



Oregon
Institute
of Technology



Registration Guide

2011 - 2012
Fall | Winter | Spring

Table of Contents

Academic Calendar.....	3	Financial Aid Refund/Repayment.....	15
Campus Directory	4	Student Information	15
Who May Register	5	Directory Information	
When to Register	6	SSN Disclosure	
How to Register on the Web.....	7	Non-discrimination Policy	
Online Class Schedule Key	9	Students with Disabilities	
Web for Student Navigation.....	10	Student Health Center	16
Traditional Registration.....	12	Drug & Alcohol Policy	17
Course Drop and Withdrawal.....	12	Final Exam Schedule.....	19
Audit, Grading and Repeat Policies.....	13	Graduation	20
Tuition and Fees	14	Distance Education	21
		<i>Web</i> REG Worksheet	22
		Campus Map.....	back cover

Get Ahead and Still Have Time to Play



Attend Summer Term 2012!

Academic Calendar

Fall 2011

May

9-19 Fall priority registration

September

22 Registration (for those not registered in advance)
 23-25 New student orientation
 26 Fee payment begins
 26 Classes begin
 30 Last day to use *WebREG* for registration, adds/drops

October

7 Last day to pay fees or register without late charges
 7 Last day to change to audit or drop with no record
 8 Late fees begin

November

7-18 Winter priority registration
 11 Veterans Day Holiday
 14 Last day to withdraw from a course with a "W"
 23-27 Thanksgiving Holiday (begins 1:00pm)

December

2 Last day to completely withdraw from ALL classes
 5-8 Final exams week
 9 Term ends (all payment plans and emergency loan payments due)
 12 Grades due from instructors (12:00 noon)

Winter 2012

November

7-18 Winter priority registration

January

9 Registration (for those not registered in advance)
 9 New student orientation
 9 Classes begin
 9 Fee payment begins
 13 Last day to use *WebREG* for registration, adds/drops*
 16 Martin Luther King Jr. Holiday
 20 Last day to pay fees or register without late charges
 20 Last day to change to audit or drop with no record
 21 Late fees begin

February-March

20-1 Spring priority registration

February

24 Last day to withdraw from a course with a "W"

March

16 Last day to completely withdraw from ALL classes
 19-22 Final exams week
 23 Term ends (all payment plans and emergency loan payments due)
 26 Grades due from instructors (12:00 noon)

Spring 2012

February-March

20-1 Spring priority registration

April

2 Registration (for those not registered in advance)
 2 New student orientation
 2 Classes begin
 6 Last day to use *WebREG* for registration, adds/drops*
 2-13 Fee payment
 13 Last day to pay fees or register without late fees
 13 Last day to change to audit or drop with no record
 14 Late fees begin

May

7 Summer registration for all students
 14-24 Fall priority registration
 18 Last day to withdraw from a course with a "W"
 28 Memorial Day Holiday

June

8 Last day to completely withdraw from ALL classes
 11-14 Final exams week
 15 Term ends (all payment plans and emergency loan payments due)
 11 Commencement
 13 Grades due from instructors (12:00 noon)

Key Dates for Future Terms

Summer 2012

May 7
 June 25
 Aug 17

Registration for all students
 Classes begin (8wk session)
 Term ends

Fall 2012

May 14-24
 September 24
 Fall priority registration
 Classes begin

Campus Directory

Office	Location	Phone
Admissions	College Union	541-885-1150
Affirmative Action	Snell Hall - Main Level Rm 108	541-885-1108
Athletic & Fitness Center	Fitness Center	541-885-1620
Business Office	Snell Hall Main Level	
Cashier		541-885-1203
Director		541-885-1628
Tuition & Fees		541-885-1204
Campus Security	Main Campus Entrance	541-885-1111
Career Services	Learning Resource Center - Second Level	541-885-1020
Center for Learning & Teaching	Learning Resource Center - Second Level	541-885-1791
Counseling	Student Health Center	541-885-1800
College Union Information Desk	College Union - Main Level	541-885-1030
Financial Aid	College Union - Main Level	541-885-1280
Multicultural Student Services	College Union - Second Level	541-885-1389
Orientation	Center for Learning and Teaching	541-885-1790
Paper Owl Bookstore	College Union	541-885-1050
Portland Operations	7726 SE Harmony Rd, Portland	503-821-1250
President's Office	Snell Hall - Top Level	541-885-1100
Provost's Office	Snell Hall - Top Level	541-885-1180
Public Relations	Snell Hall—Top Level	541-885-1160
Registrar' Office	Snell Hall- Lower Level	541-885-1300
Registration		541-885-1305
Graduation Petitions		541-885-1301
Grades		541-885-1314
Transcripts		541-885-1305
Transfer Evaluations		541-885-1302
Veteran's Affairs		541-885-1307
Withdrawal Information		541-885-1305
Residence Hall Office	Residence Hall - Second Level	541-885-1080
Residence Hall after 4 p.m.	Residence Hall - Main Level	541-885-1088
Services for Students with Disabilities	Learning Resource Center	541-885-1129
Student Activities (ASOIT)	College Union	541-885-1825
Student Employment Service	Learning Resource Center	541-885-1020
Student Health Center		541-885-1800
Tech Opportunities Program	Learning Resource Center	541-885-1125
Tutoring Services	Learning Resource Center	541-885-1791
Veteran's Affairs	Snell Hall - Lower Level	541-885-1307

Registration Essentials

Who May Register

Admitted Students

All student who wish to take more than eight credits in a term, receive financial aid and/or graduate from OIT, must apply and be accepted for admission. Admitted students, who are new to Oregon Institute of Technology, whether entering from high school or transferring from another college, must participate in a Registration, Opportunity for Advising and Direction Program (ROAD). Registration for new students occurs in the summer and at the beginning of each term. For more information regarding new student registration please contact The Center for Learning and Teaching at 541-885-1791 or email cflat@oit.edu.

Re-admission

Previously admitted students who have attended OIT but were not enrolled during the previous four academic terms need to apply for re-enrollment. Stop by the Admissions Office in the College Union, call 541-885-1150 or email oit@oit.edu for additional information. Re-enrolling students may register during priority registration based on total earned credit hours. See the Priority Registration Schedule on page 6 for time and dates.

Non-admitted Student Registration

New students preferring to register for 8 credits or less may register as non-admitted (non-matriculated) students without being formally admitted. The non-admit student application may be completed online at www.oit.edu/admissions. The non-admit application must be completed at least one week prior to enrollment to avoid processing delays.

While advisor approval is not required for non-admitted students, you may wish to consult with an advisor prior to registering. Please be sure to read the complete instructions regarding registration printed in this schedule.

New non-admitted students who plan to take any math or writing courses must take placement tests prior to registration. Students may arrange to take these tests by calling 541-885-1791.

Continuing students who are non-admitted (non-matriculated) are able to register during priority registration. See the Priority Registration Schedule on page 6 for times and dates.

Where to Get Help with Admissions

On the Klamath Falls Campus, stop by the Admission's Office in The College Union, visit www.oit.edu/admissions, email oit@oit.edu, call 541-885-1150 or 1-800-422-2017.

How to Register

Steps to Follow Before Registration

Prior to registering, you will need to complete the following steps:

1. Meet with your faculty advisor. A meeting with your faculty advisor is required each term, unless you are a non-admitted student. Make an appointment with your advisor before your scheduled registration time.
2. Complete a *WebREG* worksheet (see page 22) with your advisor.
3. Obtain your Advisor PIN (Personal Identification Number) from your advisor. Each term, you will need to obtain a new Advisor PIN from your advisor. If you are a non-admitted student, the Advisor PIN is always nadmit (in lower case).
4. Resolve any holds that might prevent you from registering. Your advisor can direct you to the correct campus office. (It's wise to also check your holds in Web for Student to ensure that no holds have been added since the last time you registered).

5. If you will be registering via Web-REG (see page 7), login before your appointment time to make sure your login works if this is your first time or to see if you remember your PIN, if you logged in previously.

If You Experience Login Problems

Ask for help through one of the methods listed below. If you have entered a Security Question and Answer previously and have now forgotten your PIN, you can use the "Forgot PIN?" button and then type in your Security Answer, which is case sensitive. With your correct Security Answer, the system will prompt you to change your PIN and you will be logged in. If you still can't login, present your photo ID at the OIT Registrar's Office or call (541) 885-1305. If you call, the Registrar's staff will ask questions to establish your identity. If you are unable to appear in person or call, you may submit a written or faxed request. The written request to reset your PIN should also include your Student ID, your signature, your date of birth and a copy of a legible photo ID. You may fax your request to 541- 885-1274.

Excessive Course Load

Students are allowed to register for 21 credit hours (including audits) during an academic quarter without special permission. Fifteen credits are the maximum for summer session. Students wishing to register for an overload must have a 3.0 cumulative GPA and receive special approval from the advisor and the registrar. The class schedule will provide associated tuition costs.

Where to Get Help with Registration

On the Portland Campus call (503) 821-1250 or e-mail portland@oit.edu; Distance Education call (866) 497-0008 or e-mail de@oit.edu; Klamath Falls Campus stop by the Registrar's Office in Snell Hall, call (541) 885-1305 or e-mail registrar@oit.edu.

Registration Essentials

When to Register

Students begin registering for classes during the priority registration period and may continue to make changes to their schedule after the term begins. Priority registration times are based on your last name and total earned credits, including transfer credits accepted by OIT. Credits in which you are currently enrolled are not included in determining the time of your registration. You can find your scheduled registration time by looking it up in Web for Student, asking your advisor during your advising session or on the registration schedule to the right.

Your scheduled registration time is the first opportunity you will have to register for the term. A credit check is made and students who are ahead of their appointed time will not be allowed to continue. You should register as soon as possible once your registration date and time arrives in order to increase your chances of securing a seat in your preferred courses.

Registration Deadlines

The Academic Calendar, located on the first page of the Registration Guide lists deadlines related to adding, dropping and withdrawing from classes. You may continue to utilize Web for Student to register, add, or drop classes through the first week of the term. On the second Monday of the term WebREG will be unavailable and you must obtain advisor and instructor signatures for all registration transactions.

Classes may be added or dropped with no record through the second week of the term, fees may apply (see the refund schedule on page 14). However, if a student withdraws from all courses, the student's transcript will note "Complete Withdrawal." You may withdraw from individual courses through the seventh week of the term to receive a "W" on your OIT transcript.

Non-attendance

If you register, pay fees and then decide not to attend OIT for that term, you may receive a full refund if you drop your courses using your Web for Student before classes begin. If you have any questions, please feel free to contact the Registrar's Office at (541) 885-1300.

Priority Registration Schedule for the 2011-2012 Academic Year

Earned Credit	Fall 2011	Winter 2012	Spring 2012	Time	First Letter Last Name
200 & Over	May 9	Nov 7	Feb 20	0800-0500	All
Graduate Level	May 9	Nov 7	Feb 20	0800-0500	All
OHSU Students	May 9	Nov 7	Feb 20	0800-0500	All
185-199	May 10	Nov 8	Feb 21	0800-1030	All
170-184	May 10	Nov 8	Feb 21	1030-1230	All
155-169	May 10	Nov 8	Feb 21	1230-0230	All
140-154	May 10	Nov 8	Feb 21	0230-0500	All
130-139	May 11	Nov 9	Feb 22	0800-1030	All
120-129	May 11	Nov 9	Feb 22	1030-1230	All
110-119	May 11	Nov 9	Feb 22	1230-0230	All
100-109	May 11	Nov 9	Feb 22	0230-0500	All
95-99	May 12	Nov 10	Feb 23	0800-1030	All
90-94	May 12	Nov 10	Feb 23	1030-1230	All
85-89	May 12	Nov 10	Feb 23	1230-0230	All
80-84	May 12	Nov 10	Feb 23	0230-0500	All
75-79	May 13	Nov 14	Feb 24	0800-1030	All
70-74	May 13	Nov 14	Feb 24	1030-1230	All
65-69	May 13	Nov 14	Feb 24	1230-0230	All
60-64	May 13	Nov 14	Feb 24	0230-0500	All
55-59	May 16	Nov 15	Feb 27	0800-1030	All
50-54	May 16	Nov 15	Feb 27	1030-1230	All
45-49	May 16	Nov 15	Feb 27	1230-0230	All
40-44	May 16	Nov 15	Feb 27	0230-0500	All
35-39	May 17	Nov 16	Feb 28	0800-1030	All
30-34	May 17	Nov 16	Feb 28	1030-1230	All
25-29	May 17	Nov 16	Feb 28	1230-0230	All
20-24	May 17	Nov 16	Feb 28	0230-0500	All
15-19	May 18	Nov 17	Feb 29	0800-1030	All
10-14	May 18	Nov 17	Feb 29	1030-1230	All
5-9	May 18	Nov 17	Feb 29	1230-0230	All
1-4	May 18	Nov 17	Feb 29	0230-0500	All
0	May 19	Nov 18	March 1	0800-1030	A-F
0	May 19	Nov 18	March 1	1030-1230	G-M
0	May 19	Nov 18	March 1	1230-0230	N-Z
Non-admitted	May 19	Nov 18	March 1	0230-0500	All

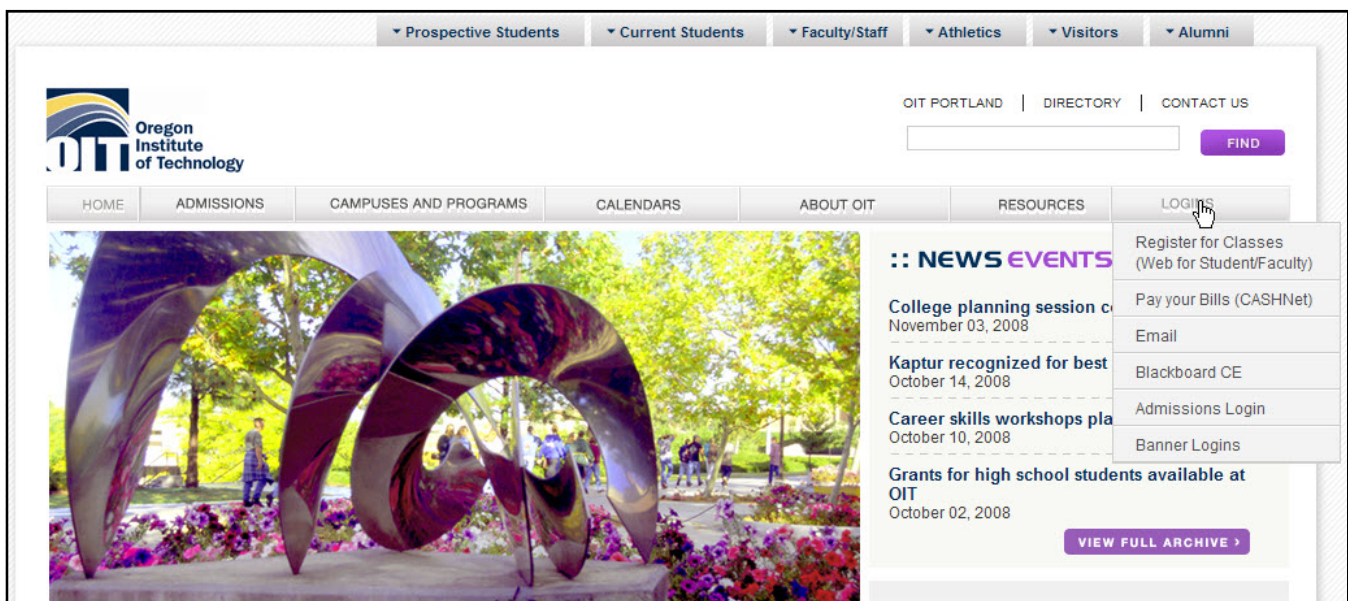
Registration Essentials

How to Register on the Web

WebREG is the nickname for OIT's Web for Student Registration and Information System. You may also hear it referred to as Web for Student. OIT students can register for classes, look up their grades, view their unofficial transcripts, update their personal information and more. You may utilize *WebREG* anywhere that you can access the World Wide Web. Computers for student use are available in the Registrar's Office in Snell Hall.

Instructions

1. Access the OIT home page at www.oit.edu
2. Point to the "**Logins**" link on the menu bar, and then select "**Register for Classes (Web for Student/Faculty)**"



3. To login, **enter your Student ID number and your PIN** (Personal Identification Number). The first time you login, your temporary PIN is your date of birth in MMDDYY order. Once you have logged in successfully, you will be asked to **change your PIN to something more private**.
 - Do not use your date of birth again.
 - Use exactly six characters, and at least one character must be numeric.
 - For your security, you must include at least one number in your PIN.
 - Figure out a way to always remember your PIN. For your security, OIT will not tell anyone your PIN (including you!) over the phone or email.
 - The PIN for login doesn't change each term like the Advisor PIN. It only changes when you decide to change it.
4. At initial login, you will also be prompted to **give yourself a Security Question and Security Answer**. Later, if you can't remember your PIN, you can click on the "Forgot PIN?" button and your Security Question will display. You can then type in your Answer. A prompt will ask you to change your PIN and you will then be logged in. **Choose a Security Question that requires a short answer unique to you**. Do not use your PIN as part of your Security Answer. (If you can't remember your PIN to login, you won't remember it as your Security Answer either). Choose your Question so the Answer is easy for you to remember but others could not guess it. For example, "What is my mother's maiden name?" The Security Answer is case sensitive and limited to 30 characters. However, a much shorter Answer is highly recommended.

Registration Essentials

- If you have not yet registered for classes you will be prompted to verify your address and emergency contact information. After you verify your contact information you will be directed to the "Register, Add or Drop Classes" page. If you have already registered for some classes select "Student Registration Information" then "Register, Add or Drop Classes."
- Enter your **Advisor PIN**. If you do not have an Advisor PIN see "Steps to Follow Before Registration" on page 5.
- To search for classes click on the **Class Search** button. The search feature allows students to look up classes according to subject, course number, title, credit hours, campus, instructor, start and end times, and days of the week.
- Select a class you want to register for by **checking the box to the left of the CRN** (Course Reference Number). Then select the **Register** button to add the class.

Sections Found																			
Accounting																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	24738	ACC	101	99C	K	3.000	WEB Intro to Accounting		TBA	25	0	25	0	0	0	Carmen Morgan (P)	01/05-03/20	WEB	
<input type="checkbox"/>	22717	ACC	201	99C	K	4.000	WEB Prin of Acct I		TBA	25	7	18	0	0	0	Richard L. Bailey (P)	01/05-03/20	WEB	
<input type="checkbox"/>	23285	ACC	202	01	K	4.000	Prin of Accounting II	MTWR	09:00 am-09:50 am	20	2	18	0	0	0	Janet B. Wolverton (P)	01/05-03/20	OW 207	
<input type="checkbox"/>	24480	ACC	205	99C	K	3.000	WEB Computerized Accounting		TBA	25	0	25	0	0	0	Carmen Morgan (P)	01/05-03/20	WEB	
<input type="checkbox"/>	21376	ACC	320	01	K	4.000	Cost Accounting I	MTWR	08:00 am-08:50 am	15	6	9	0	0	0	Janet B. Wolverton (P)	01/05-03/20	OW 201	

- Alternatively you can view the online schedule of classes at www.oit.edu/schedule (see page 9 for the online class schedule key) and write down the CRN's of the classes you want to register for, then you may enter them directly at the bottom of the Register, Add or Drop classes screen in *WebREG*.

Add Classes Worksheet

CRNs

Wait Lists

The Web for Student online system allows students to add themselves to an existing wait list for some closed classes. A wait list is simply an ordered list of students who would like to become registered in the closed class if a registered student drops the course.

Usually, wait lists are established only for a few classes that have a limited number of seats. The instructor must request that a wait list be created. Once a wait list is established and the class becomes closed, students can add themselves to the wait list providing that wait list slots remain vacant. Here's how:

- Use *WebREG* to add the class.
- A registration error message will display indicating that the class is closed. If a wait list has been established for the class and the wait list is not full, there will be a drop-down list to the left of the CRN of the class. Classes without established wait lists will not have this drop-down list option.
- Select Wait List from the drop-down list.
- Click on the Submit Changes button.

When a registered student drops the class, the instructor will contact the first student on the wait list to learn if the student still wants to be registered in the class. No one can register ahead of the wait-listed students via *WebREG*. It is important that a current phone number and email address is available to the class instructor in the Web for Student system, so check your information through the Update Contact Information menu item.

Online Class Schedule Key

View the Online Class Schedule at www.oit.edu/schedule

4	1	2	3	5	6	7	8	9	10	11	12
BIO102											
General Biology											View Description
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
20197	01	4	M,W,F	9:00-9:50	Klamath DOW263	Sale, K	Open(14/30)				
General Biology Lab											View Description
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
20952	01L	0	R	8:00-10:50	Klamath DOW263	Sale, K	Open(4/15)				
21739	02L	0	W	2:00-4:50	Klamath DOW263	Sale, K	Open(10/15)				
BIO105											
Microbiology											View Description
CRN	Sec	Cr	Days	Time	Location	Instructor	Status				
22118	01	4	M,W,F	1:00-1:50	Klamath BH145	Clark, B	Closed(26/14)				
25171	02	4	M,W,F	10:00-10:50	Klamath DOW252	Clark, B	Closed(33/32)				
Microbiology Lab											View Description

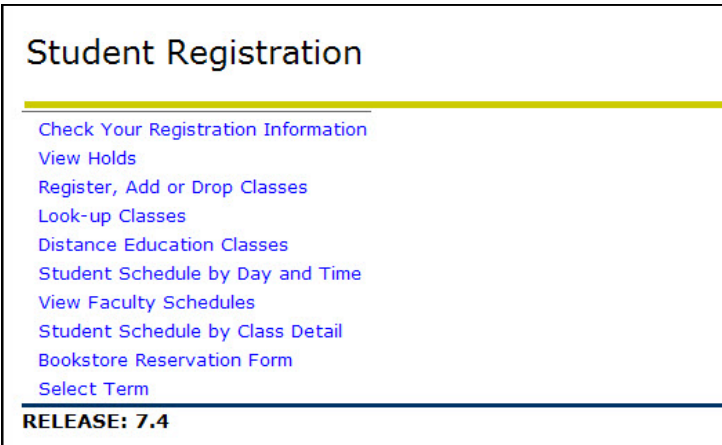
- Subject** - These letters indicate the department or academic unit offering the course.
- Course Number** - Courses numbered 0-99 are not applicable toward degree requirements, 100-299 are lower-divisions, 300-499 are upper-division.
- Title** - is the catalog title of the course listed as it will appear on your OIT transcript.
- CRN** - is the course reference number that is used to request a course on your class schedule or Add/Drop Form. Your course enrollment is entered on the computer by use of this number. Please copy it accurately.
- Sec** - is the section number of the course, which distinguishes multiple classes of the same course number and subject. A section number followed by an "L" indicates a laboratory course.
- CR** - the number of quarter credits granted for the course. A zero may be used to affect registration in a laboratory course or similar situation.
- Days** - refers to the meeting days of the section: Monday = M; Tuesday = T; Wednesday = W; Thursday = R; Friday = F; Saturday = S; Sunday = U; and TBA = To be announced or by arrangement.
- Time** - refers to the time of day the class meets.
- Location** - refers to the building abbreviation and room number within the building. See the building location key below.
- Instructor** - refers to the name of the instructor of the class as scheduled at press time. "Staff" indicates that an instructor has not yet been assigned to a course section. OIT reserves the right to change instructors.
- Status** - refers to whether a class is open or closed and how many seats are available in each section.
- View Description** - Allows you to view the course description as outlined in the OIT Catalog.

Building Location Key	
BH	Boivin Hall
CO	Cornett Hall
CU	College Union Auditorium
DOW	DOW Center for Health Professions
LRC	Learning Resources Center
OW	Owens Hall
PE	Physical Education Building
PV	Purvine Hall
RH	Residence Hall
SE	Semon Hall
SN	Snell Hall
WEB	Internet/ Online Class

Web for Student Navigation

This section of the Registration Guide provides an overview of OIT's Web for Student interface. Please log in to your Web for Student, see page 7 for instructions and investigate each menu item. The Web for Student Main Menu includes 4 menu items: **(A) Web for Student**, **(B) Personal Information** and **(C) Email Us**. Select **Web for Student**, then explore the following menu items in Web for Student: **Student Registration**, **Financial Aid**, **Student Records** and **Ath-**

(A.1) Student Registration Menu



The screenshot shows a web page titled "Student Registration" with a yellow horizontal line below the title. Below the line is a list of menu items: "Check Your Registration Information", "View Holds", "Register, Add or Drop Classes", "Look-up Classes", "Distance Education Classes", "Student Schedule by Day and Time", "View Faculty Schedules", "Student Schedule by Class Detail", "Bookstore Reservation Form", and "Select Term". At the bottom of the menu is the text "RELEASE: 7.4".

Check Your Registration Information - This item will allow you to see what the system knows about you. For example: What is your scheduled registration time? Do you have holds? Who is your advisor?

View Holds - View holds placed on your account that may prevent you from registering for classes.

Register, Add or Drop Classes - This is where you actually register or change your schedule. To enter this area, you must have your Advisor PIN. Non-admitted students always use nadmit. Click HELP for extra instructions.

Look Up Classes - This allows you to search for classes by subject, time of day, day of week and instructor.

Distance Education Classes - You can view a complete list of all distance education courses offered for the term.

Student Schedule by Day & Time - You can see and print your class schedule in a graphic format from here.

View Faculty Schedule - This will allow you to view the classes and office hours of each OIT instructor for the term.

Student Schedule by Class Detail - You can see and print your class schedule with details for each class.

Bookstore Reservation Form - This form is intended to be used to reserve your textbooks. It also is useful to have in hand if you are selecting your textbooks from the bookstore shelves.

Select Term - This allows you to change the term for which you are registering or looking up information.

(A.2) Financial Aid Menu



The screenshot shows a web page titled "Web for Financial Aid" with a navigation bar at the top containing "Main Menu", "Web for Student", "Web for Financial Aid", "Web for Faculty", "Web for Employee", "Personal Information", "Institutional Research", and "Web". A "BACK" link is visible in the top right corner. Below the navigation bar is a yellow horizontal line. Below the line is the text "To view Financial Aid information for aid years prior to the 2011-12 aid year, select **Financial Aid Menu (2010-2011 Aid Year and archives)**". Below this text is a list of menu items: "Financial Aid Menu (2011-12 Aid Year)", "Financial Aid Menu (2010-2011 Aid Year and archives)", "Financial Aid Forms", and "Financial Aid Contact Information". At the bottom of the menu is the text "RELEASE: 6.1OIT".

Financial Aid Menu (current year) - View your complete financial aid status, eligibility requirements; view and accept your financial aid award.

Financial Aid Menu (previous years) Menu - View your detailed financial aid from previous years.

Financial Aid Forms - All financial aid forms are located here.

Financial Aid Contact Information— Displays your Financial Aid Counselor's contact information.

Web for Student Navigation

(A.3) Student Records Menu

Student Records

- [Final Grades](#)
- [Unofficial Transcript](#)
- [Transfer Credit Evaluation Report](#)
- [Request Official Transcript](#)
- [Account Detail for Term](#)
- [Account Summary by Term](#)
- [Account Summary](#)
- [Select Tax Year](#)
- [Tax Notification](#)
- [CASHNet](#)
- [Enrollment Verification](#)

RELEASE: 8.3

Final Grades - This allows you to see your grades for the most recent term. For grades older than last term, use "Unofficial Transcript."

Unofficial Transcript - This allows you to see and print your unofficial transcript. It includes all of your classes as well as credit and GPA information.

Transfer Credit Evaluation - You can view and print how any credits that were transferred to OIT and how they apply towards your OIT coursework.

Request Official Transcript - Use this online form to request an Official Transcript, which can be sent directly to you or a party you designate.

Account Detail for Term - Review detailed transactions for the current or future term.

Account Summary by Term - This shows your account summary for each term that you have conducted business with OIT.

Account Summary - This is a summary of all your OIT charges and payments to date.

Select Tax Year - This allows you to choose a tax year (calendar year) for tax information.

Tax Notification - This will display your Form 1098-T information for the tax year selected under Select Tax Year

CASHNet - This feature directs you to the CASHNet site where you may pay your bill online.

Enrollment Verificaiton– You may verify your enrollment status and print an enrollment verification certificate.

(B) Personal Information Menu

Personal Information

- [Change PIN](#)
- [Change Security Question](#)
- [Update Contact Information](#)
- [Name Change Information](#)
- [SSN Change Information](#)
- [Update Emergency Contact](#)

RELEASE: 7.3

Change PIN -Use this item to change your PIN for login.

Change Security Question - Use this item to change your Security Question and Security Answer.

Update Contact Information -Use this item to check and edit your current (local), permanent, work address(es) and telephone numbers, as well as your campus, home and work email addresses that are listed in OIT'S Web Information System. In addition, this item will automatically display the first time you use your new Advisor PIN each term.

Name Change Information - This item describes procedures for officially changing your name at OIT.

Social Security Number Change Information - This item describes procedures for correcting your Social Security Number or changing your Student ID.

Update Emergency Contact - Change your emergency contact information.

(C) Email Us

This menu item is an email link to send feedback, questions and problems to webreg@oit.edu

Exit the *WebREG* System

Don't forget to exit *WebREG* before you close your browser. This is especially important when you are using a public computer because it is the only way to ensure your information will not be viewed by anyone using the computer after you. To exit, click EXIT at the top right of your *WebREG* screen, then close your Internet browser.

Registration Essentials

Traditional Registration Procedures

Traditional priority registration is by appointment, based on your total earned credits at the end of the previous term, including transfer credits accepted by OIT. Credits in which you are currently enrolled are NOT included in determining your appointment time. A credit check is made, and students who are ahead of their appointed time will not be allowed to continue.

Registration takes place in the Registrar's Office.

1. Make an appointment for advising. Check with your advisor first, as some departments will schedule special advising sessions.
2. With your advisor or in a departmental advising session, receive course selection approval. Get your advisor's signature or your advisor pin on your student schedule form.
3. Bring your completed student schedule form to the Registrar's Office in Snell Hall at the appointed time. Do not come before your scheduled time.
4. During priority registration processing, you will be notified regarding problems you may have with your schedule. For example: If you have a conflict or closed class, you will be registered in your open classes and notified of the exact problem.
5. After seeing your advisor to work out the problem, you may present a signed add/drop slip to the Registrar's Office.

When you finish registration, you should have the following materials: a copy of your schedule and computer-printed bill for your OIT financial account. At this point, you are registered in classes for the next quarter and owe fees based upon your registration.

Excessive Course Load

Students are allowed to register for 21 credit hours (including audits) during an academic quarter without special permission. Fifteen credits are the maximum for summer session. Students wishing to register for an overload must have a 3.0 cumulative GPA and receive special approval from the advisor and the registrar. The class schedule will provide associated tuition costs each term.

Course Drop and Withdrawal

A student may drop/withdraw from a course through Friday of the seventh week of the quarter. Although teaching faculty may drop a student during the first two weeks of the term according to the *Faculty Initiated Withdrawal Policy*, they are not required to do so. Students will be notified of instructor-initiated drops in writing.

Student Initiated Withdrawals

Students may drop/withdraw from a course through Friday of the seventh week of the term.

- During the first ten days of the term, a student may drop one or more courses with no record. However, if a student withdraws from **all** courses, the student's transcript will note "Complete Withdrawal."
- After the first ten days of the term, a student may withdraw from one or more courses and will receive a "W" for those courses. Students may withdraw from individual courses through Friday of the seventh week of the term.
- After Friday of the seventh week, students will receive a letter grade ("A", "B", "C", "D", "F", "NP", "I", or "IP") from the instructor.

Actual deadlines for dropping/withdrawing from a course are listed in the Academic Calendar on page 3.

Faculty Initiated Withdrawals

Teaching faculty can drop a student, during the first two weeks of the quarter if the student has not attended by the second regularly scheduled meeting of that class, or if the necessary prerequisites are not met for the current class.

Medical Withdrawal

Students requesting a medical withdrawal based on a physical or mental health condition should consult with the Vice President for Student Affairs or designee.

Complete Withdrawal

If a student is currently registered and decides to withdraw from all classes, the student must notify the Registrar's Office. Upon notification, the student will be required to complete the appropriate documentation.

- Complete withdrawals from the college may be processed through Friday of the week prior to Final Exam Week.
- Financial aid will be held for future terms after a complete withdrawal has been processed.
- A complete withdrawal will result in a notation or "W" grades on the student's transcript.

Request for Incomplete

Students requesting a grade of incomplete must discuss this with the instructor. The deadline for make-up of an incomplete is the end of the next regular quarter or earlier as specified by the instructor. Students should not re-register for the course in subsequent terms.

Registration Essentials

Audit Procedures

A student has the option to enroll in a class for informational purposes only. This enrollment is classified as an audit and is regulated by the following procedures:

1. Audit classes are charged at regular tuition rates as printed in the class schedule, including overload assessment.
2. The only grade an audit class may be granted is "N" (audit). The "N" grade is disregarded in the grade point average and is not valid toward graduation requirements.
3. Class attendance shall be in accordance with the instructor's attendance policy for all students in the class.
4. Instructors of auditing students do not have an obligation to grade or record the auditing student's work.
5. An audit option may be requested during the registration period. Changes to and from the audit option may only be made during the first ten days of class.
6. Students auditing a course may, at a later term, register for the same course for credit, or challenge the course by examination.
7. Students auditing classes are asked to return a completed audit card with their registration.

Where To Go For Help

On the Klamath Falls Campus, stop by the Registrar's Office in Snell Hall, or call (541) 885-1305. You can also email registrar@oit.edu. On the Portland campus, call (503) 821-1250 or email Portland@oit.edu

Grading System

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 is expressed as a cumulative grade point average (GPA).

Undergraduate Grading Policy

OIT 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 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
N	Audit	0	No
NP	No Pass	0	No
P	Pass	0	No
W	Withdrawn	0	No
Z	No Grade Assigned	0	No

Non Standard Grading

Courses may be graded on the pass ("P")/no pass ("NP") basis at the discretion of the department and the registrar. Courses may include, but are not limited to seminars, externships, co-ops, independent study, certificate classes, and physical education.

Repeat Policy

The following restrictions apply for course repeat situations:

- Students may attempt the same course (for a "W" or a letter grade) a total of four times.
- Each withdrawal ("W") is considered an attempt. Withdrawals, however, are not included in GPA calculations.
- The new grade earned will replace the previous grade(s) when computing GPA. Only the first two earned grades will be excluded from the GPA calculations. The last grade earned will be used on the petition to graduate.
- All grades and credits remain on the student's official transcript.

Note: Students should consult with their financial-aid counselor to determine financial eligibility for repeat courses.

Tuition & Fees

Students become responsible for payment of their tuition and fees upon completion of registration. It is the student's responsibility to withdraw from their courses if the student wishes to cancel registration. Please contact the Registrar's Office if you have any questions.

Late Fee Payment Charges: \$99.00
Payment is due by 5 p.m. on Friday the second week of the term; after this time a late fee will be assessed.

Tuition Refund Schedule

Starting from the day upon which classes begin for the term for complete or partial withdrawal:

- 100% refund for courses dropped before the close of the 5th calendar day of the term.
- 85% refund for courses dropped before the close of the 12th calendar day of the term.
- 50% refund for courses dropped before the close of the 19th calendar day of the term.
- 25% refund for courses dropped before the close of the 26th calendar day of the term.
- No refund for courses dropped after the 26th calendar day of the term.

Appeals regarding the refund schedule should be made to the Director of Business Affairs, Snell Hall 201.

Fall 2011	Refund Amount
Before Oct 2	100%
Oct 3-Oct 09	85%
Oct 10-Oct 16	50%
Oct 17-Oct 23	25%
Oct 24.....	0%

Winter 2012	Refund Amount
Before Jan 15.....	100%
Jan 16-Jan 22	85%
Jan 23-Jan 29	50%
Jan 30-Feb 5	25%
Feb 6	0%

Spring 2012	Refund Amount
Before April 8.....	100%
April 09-April 15	85%
April 16-April 22	50%
April 23-April 29	25%
April 30.....	0%

Credits	Estimated Fall 2011 Tuition			
	Undergraduate		Graduate	
	Resident	Non-resident	Resident	Non-resident
1	\$141	\$141	\$324	\$324
2	\$283	\$283	\$648	\$648
3	\$425	\$425	\$972	\$972
4	\$566	\$566	\$1296	\$1296
5	\$708	\$708	\$1620	\$1620
6	\$850	\$850	\$1944	\$1944
7	\$991	\$3220	\$2268	\$4032
8	\$1133	\$3680	\$2592	\$4608
9	\$1275	\$4140	\$2916	\$5184
10	\$1417	\$4600	\$3240	\$5760
11	\$1558	\$5060	\$3564	\$6336
12	\$1700	\$5520	\$3888	\$6912
13	\$1842	\$5980	\$4212	\$7488
14	\$1983	\$6440	\$4536	\$8064
15	\$2125	\$6900	\$4860	\$8640
16	\$2267	\$7360	\$5184	\$9216
Over 16	Add \$141 each credit	Add \$460 each credit	Add \$324 each credit	Add \$576 each credit

*Classes in health program curriculums are assessed an additional amount: \$21 per credit hour for residents; \$32 per credit hour for WUE at 7+ credits; \$69 per credit hour for non-residents at 7+ credits.

Additional Fees

A \$150 one time non-refundable matriculation fee and \$40 Transcript for Life fee is assessed to all admitted new and transfer students.

Students enrolling in self-support or developmental courses (i.e. MATH 070) are charged a special course fee in lieu of tuition.

Courses that include a "C" in the section number (i.e. 99C) are self-support courses. Self-support courses are offered as a service by the Oregon Technology Center and receive no State support. The tuition for these courses will vary. Fees for these courses are shown immediately below the course listing in the Online Class Schedule.

Some courses have additional fees to cover tickets, professional liability, athletic fees etc. In addition, the building, technology, health service and incidental fees are based upon total hours carried (including remedial plus self-support and regular credit).

Student Information

Financial Aid Refund/Repayment

If a class is offered cooperatively with OIT and KCC, students must register for that class through OIT if they wish to have it count toward their financial aid eligibility. OIT's Financial Aid Office will not sign a consortium agreement for a class that OIT will offer during the award year. Please contact the Financial Aid Office if you have questions.

One of the eligibility criteria set forth in the Title IV Federal regulations requires that students must maintain a specific enrollment status to continue aid eligibility. **If students receiving financial aid withdraw, drop out or are expelled, their eligibility for aid must change and they may be required to repay all or part of the aid received.**

Financial aid refund/repayments are calculated using the established refund schedule. Student financial aid funds will be returned to their appropriate programs as listed in the Student Handbook and Financial Aid Award Guide. In addition, the Business Office notifies each student who withdraws about the programs which will have funds restored to them from the refund.

Tuition and OIT room and board refunds are used to satisfy any financial aid refunds or repayments before any refund is made to the student. If the refund is not sufficient to cover institutional debts and financial aid repayment, the student will be billed for the difference.

Privacy Rights: Student Records

Under the *Family Educational Rights and Privacy Act of 1974*, you are entitled to review records, files, documents and other materials containing information directly related to you which are maintained by the college.

You may challenge information considered inaccurate or misleading. A list of college records, the responsible custodian, and the college policy on records are available in the Registrar's Office.

Directory Information

The following information is considered *Directory Information* and may be made available to the public unless you restrict its release by written notice to the Registrar by the last day to register or add courses for the current term.

OIT designates the following items as *Directory Information*: student name, current address, current telephone number, dates of attendance, classification (year in school), major field of study, most recent previous school attended, degrees and awards received (including dates), hometown, past and present participation in officially recognized activities and sports; and for members of athletic teams: age, height and weight.

SSN Disclosure Consent Statement

You are requested to voluntarily provide your Social Security Number (SSN) to assist the Oregon University System (OUS) and organizations conducting studies for or on behalf of OUS, in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. When conducting studies, OUS will disclose your SSN only in a manner that does not permit personal identification of you by individuals other than representatives of OUS or the organization conducting the study for OUS, and only if the information is destroyed when no longer needed for the purposes for which the study was conducted.

By providing your SSN, you are consenting to the uses identified above. This request is made pursuant to ORS 351.070 and 351.085.

Provision of your Social Security Number and consent to its use is not required and, if you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. You may revoke your consent for the use of your SSN at any time by writing to the OIT Registrar.

Non-discrimination Policy

Oregon Institute of Technology does not discriminate on the basis of race, color, national origin, gender, mental or physical disability, age, marital status, religion, sexual orientation, pregnancy or gender identity in its programs and activities. Requests for additional information and complaints should be directed to the Affirmative Action Officer, Snell Hall 108, (541) 885-1108.

Students with Disabilities

Oregon Institute of Technology is committed to accommodating the needs of qualified students with disabilities. Students with disabilities who anticipate needing academic adjustments or auxiliary aids should contact Disability Services as soon as possible to assure timely provision of services. (541) 885-1129 or TTY (541) 885-1072.

Disclaimer

It is the intent of Oregon Institute of Technology to offer all courses listed on the class schedule, but such listings must not be construed to obligate the institution. The institution reserves the right to cancel a course in certain circumstances including, but not limited to, insufficient enrollment, budget limitations and the inability to provide satisfactory instruction.

State of Oregon Contribution to Higher Education

Oregon taxpayers assist in underwriting your higher education through support of operating costs as well as classrooms, laboratories, and other facilities.

Student Health

Student Health Center

Maintaining good health is vital for academic success. **The Student Health Center provides general medical care for illnesses, injury/accidents, stable chronic illness, health education and medical referral.** Outpatient services are provided during the regular school day. A nurse practitioner, registered nurse and health educator are available throughout the school day for outpatient care. A physician is available by appointment. Health services are not available to dependents of students or to faculty and staff.

Services Provided

Services provided by the Student Health Center include diagnosis and treatment of acute and chronic illnesses, family planning and counseling, routine laboratory procedures, immunizations, and care of minor injuries and emergencies. Major emergencies are referred to the hospital located near the campus. A publication available at the Student Health Center describes all services in detail.

Fees/Charges

Students taking six or more credit hours pay a student health fee for basic health and counseling services including nursing and physician care. Other students can use the Center if they pay the health fee. There is no charge to students for visits to the Center. Visits for illness and injury evaluation/treatment are free. However, additional charges are in place for some medications, treatments, supplies, immunizations, and laboratory tests. The student's account at the Business Office is billed for these charges. **All medical expenses rendered after hours or outside the Student Health Center from private physicians or hospitals are the student's financial responsibility.**

Need Help? Contact Student Health

Drop by Student Health Center or call (541) 885-1800. You can also email health@oit.edu.

Health Requirements to Register

The following health requirements must be fulfilled before registration. Documentation that the requirements have been met must be submitted to OIT Student Health Center. Failure to complete these requirements will result in a **"Health Hold"** on the student's account at the Business Office and on registration for the following term.

Students must provide:

- 1) Completed Medical History Form that included a completed Tuberculosis Risk Assessment. This form is mailed to all students when they are accepted for admission.
- 2) Evidence of adequate immunizations:
 - Diphtheria-tetanus booster within the last ten (10) years.
 - Two doses of measles/mumps/rubella vaccine (MMR) are required by Oregon Law (ORS 433.282) for all fulltime college students born on or after January 1, 1957. The first dose must be given after the first birthday. The second dose must be given after 1989.
 - Hepatitis A/B, polio, varicella (chicken pox), and meningococcal vaccines are strongly recommended.

Insurance

Oregon Institute of Technology provides a mandatory basic health insurance program for all students taking 9 credit hours or more during the Fall, Winter and Spring Terms. The Health Center manages the student insurance program. The coverage is a minimum plan purchased automatically for students. It is designed to assist with medical expenses for minor illnesses and injuries. Summer coverage is also available. Please come to the student health center for more information.

An optional major medical insurance program is also offered. It provides additional coverage and major medical benefits for students and their eligible dependents.

International students are required to have medical insurance. If international students and their dependents choose to carry medical insurance other than through OIT, verification (in English) must be supplied to OIT Student Health Center prior to course registration.

Drug-Free Schools

This information is provided in accordance with Public Law 101-2261, Section 22: *Drug-Free Schools and Communities Act Amendment of 1989*, Oregon Revised Statute 352.008, Oregon Administrative Rule 580-19-001, Minimum Standards for Institutional Drug and Alcohol Abuse Plans.

It is our obligation and responsibility to inform students of the health risks associated with the use of various illicit drugs and the abuse of alcohol. Note: needle sharing increases risk of AIDS and hepatitis B.

Drugs & Alcohol

School Drug and Alcohol Policy

Oregon Institute of Technology has a mission to provide quality education to its students. An integral part of that mission is to provide an optimal environment for students, faculty and staff in terms of policies with respect to drugs and alcohol. OIT respects the basic constitutional freedom of choice and personal privacy while upholding the laws of the State of Oregon and the federal government.

OIT is committed to maintain a workplace and educational environment free from unlawful manufacture, use, possession or distribution of controlled substances and alcohol. OIT has therefore adopted policies to prohibit such illegal use or abuse: OIT 30-031 Possession and Consumption of Alcoholic Beverages; OIT 30-033 Substance Abuse; and OIT 30-034 Drug Free Workplace. In addition, Oregon Administrative Rule 580-22-045, Proscribed Conduct, may apply to faculty and staff.

Type of Drug	Possible Health Risks
Stimulants - speed up action of central nervous system Amphetamines - speed, uppers, bennies, pep pills Cocaine - coke, snow, rack, rock (classified as a narcotic)	Hallucinations; heart problems; malnutrition; dependency; paranoid psychosis; death. Affects fetuses. Confusion; depression; convulsions; damaged nasal membranes; lung lesions; dependency; coma; paranoid psychosis; death. Affects fetuses.
Depressants - relax central nervous system Barbiturates (barbs, goof balls, downers, blues) Tranquilizers (Valium, Librium) Methaqualone (soapers, quads, ludes)	Confusion; loss of coordination; tolerance; dependency; seizures; coma; death. Especially dangerous in combination with alcohol.
Cannabis - alters perception and mood Marijuana (grass, pot, weed) Hashish (hash, hash oil)	Confusion; loss of coordination; tolerance; dependence; lung damage. Decreased sex drive.
Hallucinogens - distort reality Lysergic acid diethylamide (LSD, acid) Mescaline, MDA, DMT, STP, psilocybin (designer drugs) Phencyclidine (PCP, angel dust) - legally classified as a depressant	Hallucinations; panic; tolerance; "flashbacks"; possible birth defects in users' children. Long-term psychosis in susceptible persons. Depression; confusion; hallucinations; coma; irrational behavior; tolerance; convulsions; death.
Narcotics - lower pain perception Heroin (H, scag, junk, smack) Morphine (M, dreamer) Codeine Opium	Lethargy; apathy; loss of judgment and self-control; tolerance; dependence; convulsions; coma; death; malnutrition; infection; hepatitis. Decreased sex drive.
Deliriant - mental confusion Aerosol products, lighter fluid, paint thinner, amyl nitrite (poppers) Other inhalants	Confusion; loss of coordination; hallucinations; convulsions; death; dependence. Damage to lungs, brain, liver, bone marrow.
Alcohol	Tolerance; dependence; depression; coma; death. Alcohol abuse is linked to cancer, heart and liver damage. Decreased sexual performance. Fetal alcohol syndrome.
Nicotine	Emphysema; lung cancer; heart disease; dependence.

Drugs & Alcohol

Sanctions

In Oregon, penalties for possession of illicit drugs are determined by the *Controlled Substance Schedule* upon which the drug appears. Examples of the drug schedule follow:

- Schedule I – Class A felony: up to twenty-year jail term and/or a \$300,000 fine. Includes heroin, LSD, marijuana, peyote, mescaline and psilocybin.
- Schedule II – Class B felony: up to ten-year jail term and/or a \$200,000 fine. Includes opium, cocaine and methamphetamine.
- Schedule III – Class C felony: up to five-year jail term and/or a \$100,000 fine. Includes amphetamine and depressants.
- Schedule IV – Class B misdemeanor: up to six-month jail term and/or a \$2,000 fine. Includes various prescription drugs and misrepresentation of age to obtain alcohol.
- Schedule V – Class C misdemeanor: up to 30-day jail term and/or a \$1,000 fine. Includes other less dangerous prescription drugs and small amounts of certain drugs.
- Possession of less than one ounce of marijuana results in a minimum fine of \$500.
- A minor in possession (MIP) of alcohol results in a \$250 fine. In addition, the violator, if found guilty, could also be subject to community service. The court shall order that the person's driving privileges be suspended for a period not to exceed one year.
- Providing alcohol to a minor results in a one-year jail term.

Since State sanctions are frequently reviewed and the Drug Schedule changes, the current State sanctions would apply for conviction of illicit drug possession.

Where to Go for Help

On Campus

Center for Learning and Teaching	885-1791
Student Health Center	885-1800
Housing and Residence Life	
Housing Office	885-1080
Human Resource Office: Student, Staff and Faculty Referrals	885-1108
Services for Students with Disabilities	885-1129

Off Campus

Alcoholics Anonymous	883-4970
Narcotics Anonymous	883-4976
Klamath Crisis Center Hotline (24 hours)	884-0390
Klamath Alcohol and Drug Abuse	882-7248
Oregon Alcohol & Drug Abuse Hotline	1-800-621-1646
<i>Information and referral regarding substance abuse</i>	
Lutheran Family Services	883-3471
<i>LFS provides a free confidential assessment and counseling session to any student through the ADAPT (Alcohol and Drug Abuse Prevention).</i>	

Any member of the college community experiencing alcohol or substance abuse problems or anyone concerned about another having such difficulty is strongly encouraged to consult any of the above.

Final Exam Schedule

Daytime classes meeting MWF, 4 days per week and daily					Daytime classes meeting TR			
Class Start Time	Monday	Tuesday	Wednesday	Thursday	Monday	Tuesday	Wednesday	Thursday
Fall Term	Dec 05	Dec 06	Dec 07	Dec 08	Dec 05	Dec 06	Dec 07	Dec 08
Winter Term	Mar 19	Mar 20	Mar 21	Mar 22	Mar 19	Mar 20	Mar 21	Mar 22
Spring Term	Jun 11	Jun 12	Jun 13	Jun 14	Jun 11	Jun 12	Jun 13	Jun 14
0800-0850	0800-1000							0800-1000
0900-0950		0800-1000			1000-1200			
1000-1050			1000-1200			1000-1200		
1100-1150		1200-0200					0800-1000	
1200-1250				1000-1200			1200-0200	
0100-0150			0200-0400		1200-0200			
0200-0250	0200-0400					0200-0400		
0300-0350			0400-0600					1200-0200
0400-0450		0400-0600			0400-0600			

Final Exam Notes

- Classes meeting one day per week on Monday, Wednesday, or Friday use the M-W-F schedule. Classes meeting one day per week on Tuesday or Thursday use the T-R schedule.
- Evening classes beginning at 5 p.m. or later will conduct finals (2 hours) on the regularly scheduled night at the regularly scheduled time during final examination week. Classes meeting two nights per week will take the final examination on the first scheduled class night.
- Classes meeting on Tuesday or Thursday and which begin on the half hour use the T-R schedule. Use the left-most column and the class beginning time to determine exam time. For example, a class meeting TR 0930-1050, uses the 0900 left hand block and the exam is on Monday 1000-1200.
- Final times are designed not to conflict. Students with final exam scheduling conflicts should contact the instructors involved to make special arrangements.
- Dead Week* is the last week of regularly scheduled classes for the term. No student activities or athletic events will be scheduled during this week. Projects and/or examinations due *Dead Week* may not exceed 20% of the final course grade without giving students at least three weeks prior notice. The Assistant Provost must approve any exceptions to this policy.
- All instructors will meet with their classes during *Finals Week* at the final examination time designated in the official "Class Schedule" issued at the beginning of each term.
 - Final examinations, when utilized, must be given at the scheduled time during *Finals Week*. (OIT 14-023, Final Examinations)
 - Methods of evaluation are at the discretion of the instructor. They should be specified in the course syllabus and distributed to students the first week of class. Instructors who use a final examination will administer that exam at the time designated in the official "Class Schedule."

Individual students may request exceptions to this policy. The instructor must approve these in advance. Course instructors may request exceptions to this policy. The Provost must approve the exception and students should be given at least three weeks prior notification of the change.

Graduation

What You Must Do To Graduate

Application to Graduate

An Application to Graduate must be signed by your advisor and submitted to the Registrar's Office at least two terms prior to anticipated graduation. Applications to Graduate can be obtained from the Registrar's Office.

Commencement

Oregon Institute of Technology's graduation ceremony is held in June each year, at which time degrees are granted to all who have satisfactorily completed appropriate degree requirements during the preceding academic year. No person will be certified for graduation until all fees and charges due the college have been paid.

Applications to Graduate are due in the Registrar's Office two terms prior to degree completion!

Catalog of Graduation

Students must meet all degree requirements from one OIT catalog. The catalog may be chosen from the year the student was first admitted and enrolled at OIT or from any subsequent year. However, at the time of graduation all students, including transfer students, must use a catalog that is no more than seven years old. Transfer students may select their catalog of graduation prior to full admission to OIT by obtaining written approval from their OIT major department and the Registrar. The agreed-upon catalog will be the one a student uses when he/she transfers to OIT. Students must enroll at OIT within two years of this approval. Departments periodically review their curriculum for technical currency. As a result, significant program changes may occur. If courses previously required in the curriculum can no longer be offered, the major department will provide a transition plan for students to fulfill degree requirements. Programs discontinued by the college may have specific entrance and graduation limits that override this catalog of graduation policy.

Complete Curricular Requirements
Requirements for associate, bachelor, and master's degrees at OIT are determined by, and vary with, academic departments. Curricular requirements for each degree can be found in the catalog under each department.

Baccalaureate General Education

Communication: SPE 111 Fundamentals of Speech, WRI 121 English Composition, WRI 122 English Composition, plus 9 credits from Speech/Writing courses having WRI 122 or SPE 111 as a prerequisite; specified by the major department from the following: COM 205, 225, 320, 347, 401, 402, SPE 321, WRI 123, 214, 227, 321, 322, 323, 327, 328, 350, 410.

Humanities: Nine credits selected by student or specified by a major department from the following: ART -Art; ENG -Literature; HUM -Humanities; MUS -Music; PHIL -Philosophy; Languages (second year), and other transfer courses defined as "humanities" by the Registrar's Office may be used in this category. No more than three credits of activity or performance based courses may be used in this category.

Social Science: Twelve credits selected by student or specified by major department from the following: ANTH -Anthropology; ECO -Economics; GEOG -Geography; HIST -History; PSCI -Political Science; PSY -Psychology; SOC -Sociology. Other transfer courses, defined as "social science" by the Registrar's Office, may be used in this category.

Science/Mathematics: One four credit college-level mathematics course for which at least intermediate algebra is the course prerequisite. Plus 12 credits selected by the student or specified by major department from biological sciences (BIO, CHE), mathematics (MATH), physical sciences (PHY), physical geography (GEOG 105 or GEOG 115), geology or physical anthropology (ANTH 101). Other transfer courses defined as "Math/Science" by the Registrar's Office may be used in this category. At least four credits must be completed from a laboratory-based science course in BIO, CHE, GEOG, or PHY.

Intercultural Studies: Students are encouraged to select at least one class from the following list of intercultural courses. These courses also satisfy general education requirements. Humanities: COM 205 Intercultural Communication, COM 320 Advanced Intercultural Communication, ENG 381 Contemporary World Literature, SPAN 201/202/203 Second Year Spanish. ANTH 103 Introduction to Cultural Anthropology, GEOG 106 Cultural Geography I, GEOG 107 Cultural Geography II, GEOG 108 Cultural Geography III, HIST 392 Modern Asia.

Bachelor of Science Degree: The Bachelor of Science Degree requires the student to opt between completion of 36 credits in mathematics and science or 45 credits in mathematics, science, and social science. Students placed at a higher beginning level of mathematics than is published in the curriculum of their major may choose to substitute those mathematics credits surpassed by their accelerated level of placement with electives from any department to attain the required number of general education credits required by the college for graduation.

Grade Point Requirement

Oregon Institute of Technology requires a minimum cumulative grade point average of 2.00 for graduation.

Upper-division Requirement

Baccalaureate students must complete a minimum of 60 credits of upper-division work before a degree will be awarded. Upper-division work is defined as 300 and 400-level courses at a bachelor's degree-granting institution.

Residency Requirements

All degrees require students to take a minimum number of OIT courses. For an associate's degree, a minimum of 30 credit hours must be taken from OIT. For a bachelor's degree, a minimum of 45 credit hours must be taken from OIT. Credits earned through OIT course challenge or the OIT Credit for Prior Learning Program are considered resident credits toward graduation requirements. All other credits granted by examination (CLEP or AP) or other methods are non-resident credits.

Distance Education

Online/Web Courses

Welcome to OIT's Distance Education program. We offer degree completion programs for professionals in Dental Hygiene, Diagnostic Medical Sonography, Echocardiography, Radiologic Science, Respiratory Care and Vascular Technology. We also offer online bachelor degree programs in Information Technology, Operations Management, Technology & Management (pending), and Allied Health Management, as well as certificate and associate degree programs in Polysomnographic Technology and a Master's Degree in Manufacturing Engineering Technology. While many of our courses are geared specifically to students in these programs, we offer some courses for the general public. To view courses offered, go to <http://www.oit.edu/course-search>. Once there, under "Course Prefix," select "All Web Courses", and then search for the courses you are interested in.

If you are interested in taking an online course, here are instructions to help you get started:

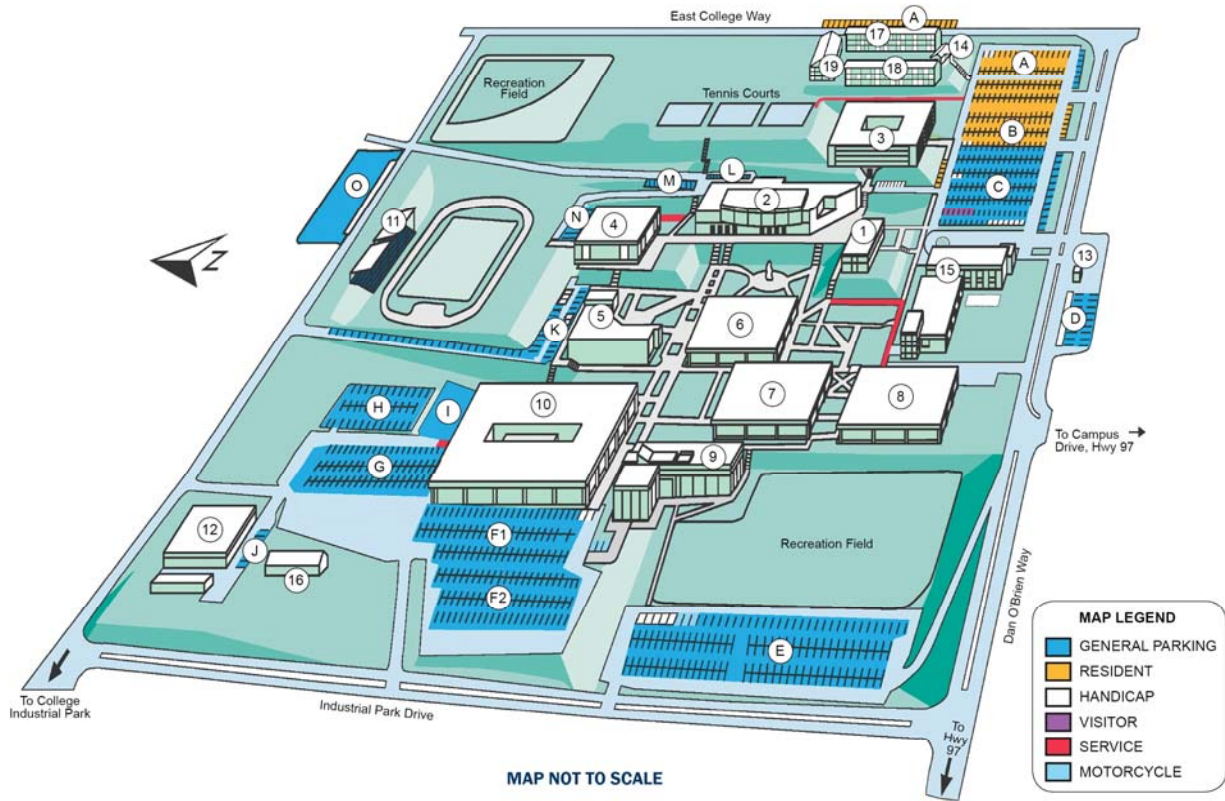
- 1) Complete steps for admission to OIT. If you are not yet admitted, go to <http://www.oit.edu/dist> for admission and application information. For more information call (866) 497-0008 or (541) 885-1175.
- 2) Once registered for an OIT class, you will receive important web course login information for your **OIT email account**. If you do not already have an OIT user account, OIT will create one for you when you register in a web course. You will use this OIT user account for email and online library access.

To log in to your OIT email account, go to www.oit.edu/login and click on "OIT Email."

- USERNAME: Use the format `firstname.lastname` for your username.
- PASSWORD: Your default password will be the first initial of your first name, followed by the first initial of your last name, then the last four digits of your OIT Student Identification Number.
- FOR EXAMPLE: Jane Smith whose student ID number is 918551234 would use `jane.smith` for her username and `js1234` for her password.

Most communication with OIT will be through your OIT email account, and you should be checking this account regularly for new messages.

- 3) The tuition for Distance Education undergraduate courses is \$200 per credit, plus an additional \$60 Distance Education fee for each course. Graduate tuition is \$200 per credit, plus an additional \$100 graduate fee per course and \$60 Distance Education fee per course. These charges are separate from regular tuition for on campus courses. Subject to change for Fall 2011.
- 4) Visit the Paper Owl Bookstore web site at <http://www.bookstore.oit.edu/> or call (541) 885-1058 to find out what book you will need for your course.
- 5) On the first day of the Term, login to Blackboard CE through MyOIT at www.oit.edu/login. If you do not receive login information by the first day of the term, email helpdesk@oit.edu for assistance. Classes become available at 8:00am Pacific Time the first day of the term.



MAP NOT TO SCALE

- 1. SNELL HALL**
Administrative offices, Alumni Relations, Cashier, Human Resources, Oregon Tech Foundation, Registrar
- 2. COLLEGE UNION**
Admissions, ASOIT, Bookstore, Campus Dining, Financial Aid, Information, KTEC, Meeting Rooms, Post Office, Student Affairs
- 3. RESIDENCE HALL**
- 4. ATHLETICS**
Gymnasium, Pool, Fitness Center
- 5. LEARNING RESOURCE CENTER**
Career Services, Center for Learning and Teaching (CFLAT), Offices, Shaw Historical Library, Student Success Center, Television Studio
- 6. OWENS HALL**
Classrooms, Laboratories, Offices

- 7. SEMON HALL**
Classrooms, Dental Clinic, Laboratories
- 8. BOIVIN HALL**
Classrooms, Information Technology Services, Geo-Heat Center, Offices, Small Business Development Center
- 9. PURVINE HALL**
Classrooms, Laboratories, Offices, Oregon Renewable Energy Center
- 10. CORNETT HALL**
Campus Safety, Classrooms, Laboratories, Offices
- 11. JOHN F. MOEHL STADIUM AND TRACK FACILITY**
- 12. FACILITIES SERVICES**
Central Receiving

- 13. INFORMATION CENTER**
Disabled Parking Information, Temporary and Visitor Parking Permits, Campus Security
- 14. INTEGRATED STUDENT HEALTH CENTER**
- 15. MARTHA ANNE DOW CENTER FOR HEALTH PROFESSIONS**
Classrooms, Laboratories, Offices
- 16. MILLER HALL**
- 17. SUSTAINABLE VILLAGE 1**
- 18. SUSTAINABLE VILLAGE 2**
- 19. SUSTAINABLE VILLAGE 3**