Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

TEACHER GUIDE

Hands-on education for real-world achievement.

R_08-2021

MISSION OF EDUCATIONAL PARTNERSHIPS AND OUTREACH

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

Educational Partnerships and Outreach facilitates the creation and continuation of educational partnerships. Through state Promise grant activities (Willamette Promise, NW Promise, Southern Promise) and collaborative regional initiatives like STEM&M with Mazama High School and Diploma to Degree, Oregon Tech is committed to creating meaningful partnerships for students throughout the state.

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APPROVAL PROCESS

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

Many departments have created policy guides to assist with the facilitation of content-specific steps to articulation. These guides are available via www.oit.edu/dual-credit.

MINIMUM TEACHER QUALIFICATIONS GUIDELINES

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

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

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

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

STEPS TO QUALIFY / ARTICULATE

Interested teachers email Oregon Tech's Educational Partnership Coordinator with the following materials:

TRADITIONAL DUAL-CREDIT

1. Current Resume or CV
2. Unofficial College Transcripts (Bachelor's/Master's and any other transcripts)
3. Course Syllabus

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

SPONSORED DUAL-CREDIT TEACHERS

1. Current Resume or CV
2. Unofficial College Transcripts (Bachelor's/Master's and any other transcripts)
3. Course Syllabus

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

ARTICULATION / PARTNERSHIP PAPERWORK

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

TEACHER RESPONSIBILITIES AND RESOURCES

Teachers participating in accelerated credit programs at Oregon Tech are responsible for working with Educational Partnerships and Outreach to adhere to state required accelerated credit program standards. High School Teachers and Administrators will review and sign all required paperwork that outlines terms of the partnership (see appendices). Teachers are required to:

- File yearly partnership agreements with Oregon Tech.
- Be responsive to faculty communication and submit yearly course documents (syllabus, assignments, assessments).
- Attend course alignment workshops lead by Oregon Tech faculty.
- Communicate to students and parents about the accelerated credit opportunity.
- Assist students with application, registration, and payment processes.
- Work with Educational Partnerships and Outreach to share feedback and evaluations of accelerated credit programming.
- Learn and use Oregon Tech's online faculty portal to review class rosters and submit grades.

SYLLABUS REQUIREMENTS

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

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

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

WORKSHOPS

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

FACULTY LIAISON RESPONSIBILITIES

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

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

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

CREDITS WITH A PURPOSE

Oregon Tech encourages all dual credit seeking students to research and know how the credit you earn in high school will transfer to the college you plan to attend and impacts your overall educational/career goals. Oregon Tech strives to offer dual credit that is part of general education requirements for bachelor degree programs. We encourage dual credit students to seek out advice and resources from their high school, Oregon Tech, or the college they plan to attend to understand the transferability of dual credit course(s).

For additional information on credits with a purpose or how to advocate for transferability visit: www.c3oregon.org.

OREGON'S EQUITY LENS

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

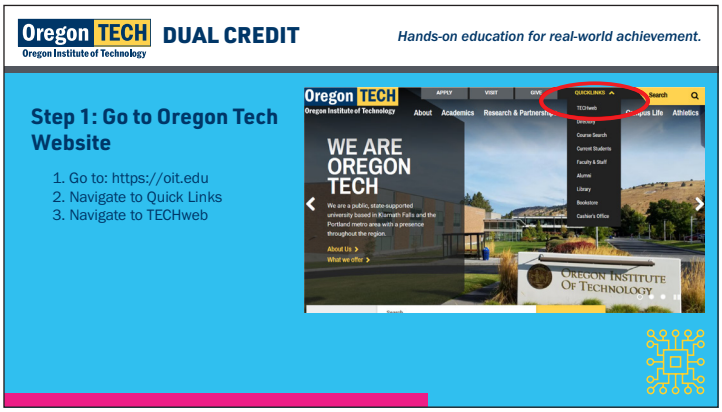
ONLINE WEB-FOR-FACULTY

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

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

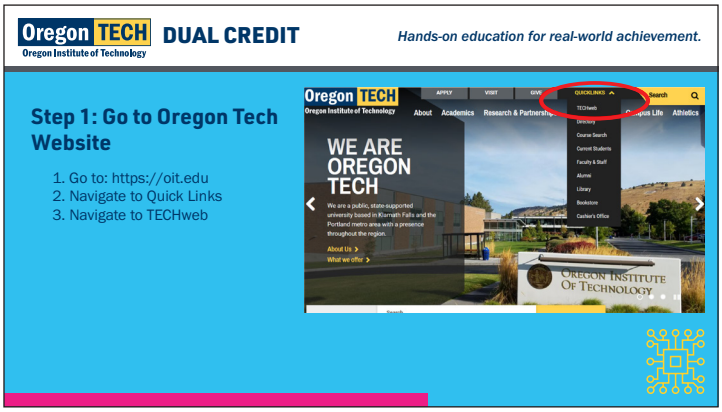
ACCESSING WEB FOR FACULTY

1. **Go to https://oit.edu**

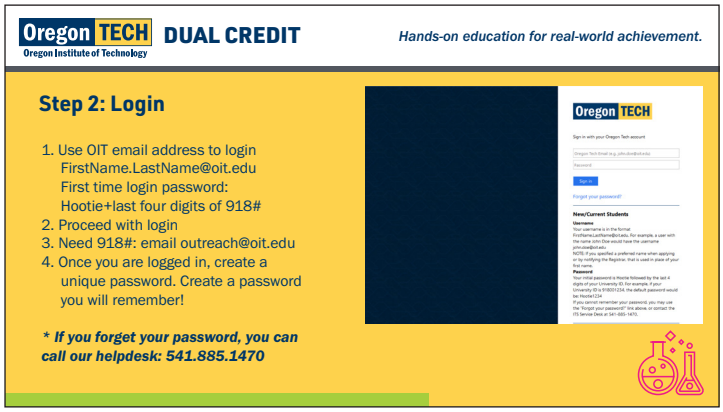


ONLINE WEB-FOR-FACULTY cont.

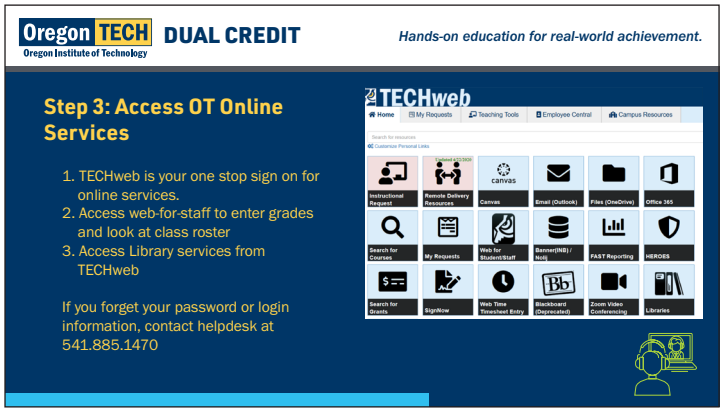
2. **Navigate to Quick Links and Select TECHweb**



3. **Proceed with login instructions**



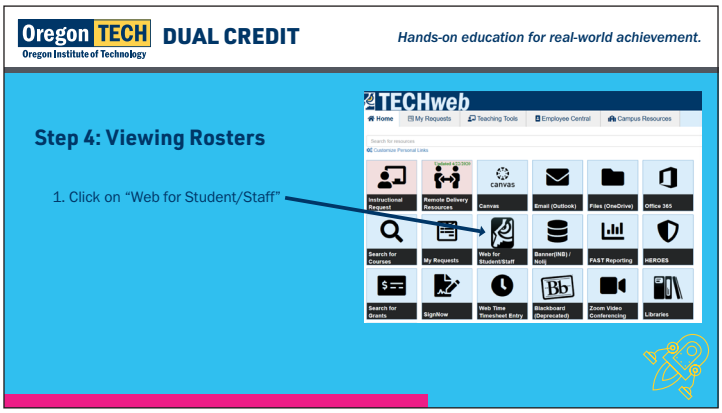
4. **TECHweb gives teachers access to grading, checking class rosters, and OT Library services**



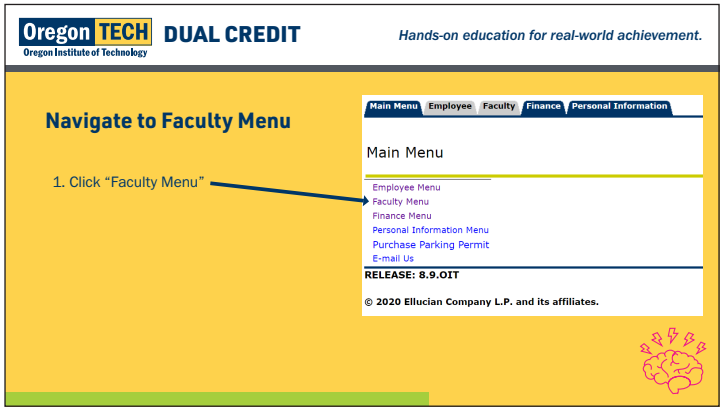
ONLINE WEB-FOR-FACULTY cont.

VIEWING CLASS ROSTERS

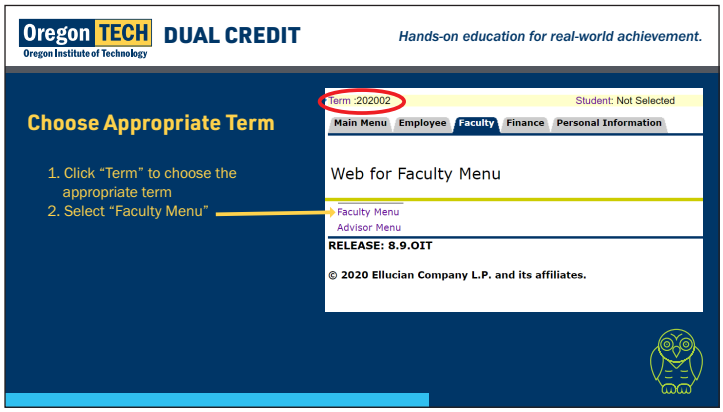
1. **From TECHweb, navigate to Web-for-Staff (see login instructions above)**



2. **Faculty Menu**

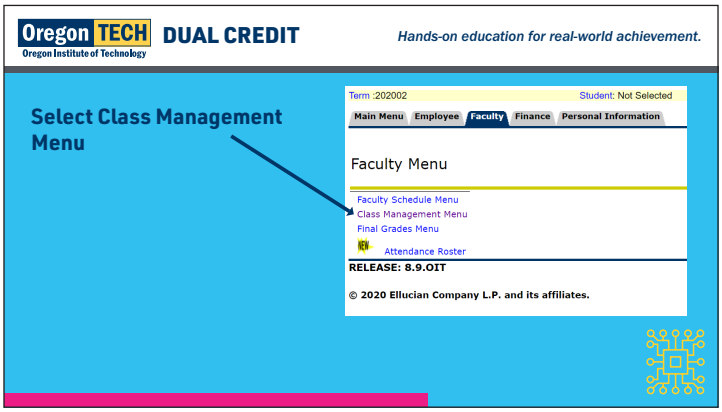


3. **Term – defaults to upcoming term, change if necessary**



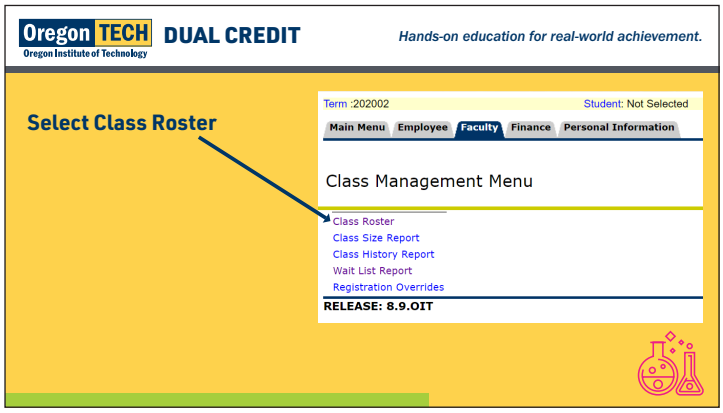
ONLINE WEB-FOR-FACULTY cont.

4. **Class Management Menu**

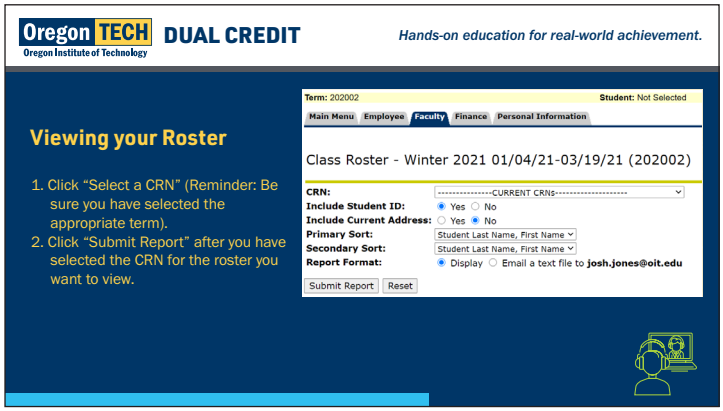


5. **Class Roster**

   a. **Will show every enrolled student, if student is not on list they still need to register**



   b. **Select course parameters**



6. **Select course parameters; submit report**

DROP AND WITHDRAW POLICY

Oregon Tech uses the term schedule for classes running on a trimester schedule or 10 week courses with 1 week for finals. This ensures a Drop date by the Friday of the 2nd week (20% of the course) and a Withdraw date by the Friday of the 7th week (70% of the course). Oregon Tech understands that dual credit courses run on a different time line. Therefore, we use a formula to calculate your individual drop and withdraw dates according to the high school academic calendar. A copy of the drop/withdraw calendar is available online at www.oit.edu/dual-credit.

Dual credit teachers will need to return a copy of the drop/withdraw date calendar to the Office of Educational Partnerships and Outreach. Drop/Withdraw forms can be found online at www.oit.edu/dual-credit.

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 drop occurs after 2 weeks, student will have a "W" or "complete withdraw" notation on their transcript.

STATE DUAL-CREDIT STANDARDS

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

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

NON-COMPLIANCE POLICY

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

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

NON-COMPLIANCE POLICY cont.

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

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

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

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

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

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

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

NON-COMPLIANCE POLICY cont.

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

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

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

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

ACADEMIC CALENDAR AND IMPORTANT DATES

Fall Registration/1st Semester, 1st Trimester, Full-year
Semester schools starting content in September

DATE	ACTION
July 26 - Sep 25	Application Available
September 2	Online Registration Opens
Oct 5	Online Registration Closes (Friday, Oregon Tech week 2)
Oct 5	Roster verification due (all teachers must confirm roster via web-for-faculty)
Oct 12	Tuition due (week 2)
Oct 12	OIT Drop date (week 2 for trimester schools) or calc. calendar
Nov 19	OIT Withdraw date (week 7) or calc. calendar/Drop date for yearlong classes
Dec 13 - 20	Grading system available
Dec 20, 12pm	Grades Due

ACADEMIC CALENDAR AND IMPORTANT DATES cont.

Winter Registration/2nd trimester only/Promise Partnerships

DATE	ACTION
Nov 2 - Jan 14	Application Available
Nov 19	Online Registration Opens
Jan 14	Online Registration Closes (Friday, Oregon Tech week 2)
Jan 14	Roster verification due (all teachers must confirm roster via web-for-faculty)
Jan 14	Tuition due (week 2)
Jan 14	OIT Drop date (week 2 for trimester schools) or calc. calendar
Feb 18	OIT Withdraw date (week 7) or calc. calendar
Mar 14 - 21	Grading system available
Mar 21, 12pm	Grades Due

Spring Registration/2nd Semester, 3rd trimester
Semester schools starting content late Jan/early Feb, 2nd semester Promise Contracts

DATE	ACTION
Jan 30 - Apr 8	Application Available
Feb 24	Online Registration Opens
Apr 8	Online Registration Closes (Friday, Oregon Tech week 2)
Apr 8	Anticipated Class Roster due
Apr 8	Roster verification due (all teachers must confirm roster via web-for-faculty)
Apr 8	Tuition due (week 2)
Apr 8	OIT Drop date (week 2) or calc. calendar
May 13	OIT Withdraw date (week 7) or calc. calendar
June 6 - 13	Grading system available
June 13, 12pm	Grades Due

GRADING

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

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

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

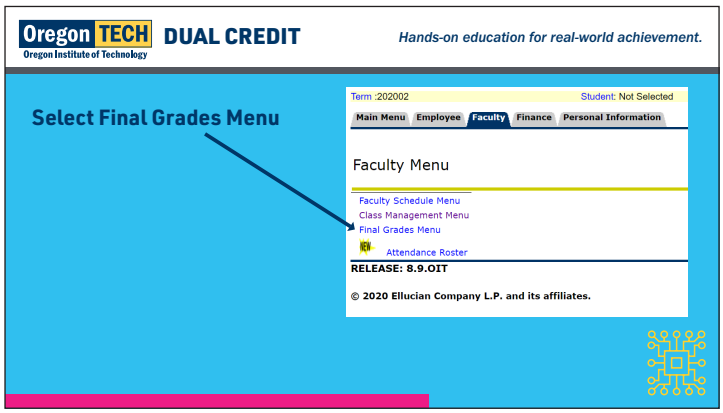
Letter Grade	Meaning	Points Per Credit Hour	Used to Calculate GPA
A	Exceptional	4	Yes
B	Superior	3	Yes
C	Average	2	Yes
D	Inferior	1	Yes
F	Failed	0	Yes
I	Incomplete	0	No
IP	In Progress	0	No

GRADING IN BANNER AND GRADING CHANGES

ENTERING GRADES (DURING GRADING WINDOW)

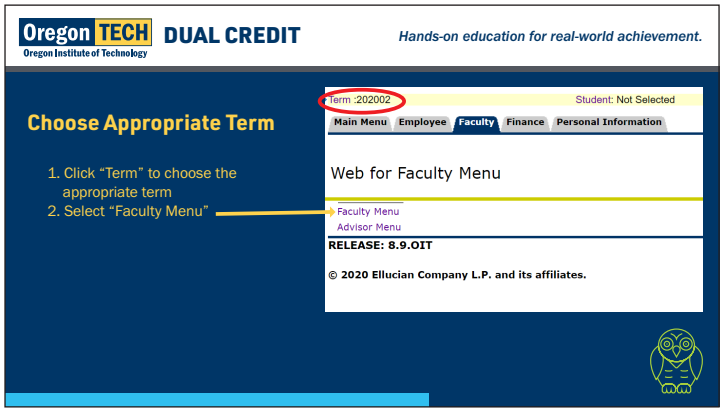
1. **From Web for Faculty, Faculty Menu**

2. **Final Grades Menu**

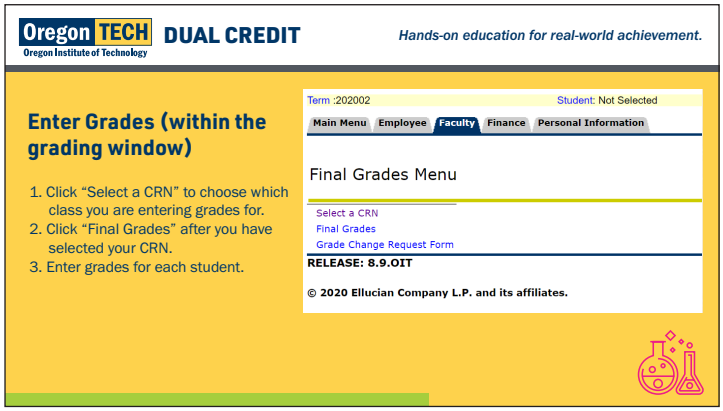


GRADING IN BANNER AND GRADING CHANGES cont.

3. Term (change to desired term)



4. Final Grades

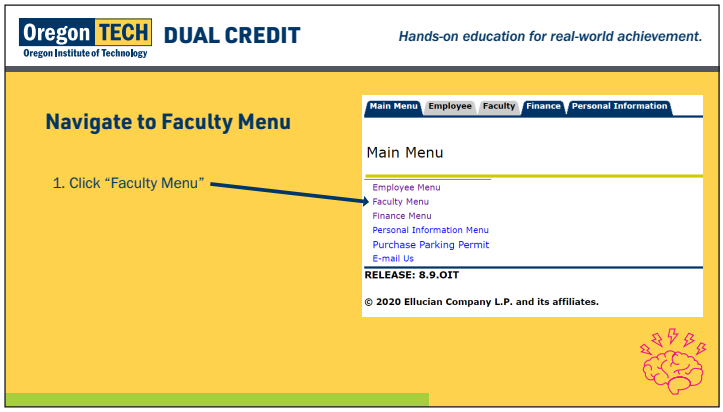


a. Entire roster can be entered in one sitting; save often
b. Enter A-F letter grade for each student
c. Enter last known date of attendance for any student receiving a F grade
d. Drops and Withdraws are not available through this menu
   i. All drop and/or withdraw requests must use the Oregon Tech Drop form, see Appendix B.
e. Incomplete grades: Teachers must contact their Oregon Tech liaison and an Educational Partnership Coordinator before assigning an "I" grade. "I" grades without prior approval will be denied. There are specific parameters for use of this grade.

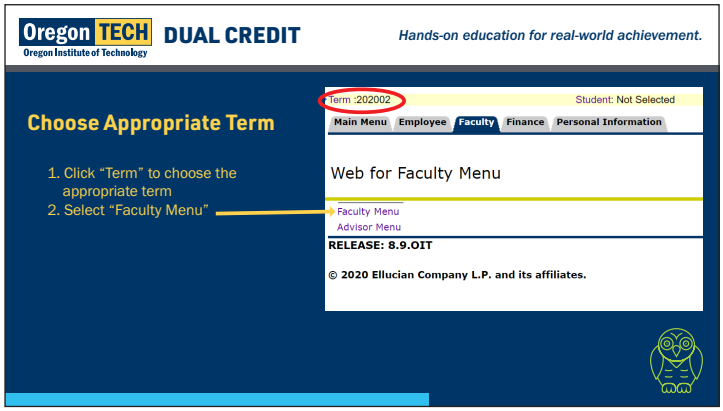
GRADING IN BANNER AND GRADING CHANGES cont.

ENTERING GRADES (OUTSIDE OF GRADING WINDOW)

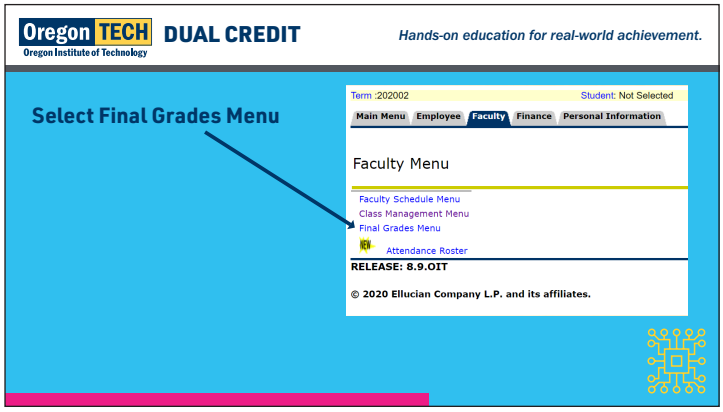
1. **From Web for Faculty, Faculty Menu**



2. **Term (change to desired term)**



3. **Final Grades Menu**



GRADING IN BANNER AND GRADING CHANGES cont.

4. **Grade Change Request Form**

5. **Select Course by title and CRN**

6. **Select Student Name**
    a. **Grade Change Request Form must be submitted for each student being graded outside of the grading window**

7. **Submit Student**

8. **Change Grade To:**
    a. **A-F, or I (contact Liaison for I grade)**

9. **Grade Change Reason**
    a. **Enter reason for grade change**

10. **Submit**

11. **Return to start for next student**

STUDENT ADMISSION, REGISTRATION, AND PAYMENT

There is a 3-step process to registering for Oregon Tech dual credit. Students will be issued an Oregon Tech ID#, email account, and log in instructions. It is imperative that students provide valid contact information, especially a current email address. Once a student is issued an Oregon Tech email address, they will be expected to log in regularly to their Oregon Tech issued email account.

#1: Fill Out Application

#2: Login and Register for Course

#3: Make Payment

APPLICATION INSTRUCTIONS

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

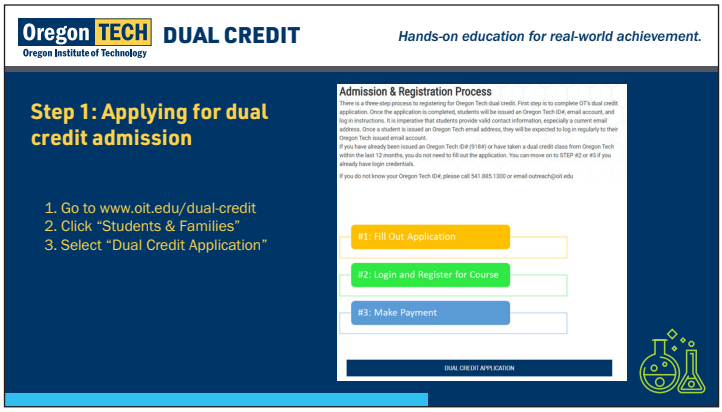
STEP 1: APPLY FOR ADMISSION

Before you begin the application, you will need to have a valid email address. Knowing some basic parent information is important too. Parent/Guardian information:

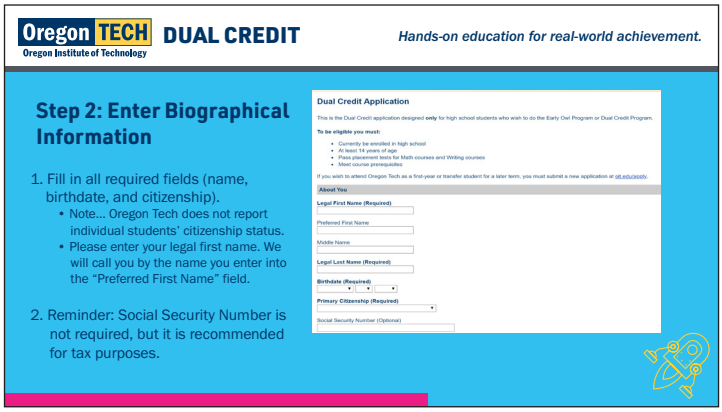
1. Parent/guardian email
2. Residency information – when your parent/guardian moved to Oregon and when their driver's license was issued in Oregon, and the last 2 years they filed taxes
3. Parent/Guardian phone number
4. Student's Social Security Number – not required, but highly encouraged to report. Entering SSN allows our system to not enter duplicate accounts and assists with accurate tax reporting.

Detailed PowerPoint presentation with all steps/instructions is available at www.oit.edu/dual-credit

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

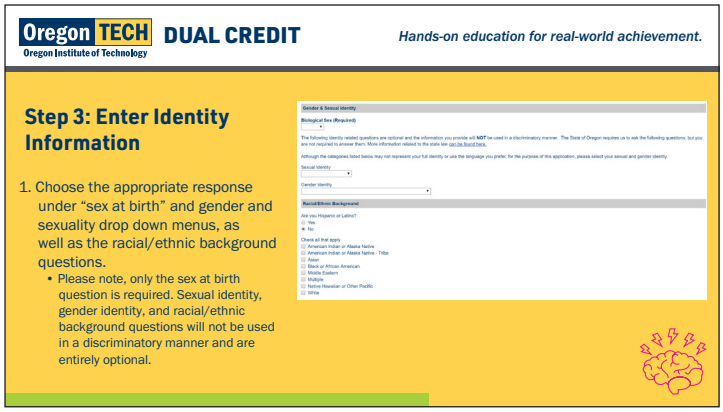


2. Enter Biographical Information (Name, Date of Birth)

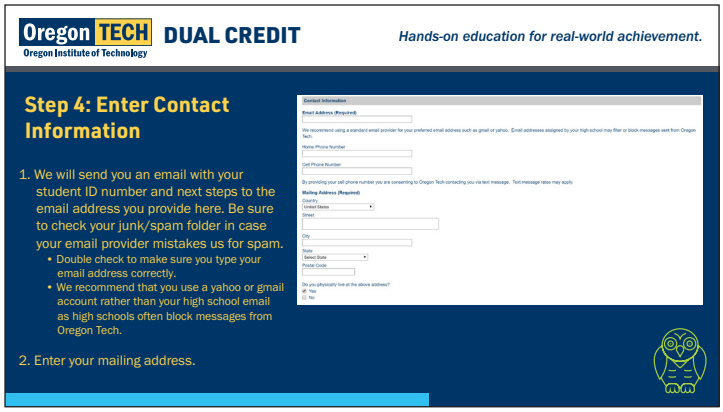


STEP 1: APPLY FOR ADMISSION cont.

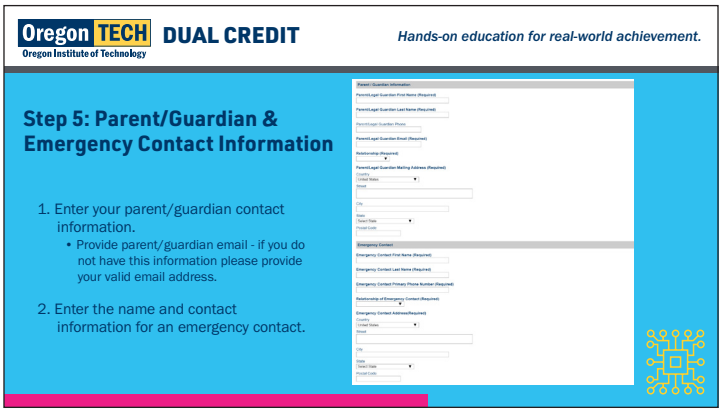
3. Enter Identity Information



4. Enter Contact Information

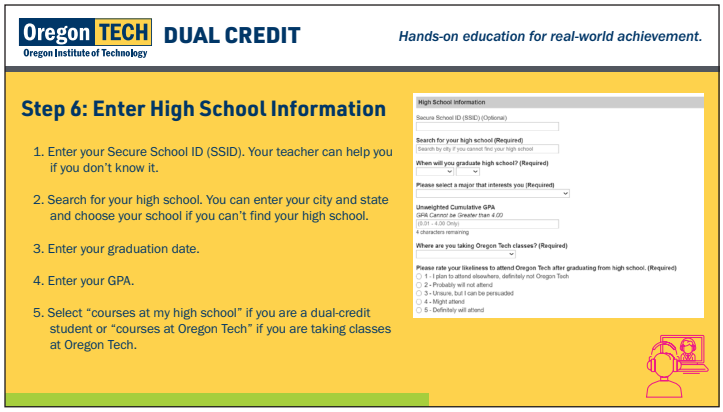


5. Enter Parent/Guardian Information

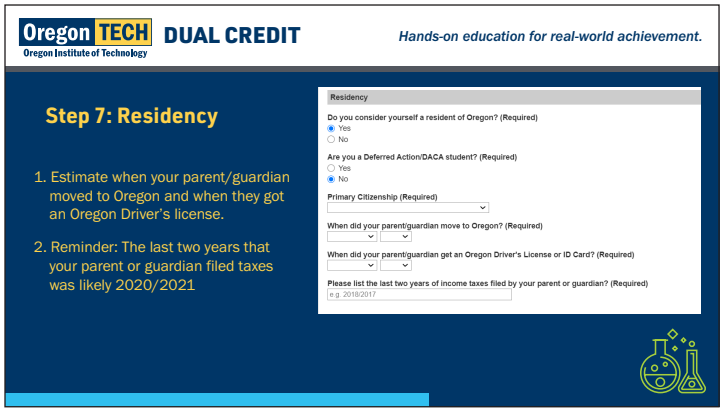


STEP 1: APPLY FOR ADMISSION cont.

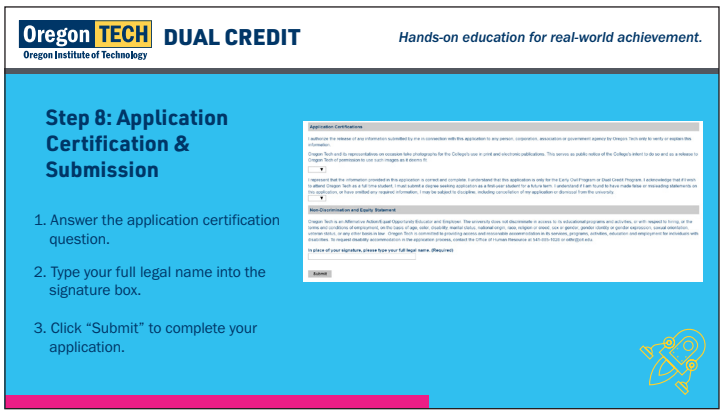
6. Enter High School Information



7. Enter Residency Information



8. Submit; Confirmation of Application Submission



STEP 2: REGISTRATION AND LOGGING INTO TECHweb

To log into TECHweb for the first time you will need your user name and the last four digits of your 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.

Turn in your parent permission form into your high school teacher.

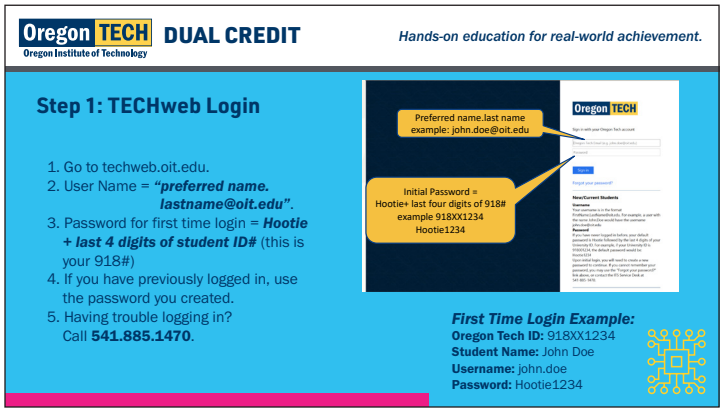
1. **Go to techweb.oit.edu**

2. **Enter your Oregon Tech student username and password.**

   Log into TECHweb with your user name and password
   (first time entry will be preferred firstname.lastname and your password is Hootie plus the last four digits of your student ID or 918 number) Your 918 number is at the top of the email you received.
   Can't login? Call 541.885.1470

   First Time Login Example:
   Oregon Tech ID: 918XX1234

   Student Name: John Doe
   Login: john.doe
   Password: Hootie1234



*NOTE: You will be prompted to change your password. Your new password must be at least 8 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character (example of special character: #@!$%). Please change your password to something you will remember!

STEP 2: REGISTRATION AND LOGGING INTO TECHweb cont.

3. **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:

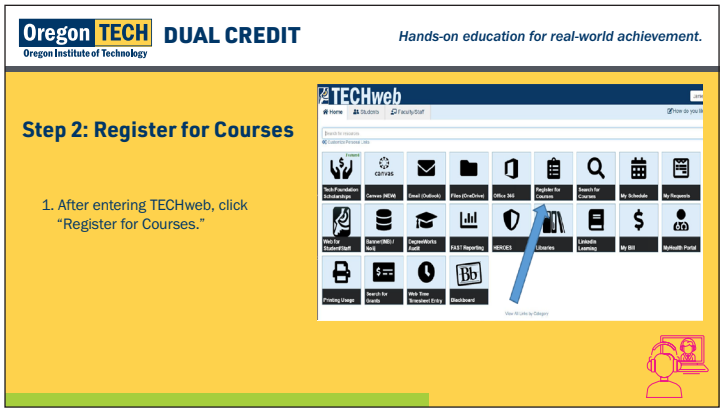
   Oregon Tech Information Technology Services
   Phone: 541.885.1470
   Email: Techsupport@oit.edu

   *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.

4. **Registering for a dual credit course with Oregon Tech**

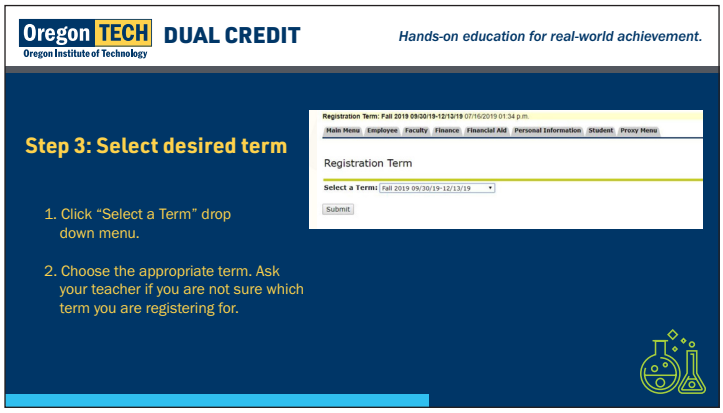
   Registration is required in order to earn credits for a dual credit class. It is the student's responsibility to register through Oregon Tech's online system. Before you can register, you need to know the five-digit course reference number (CRN) for your dual credit course. CRN's are sent to the high school teacher when registration opens for the term.

5. **After successfully logging in, go to Register for Courses**



STEP 2: REGISTRATION AND LOGGING INTO TECHweb cont.

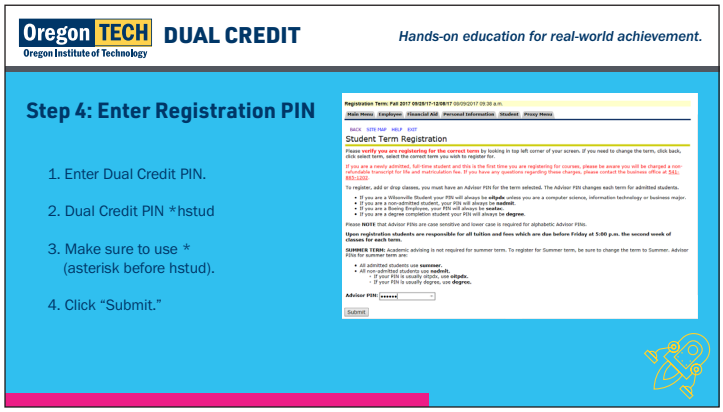
6. Select Desired Term



7. Read Oregon Tech Account Terms and Conditions – Select "I Confirm Agreement"

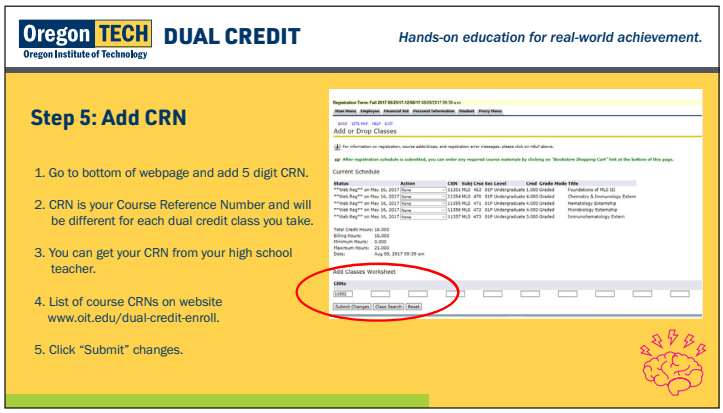
*The terms and agreements is regarding paying for your account/tuition at Oregon Tech. Tuition is a flat rate of $100 - HST courses are $25 per credit or FREE for Free and Reduced Lunch (FRL) students. Tuition Waivers need to be completed and turned into teacher if you are requesting FRL status.

8. Register for class using dual credit Advisor PIN = *hstud



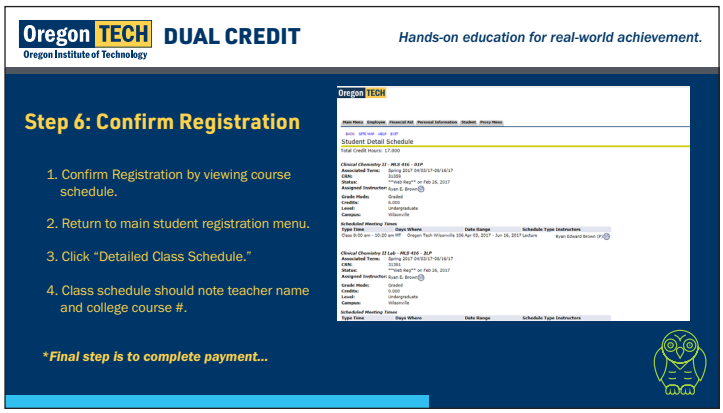
STEP 2: REGISTRATION AND LOGGING INTO TECHweb cont.

9. **Add CRN provided by high school teacher**



10. **If you don't know your CRN, you can look it up at www.oit.edu/dual-credit or call 541.885.1844**

11. **Confirm registration by going to Class Schedule to review**



STEP 3: COMPLETING PAYMENT FOR A DUAL-CREDIT COURSE WITH OREGON TECH

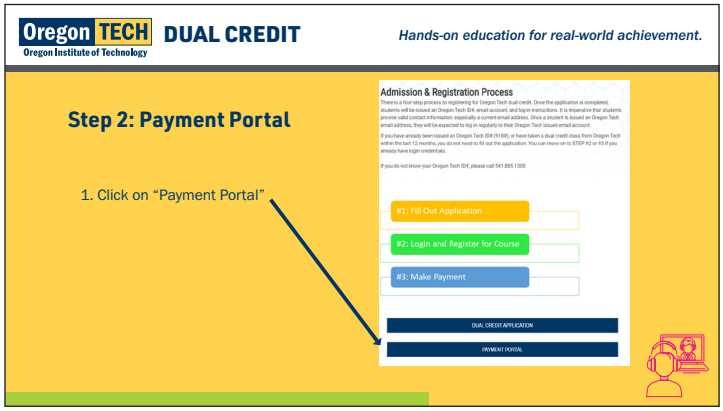
Tuition is required to be paid in full for all dual credit courses with Oregon Tech upon registration. Accounts that have tuition due after registration are subject to collection procedures and prohibited from further registration until payment is received. After you register, you must submit payment for your courses online through one of three ways: Online Payment, Payment by Mail or Tuition Waiver. Due to low cost associated with dual-credit courses, tuition is non-refundable.

OREGON TECH TUITION PAYMENT OPTIONS

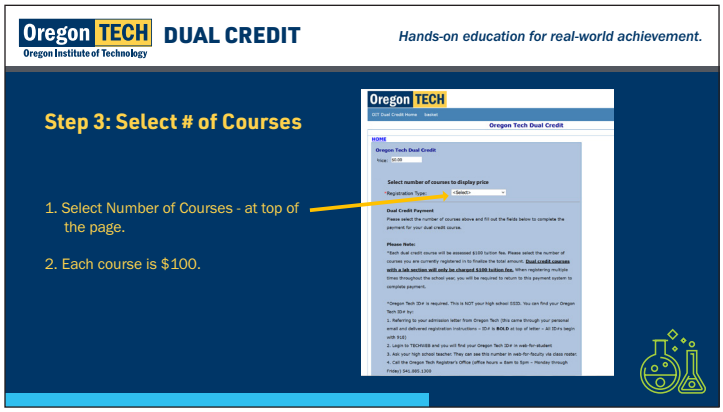
ONLINE PAYMENT

1. **Go to oit.edu/dc-enroll**

   Click on the PAYMENT PORTAL

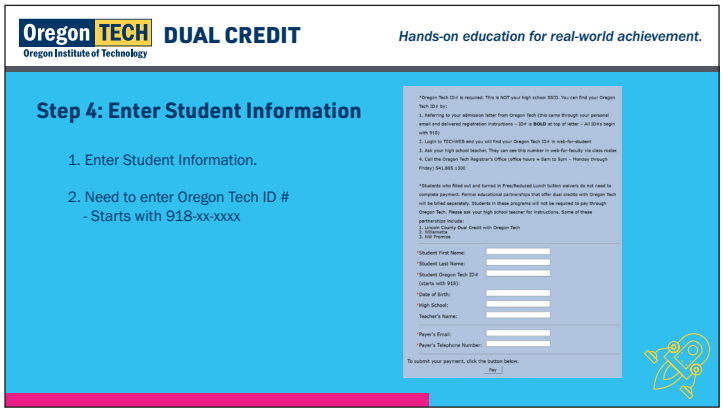


2. **Select # of Course(s) – This should be the number of dual credit courses you registered for with Oregon Tech**

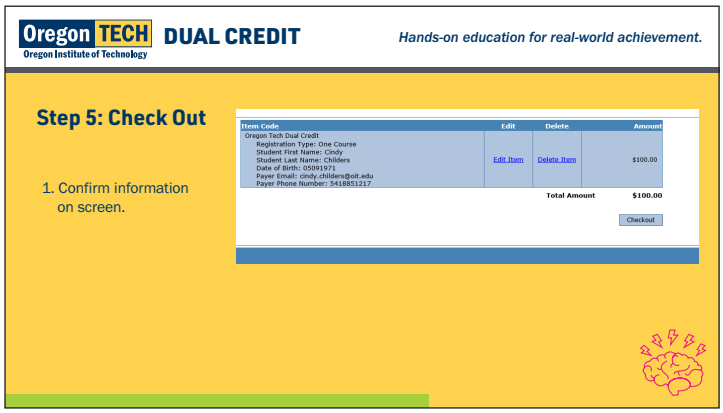


OREGON TECH TUITION PAYMENT OPTIONS cont.

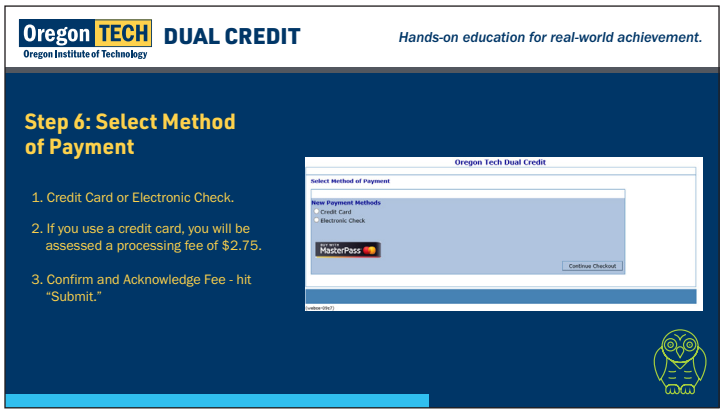
3. **Enter in Student Information (Name, Oregon Tech ID#, Birthdate, High School, Teacher's Name)**



4. **Check Out**

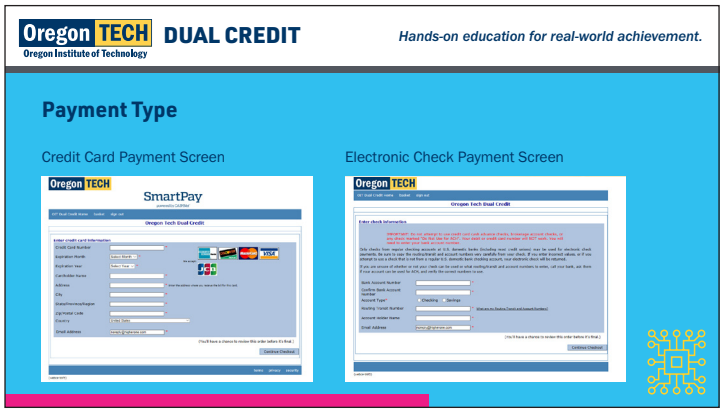


5. **Select Method of Payment – Service fee of $2.75 assessed for credit card payments**

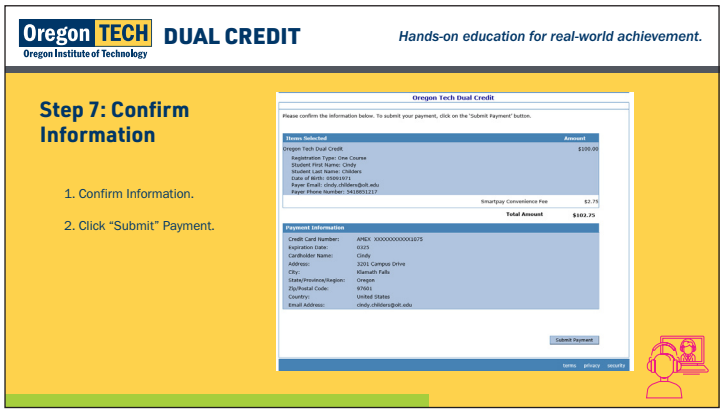


OREGON TECH TUITION PAYMENT OPTIONS cont.

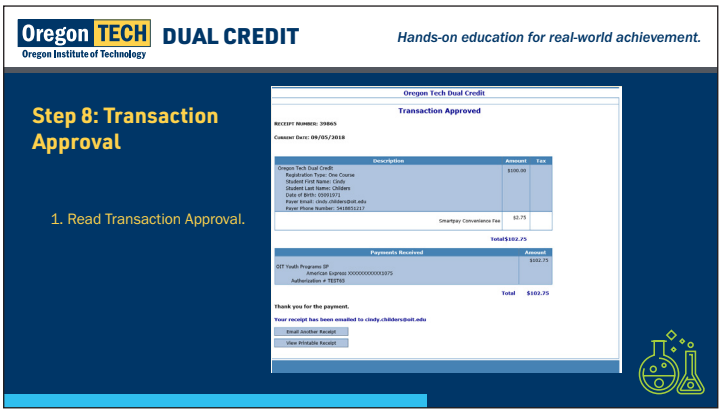
6. Payment Type

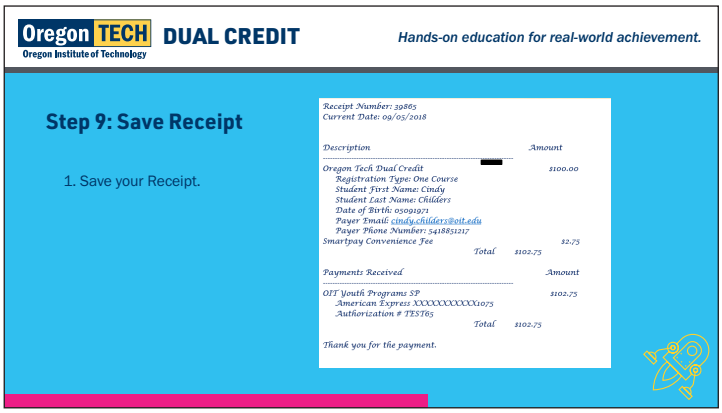


7. Confirm Information



8. Approval/Receipt





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

- Complete Free/Reduced Lunch Tuition Waiver form
- Complete COVID-19 Tuition Waiver Form

PROXY ACCESS

Proxy Access is a way for parents to access a student's account information. A high school student is considered a college student when they register for dual credit. As such, Oregon Tech must abide by FERPA standards and will be unable to share account information with parents unless the student goes through an additional process to grant parents access. The proxy access allows a student to give someone (usually a parent, guardian, or spouse) read-only access to designated areas of your student information, including:

- Transcripts
- Final grades
- Tax information
- Registration
- Financial Aid

Students maintain complete control over proxy relationships. They are able to set them up, reset their passwords, change or delete their access, and send them messages detailing the access they have been given.

PROXY ACCESS INSTRUCTIONS

1. Log into Web for Student
2. Click on the Proxy Menu Tab
3. Click on Proxy Management
4. Click on Add Proxy
5. Fill out the new proxy information, full name and email address
6. Click Add Proxy

PROXY ACCESS INSTRUCTIONS cont.

An email is now sent which includes a link that is sent to the person that was set up as a proxy. The new guest user must log in to validate their email address, create their own PIN, and fill out their personal information. If the student changes their mind and the proxy has not validated their email address, they can delete the proxy from the system right away. Otherwise, the student will need to wait 24 hours to delete the proxy.

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

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

An email is now sent notifying the guest user of the passphrase selected. This unique phrase will be required by Oregon Tech offices. When a proxy calls Oregon Tech, the office will validate the passphrase and authorization given by the student.

1. Click on the Authorization Tab
2. Put a check mark in the box next to the pages you wish this person to see

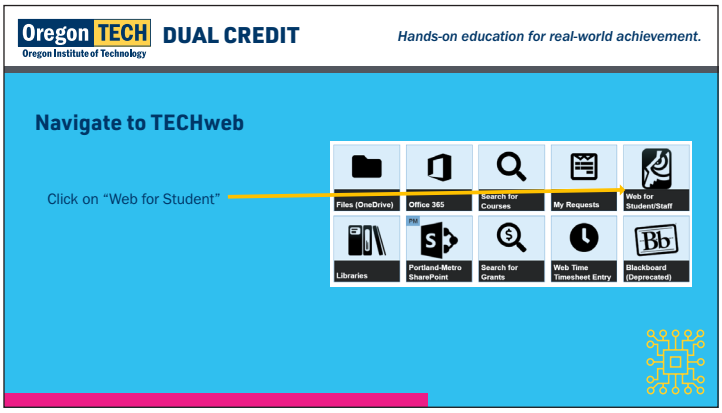
An email is now sent notifying the guest user that he/she has been authorized to see pages and gives them a new URL to log in and see the pages. The guest user will use their email address and PIN they created to gain access to the proxy pages.

If the proxy locks themselves out, they can request a PIN reset by entering their email address and clicking "forgot PIN". The system will then automatically send an email with the PIN verification link and new PIN. The student also has the capability to reset the proxy's PIN. When the student clicks reset PIN in the Proxy Menu, an email is sent to the proxy with the verification link and PIN and a copy of this email is sent to the student.

ORDERING STUDENT TRANSCRIPTS

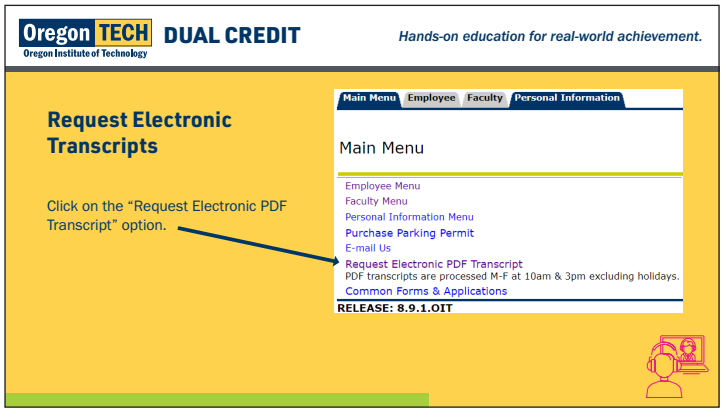
When students are finished with dual credit courses and plan to apply to colleges, they will need to order official transcripts from Oregon Tech and have them sent to their college of choice. All students have access to view their unofficial transcripts on TECHWeb. See instructions below on requesting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

1. Navigate to TECHweb

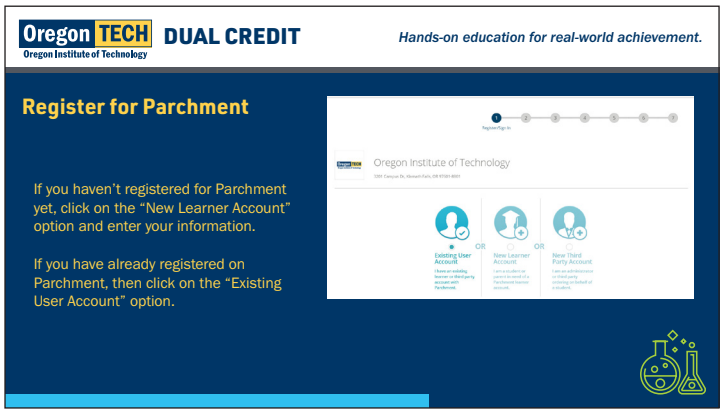


ORDERING STUDENT TRANSCRIPTS cont.

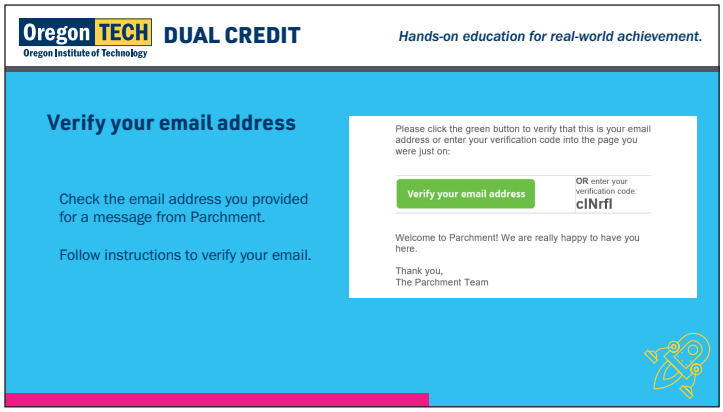
2. Request Electronic Transcripts



3. Register for Parchment

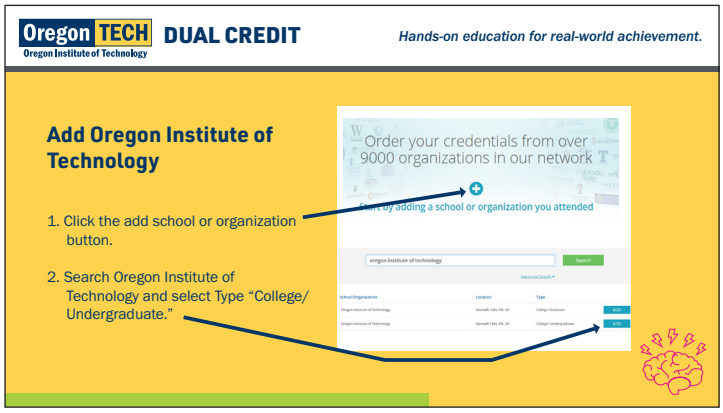


4. Verify your email address

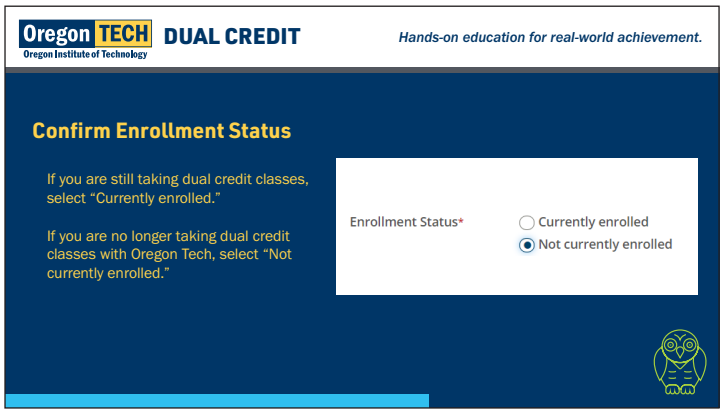


ORDERING STUDENT TRANSCRIPTS cont.

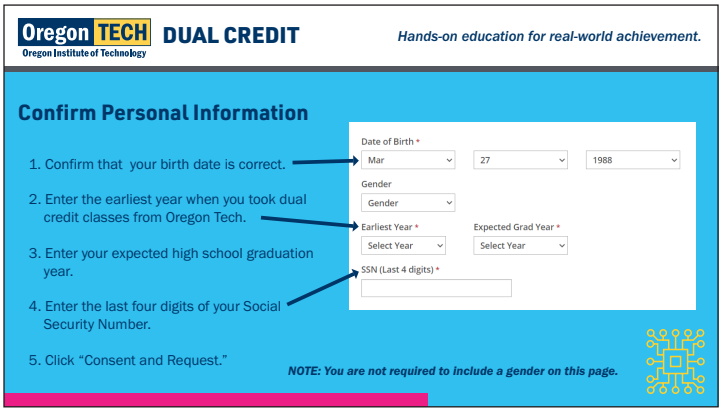
5. Add Oregon Institute of Technology



6. Confirm Enrollment Status

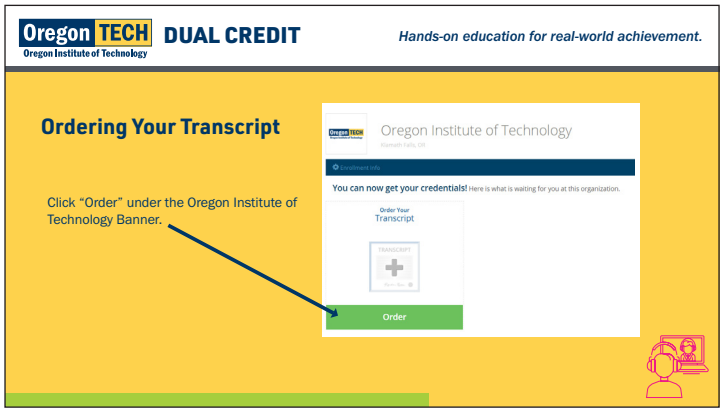


7. Confirm Personal Information

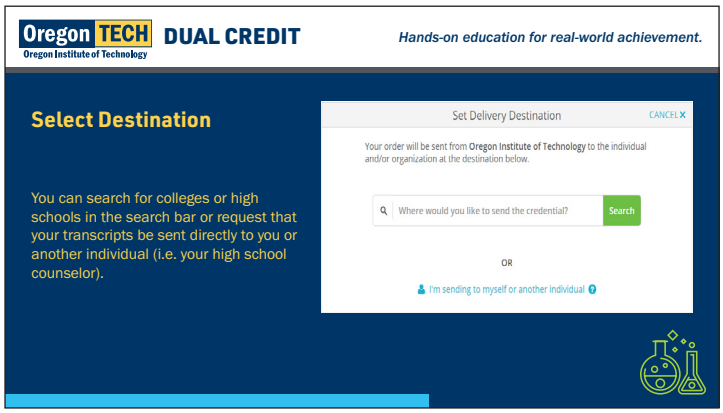


ORDERING STUDENT TRANSCRIPTS cont.

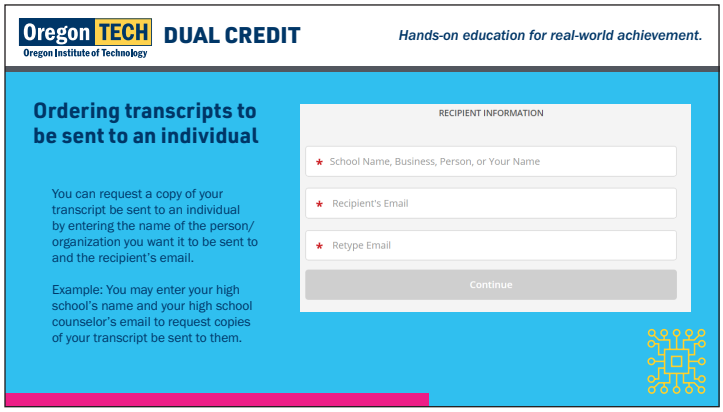
8. Ordering Your Transcript



9. Select Destination

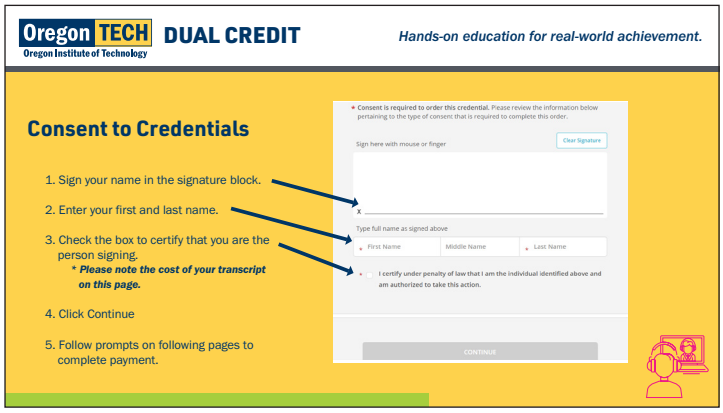


10. Ordering transcripts to be sent to an individual



ORDERING STUDENT TRANSCRIPTS cont.

11. Consent to Credentials



APPENDIX

A. Tuition Waiver

FRL - https://oit.co1.qualtrics.com/jfe/form/SV_eG5Tqjvvr9JCfo9
COVID - https://oit.co1.qualtrics.com/jfe/form/SV_4OvlEuX4BnMzQ3j

B. Drop/Withdraw Form

file:///C:/Users/CARLEE~1.DRA/AppData/Local/Temp/Dual%20Credit%20Drop%20Withdrawl%20Audit%20Form.pdf

C. Partnership Paperwork

Willamette Promise Payment - https://www.wesd.org/Page/833
NW Promise - https://www.nwpromise.org/

D. State Accelerated Credit Standards

https://www.oregon.gov/highered/policy-collaboration/Documents/High-School-College/ALL%20Oregon%20Standards%20for%20Accelerated%20College%20Credit%20September%202019.pdf