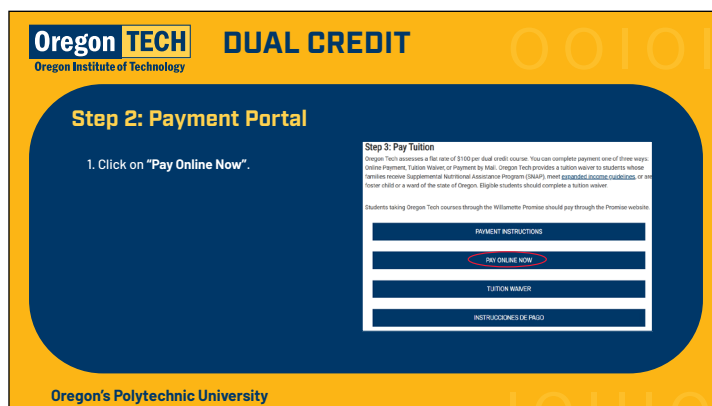
### ONLINE PAYMENT

#### 1. Go to [oit.edu/dual-credit](http://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**  
Enter password  
Forgot my password  
Use an app instead  
Sign in

**New Students**  
First Time Login/Password Change Instructions  
**Forgot/Resetting Students**  
If you are unable to sign in because you have graduated or have not enrolled in over a year, the following instructions may be helpful.  
Web for Student Login  
Be Enrolled 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".

**Summary**  
Your account shows only payments made via automatic payments.  
\*Sign in settings to pay the bill through the bill pay management system. \*Transfer Request Payments\*\*

**Available items**  
Student Account Payments  
Transfer Request Payments  
Amount

Make a payment

Oregon's Polytechnic University

# OREGON TECH TUITION PAYMENT OPTIONS CONT.

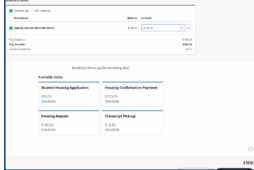
## 6. Complete Payment.

**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.

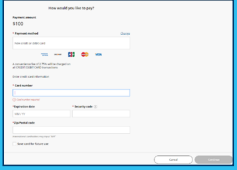
**Oregon TECH**  
Oregon Institute of Technology

**DUAL CREDIT**

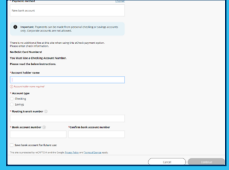
### Step 7: Choose Payment Method

#### Credit Card Payment Screen

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



#### Bank Account Payment Screen



Oregon's Polytechnic University

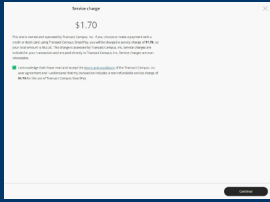
## 8. Service Charge.

**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.

The screenshot shows the 'Step 9: Confirm Payment Details' screen for Oregon Tech Dual Credit. It includes the Oregon Tech logo and the text 'Oregon Institute of Technology'. The main heading is 'Step 9: Confirm Payment Details'. Below this, it says '1. Review your payment details and click "Pay" if they are accurate.' To the right is a preview of a payment form with fields for 'Last name', 'First name', 'Email address', 'Phone number', 'Address', 'City', 'State', 'Zip', 'Payment method', 'Payment amount', 'Payment date', and 'Payment status'. At the bottom of the preview are 'Cancel' and 'Pay' buttons. The footer of the screen says 'Oregon's Polytechnic University'.

### 10. Payment Confirmation.

The screenshot shows the 'Step 10: Payment Confirmation' screen for Oregon Tech Dual Credit. It includes the Oregon Tech logo and the text 'Oregon Institute of Technology'. The main heading is 'Step 10: Payment Confirmation'. Below this, it says '1. Your payment is complete!' and 'A receipt has been sent to your email address.' To the right is a confirmation box with a green checkmark, the amount '\$63.35', the text 'Thank you for your payment', 'You have a remaining balance of \$0', and 'The payment receipt #60159 was sent to: karissa.sultan@oit.edu'. The footer of the screen says '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](mailto:outreach@oit.edu) for next steps.

## 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 complete 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.
4. You have the right to submit an appeal in the case of an academic record dispute. Students wishing to appeal academic record may start the process by emailing a description of their appeal at outreach@oit.edu

Oregon Tech's Student Code of Conduct: Student Rights and Responsibilities [handbook](#) is available for review. [FERPA Resources](#) and information 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

## PROXY ACCESS INSTRUCTIONS CONT.

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.

### 1. Navigate to Parchment and create an account.

The screenshot shows the Oregon Tech Dual Credit website. The header includes the Oregon Tech logo and the text "Oregon Institute of Technology" and "DUAL CREDIT". 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 thumbnail image of the Parchment account creation interface, which shows a "Create Account" button and a "Log In" button. The footer of the website mentions "Oregon's Polytechnic University".

# ORDERING STUDENT TRANSCRIPTS CONT.

## 2. Register for Parchment.

**Oregon TECH**  
Oregon Institute of Technology

### DUAL CREDIT

#### Register for Parchment

1. Create an account by entering your information as outlined in this image.
2. Move on to the next slide.

**Registration Form:**

First Name  Middle Name (optional)  Last Name

☐ I am a parent / legal guardian

Date of Birth: Month  Day  Year

Highest level of education:

Name selected:

Email:

Password:

• 10 Character minimum  
• At least one upper case, lower case, and number

[Sign Up](#)

By signing up you agree to the Parchment terms of use and privacy policy

Oregon's Polytechnic University

## 3. Log in or Register for Parchment.

**Oregon TECH**  
Oregon Institute of Technology

### DUAL CREDIT

#### Log in or Register for Parchment

1. [Login to Parchment](#) if you have already created an account.

**Sign In Form:**

Email address or username

Password

[Sign In](#)

[Forgot your password?](#)

Don't have an account? [Sign Up](#)

Oregon's Polytechnic University

## 4. Verify your email address.

**Oregon TECH**  
Oregon Institute of Technology

### DUAL CREDIT

#### Verify your Email Address

1. Check the email address you provided for a message from Parchment.
2. Follow instructions to verify your email.

**Verification Form:**

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:

[Verify your email address](#) OR enter your verification code:


Welcome to Parchment! We are really happy to have you here.

Thank you,  
The Parchment Team

Oregon's Polytechnic University

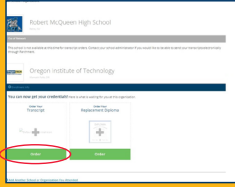
# ORDERING STUDENT TRANSCRIPTS CONT.

## 5. Add Oregon Institute of Technology.


**DUAL CREDIT**

### Add Oregon Institute of Technology

- 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.
- After you add Oregon Institute of Technology, you'll see an option to **"Order your Transcript"**. Click the green **"Order"** button on your dashboard.



Oregon's Polytechnic University

## 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.



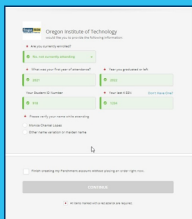
Oregon's Polytechnic University

## 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

# ORDERING STUDENT TRANSCRIPTS CONT.

## 8. Select Destination.

**Oregon TECH**  
Oregon Institute of Technology

### DUAL CREDIT

#### Select Destination

1. 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).

Set Delivery Destination

Your order will be sent from Oregon Institute of Technology to the individual and/or organization at the destination below.

Where would you like to send the credential?

Search

OR

I'm sending to myself or another individual

Oregon's Polytechnic University

## 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 credential. Your access to this information is pending to the type of consent that is required to complete this order.

Sign here with mouse or finger

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