



College NOW

2021-2022 FAMILY LETTER

College Now Student and Parent/Guardian,

You are enrolled in a high school class that is part of a dual credit agreement between [Name] High School and Central Oregon Community College, meaning you can register for and earn college credit for the class through the College Now program at COCC. Credits earned for [Course Number, Course Name] will appear on your COCC transcript.

You must register by **[Weekday, Month Day, Year,]** for COCC credit at a cost of \$25 per credit. Late registrations are not accepted.

How would you benefit from taking college credit classes while in high school?

- **Cost savings** - Pay \$25 per credit instead of \$109 per credit plus fees for on-campus COCC classes.
- **Shorter time to certificate or degree completion** - Earning credits now can put you on the path to earning a college certificate or degree.
- **College expectations** – Become familiar with college processes and expectations for a smoother transition from high school to college.

Registration and Payment

If you decide to register for COCC credit, you must complete the registration form that includes the following required information.

- Full mailing address and phone number
- Personal email address (not school email address); personal email address required by COCC's student information system
- Parent's or guardian's name in the Release of Information box on the form and sign the form to comply with Family Educational Rights and Privacy Act (FERPA), if you want them to access your grades (see more information about FERPA below)

When you have finished filling in every box on the form, email the registration to collegenow@cocc.edu by [Weekday, Month Day, Year].

Your College Now fees are \$25 per credit (\$100 for the 4-credit course). COCC is working on a new payment process to better align to the remote nature of [High School Name]'s Comprehensive Distance Learning model and will communicate payment information to you as soon as it is finalized. Fees are not refunded if you drop the COCC class.

FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act of 1974. FERPA is a federal law that provides students the following rights:

1. The right to inspect and review their educational record within 45 days of request.

2. The right to request an amendment of their educational records that the student believes to be inaccurate or misleading.
3. The right to file a complaint with the US Department of Education concerning alleged failures of an institution to comply with FERPA.
4. The right to consent to disclosure of personally identifiable information contained in the educational record, except where FERPA exceptions apply.

FERPA rights begin *when a student enrolls at a post-secondary institution, regardless of age*. Therefore, a student's educational records are confidential and COCC will not release this information to anyone, including parent(s)/guardian(s) without a student's written consent. Please see our website for additional information:

cocc.edu/departments/disability-services/confidentiality-and-ferpa.aspx.

What are your responsibilities as a College Now student?

- **Pass the class** - Understand exactly what you must do to pass the class, including course outcomes and requirements, class policies, assignments and assessments. Share the syllabus with your parent or guardian.
- **Take classes that will apply to your future degree plans** - All college credits earned in high school count toward the Federal Financial Aid limits and Oregon Promise 90-credit maximum, so be sure any credits you earn apply toward your future degree and will be accepted by the college you plan to attend. Check your future college or university's Transfer Tool to be sure they will accept your credits.
- **Drop the class if necessary** - You have the option to drop a College Now course by set deadlines if you are doing poorly in the class. If you do not pass the class, a poor College Now grade can impact your ability to get financial aid in the future. If you drop the college credits, you may still complete the requirements for high school credit. **There is no refund** if you drop a College Now course.

For more information about Federal Financial Aid and Oregon Promise, go to COCC's Financial Aid web page at <https://www.cocc.edu/departments/financial-aid/default.aspx>.

Program Contacts

If you have questions, please contact College Now staff at 541.504.2930 or collegenow@cocc.edu