

ABOUT THE CATALOG

The catalog describes credit courses and programs, admission requirements, registration procedures, student services and policies, and general information. The College publishes a new catalog each year. Students are admitted under the current catalog's program requirements. The catalog course and program information is the source for the credit class schedule and GradTracks.

If catalog formatting makes the information difficult to access due to a disability, please contact [Assessment and Curriculum \(fclark2@coocc.edu\)](mailto:fclark2@coocc.edu).

How to Read Course Information

Credit courses are grouped alphabetically by the subject prefix and then by number. It is important that students use course information to make informed decisions about enrolling in courses.

Courses and Sections

Courses

Course listings and outlines are the approved course description. The catalog lists all active credit courses, but not all courses are offered every term.

Sections

Courses sections are published in the [credit class schedule](#). Each section has a syllabus that describes its unique aspects, such as grading method and assignments.

Course Numbering

Courses numbered 100 to 299 (e.g., MTH 111 College Algebra) are college level and designed to meet program requirements or transfer to a four-year institution.

Courses numbered below 100 (e.g., MTH 060 Beginning Algebra) are below college level and usually do not transfer to four-year institutions.

Adult continuing education courses (offered through [Continuing Education](#)) and adult basic skills courses (offered through [Adult Basic Skills](#)) are non-credit, non-transferable classes focused on building skills.

The course number and title are listed first and followed by the number of quarter credit hours in parentheses. Prerequisites, corequisites, and recommended preparation are identified. Individual sections may have unique prerequisites which are listed in the schedule.

Definitions

Prerequisites are courses or other requirements that must be met before enrollment. If students are enrolled in the current term in a prerequisite course, they will be able to register for the future course before a grade is posted. However, if they do not receive a C grade or higher in the prerequisite course, they will be automatically dropped from the future course.

A *prerequisite with concurrency* is a course which must be completed before or while attending the selected course.

A *corequisite* course must be taken concurrently with a given course.

Recommended preparation is similar to a prerequisite but not enforced in the registration process; students should contact the instructor

with questions about enrolling in a course without having completed recommended preparation.

The *course description* summarizes the course content.

The *course outline* includes course learning outcomes, instructional contact hours, topics, and required materials.

How to Read Program Information

Overview

The overview provides a brief description of the program and program learning outcomes.

Entrance Requirements

Entrance requirements may include academic (required and recommended) and other (required and recommended). Additional program costs list expenses in addition to standard tuition, fees, and textbook expenses.

Program Requirements

This lists courses required to complete the program and is followed by advising notes.

Sample Plan and Time to Completion

The sample plan is a recommended schedule for full-time students who require no preparatory skills courses. Students should work with their academic advisor to develop an individualized plan and to estimate time to completion.

Assurance

The information included in this catalog reflects an accurate picture of Central Oregon Community College at the time of its publication. However, conditions can and do change. The College reserves the right to make any necessary changes in the information including the calendar, procedures, policies, services, curriculum, course content, and costs. In the event a correction or change is made, the college will publish this information on the [catalog addendum](#). Note that PDF files downloaded from a page will always include any changes, but previously printed copies of the catalog may not.

Catalog Production

Assessment and Curriculum produces the catalog with Leapfrog Technologies CourseLeaf catalog management system.

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