Oregon TECH
Oregon Institute of Technology

DUAL CREDIT

STUDENT GUIDE

Hands-on education for real-world achievement.

STUDENT GUIDE

This guide delivers vital information to high school students and families regarding dual credit. The guide will provide up-to-date information on how to apply, register, complete payment, and order official transcripts.

Please use this guide as a tool to assist navigating dual credit with Oregon Tech and your high school partner.

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PORTLAND-METRO:

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WHY SHOULD I TAKE A DUAL CREDIT COURSE?

Earning (or registering for) college credit in high school can have many benefits for students and their families. Research has shown that students who take college credit before they leave high school are likely to enroll in college and persist through their first year of college.

Here are some noteworthy reasons to engage in college credit before you leave high school:

1. Get a head start on college courses.
2. Build a college-going identity.
3. Receive transfer credit.
4. Potentially save time to degree.

All dual credit courses are charged a flat rate of $100 per course. Dual credit courses with Oregon Tech are FREE for students who access free/reduced lunch programming. To receive FREE tuition, tuition waivers for the program must be filled out and filed with Oregon Tech each year.

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: c3oregon.org.

TUITION AND COST FOR DUAL CREDIT PROGRAM

Oregon Tech assesses a non-refundable flat tuition fee of $100 per dual credit course. Oregon Tech charges $0 tuition to students who qualify for free/reduced lunch programming. Students may acknowledge their FRL status by completing our tuition waiver form. An updated form needs to be on file with the Office of Educational Partnerships and Outreach each year. Oregon Tech also charges $0 tuition to students who have been financially impacted by the COVID-19 pandemic. Students may complete the COVID-19 tuition waiver form to acknowledge their need.

Oregon Tech extends a significant discount on students accessing dual credit courses. On-campus students pay between $515 (3 credit course) to $919 (5 credit course) per course. Dual credit courses offer financial savings to students.

Oregon Tech also partners with state and/or district funded programming to provide discounted tuition. Students participating in PROMISE programming and accessing these courses will pay their corresponding PROMISE program. The charge for Promise programming is a flat $30 per year for students or FREE for students accessing free/reduced lunch programming. Teachers and Oregon Tech will assist students to identify if their course is part of the Promise programming.

More information can be found through the following websites:
Willamette Promise Payment - https://www.wesd.org/Page/833
Northwest Promise Payment - https://www.nwpromise.org/

STUDENT RESPONSIBILITY STATEMENT

Students registering and earning college credit in high school must understand that they are transcripting college credit. In doing so, our dual credit students are held to the same standards as our on-campus students. Dual credit students should be aware of Oregon Tech's students' rights and responsibility statement. As dual credit students, you will be required to adhere to the student rights and responsibilities of your high school and Oregon Tech.

Please read Oregon Tech's code of conduct and student responsibility statement and keep in mind:

1. You are responsible for your academic progress and academic honesty. Be aware of drop/withdraw dates and know your current standing/grade in the course.
2. Your college transcript is part of your permanent academic file.
3. You are responsible to complete the application, registration, and payment process.
4. You have access to your academic transcript. You should request official transcripts be sent to college(s) you are applying to for full admission. (Usually completed during your senior year.)

ACADEMIC CALENDAR AND IMPORTANT DATES

Fall registration/1st semester, 1st trimester, full-year
Semester schools starting content in September

DATE	ACTION
Aug 19 - Sep 25	Application available
September 2	Online registration opens
Sep 25	Application closes
Oct 2	Online registration closes (Friday, Oregon Tech week 2)
Oct 2	Roster verification due (all teachers must confirm roster via web-for-faculty)
Oct 2	Tuition due (week 2)
Oct 2	OIT drop date (week 2 for trimester schools) or calc. calendar
Nov 6	OIT withdraw date (week 7) or calc. calendar; OIT Drop date for yearlong classes
Dec 1-8	Grading system available
Dec 8, 12pm	Grades due

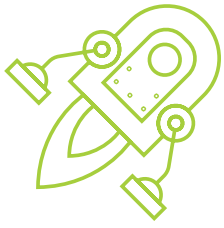
ACADEMIC CALENDAR AND IMPORTANT DATES cont.

Winter registration/2nd trimester only/Promise partnerships

DATE	ACTION
Nov 2 - Jan 8	Application available
Nov 24	Online registration opens
Jan 8	Application closes
Jan 15	Online registration closes (Friday, Oregon Tech week 2)
Jan 15	Roster verification due (all teachers must confirm roster via web-for-faculty)
Jan 15	Tuition due (week 2)
Jan 15	OIT drop date (week 2 for trimester schools) or calc. calendar
Feb 19	OIT withdraw date (week 7) or calc. calendar
Mar 15 - 22	Grading system available
Mar 22, 12pm	Grades due

Spring registration/2nd semester, 3rd trimester
Semester schools starting content in late Jan/early Feb, 2nd semester Promise partnerships

DATE	ACTION
Jan 30 - Apr 2	Application available
Mar 1	Online registration opens
Apr 2	Application closes
Apr 9	Online registration closes (Friday, Oregon Tech week 2)
Apr 9	Anticipated class roster due
Apr 9	Roster verification due (all teachers must confirm roster via web-for-faculty)
Apr 9	Tuition due (week 2)
Apr 9	OIT drop date (week 2) or calc. calendar
May 14	OIT withdraw date (week 7) or calc. calendar
June 7 - 14	Grading system available
June 14, 12pm	Grades due



DROP AND WITHDRAW POLICY

Oregon Tech uses the term schedule for classes running 10 weeks long. This ensures a drop date by Friday of the 2nd week (20% of the course) and a withdraw date by Friday of the 7th week (70% of the course). Oregon Tech understands that dual credit courses run on a different time line. Therefore, we use a formula to calculate your individual drop and withdraw dates according to your course calendar.

If courses do not fit the standard 10-week course schedule, Oregon Tech will work with high school teachers to coordinate a drop or withdraw from the dual credit course. Students should reach out to their teacher if you would like to drop or withdraw from the course. Teachers and students will need to fill out and sign the appropriate paperwork to complete the drop/withdraw.

Appropriate paperwork can be requested via outreach@oit.edu.

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 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" on their transcript.

STUDENT ADMISSION, REGISTRATION, AND PAYMENT

Instructions on how students register for dual credit with Oregon Tech:

There is a three-step process to registering for Oregon Tech dual credit. Students will be issued an Oregon Tech ID#, email account, and login 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 login regularly to their Oregon Tech issued email account.

#1: Fill Out Application

#2: Login and Register for Course

#3: Make Payment

STEP #1: APPLY

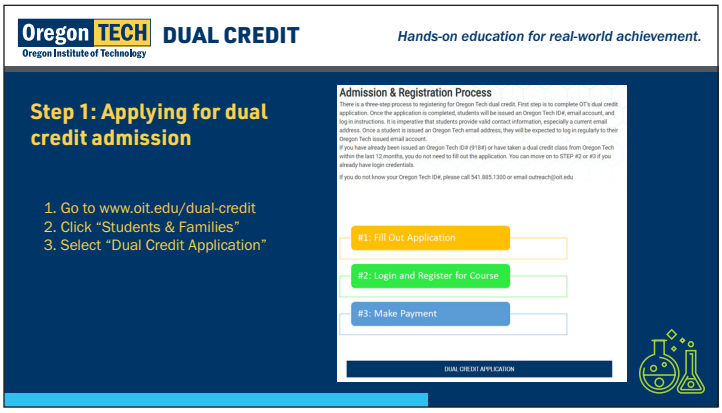
Students need to complete a simple online application to begin the enrollment process. Below is a step-by-step guide to complete this process.

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

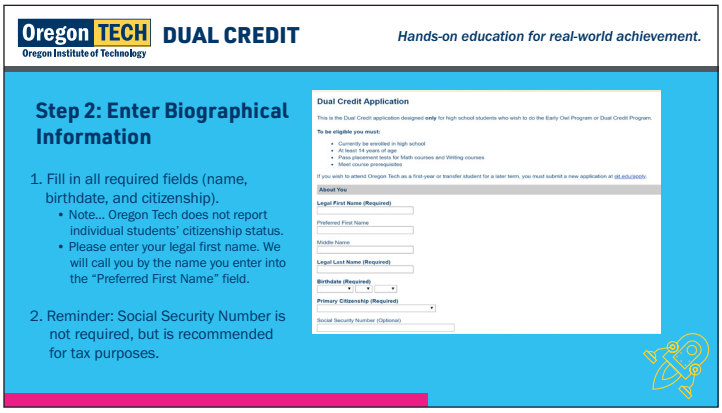
1. Parent/guardian email.
2. Residency information – when your parent/guardian moved to Oregon and when their driver's license was issued in Oregon, and last two years they paid taxes.
3. Parent/guardian phone number.
4. Student's Social Security Number – not required, but highly encouraged to report.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

A detailed powerpoint presentation with all steps/instructions is available at: oit.edu/dc-enroll

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

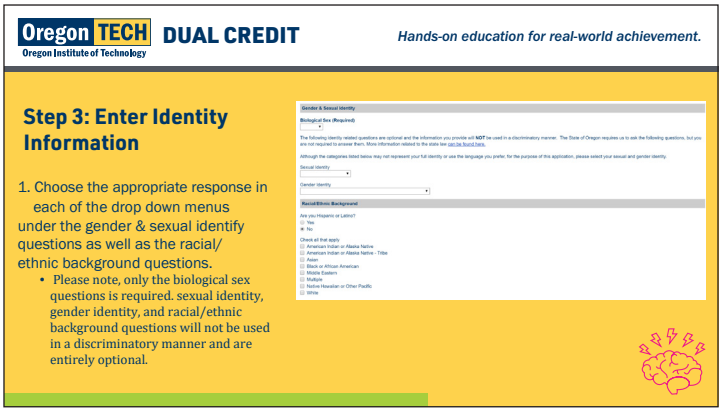


2. Enter biographical information (name, date of birth)

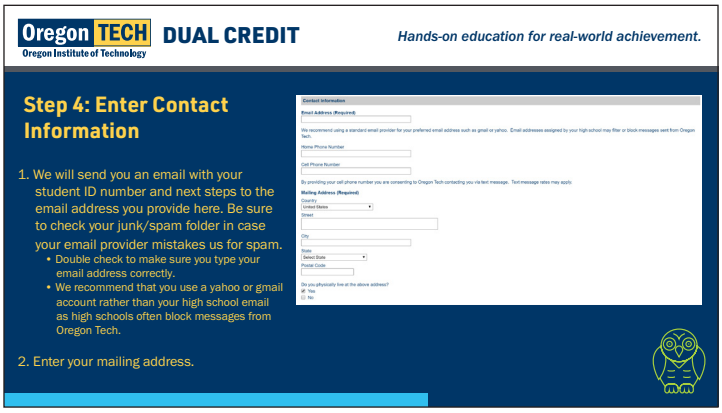


STEP #1: APPLY cont.

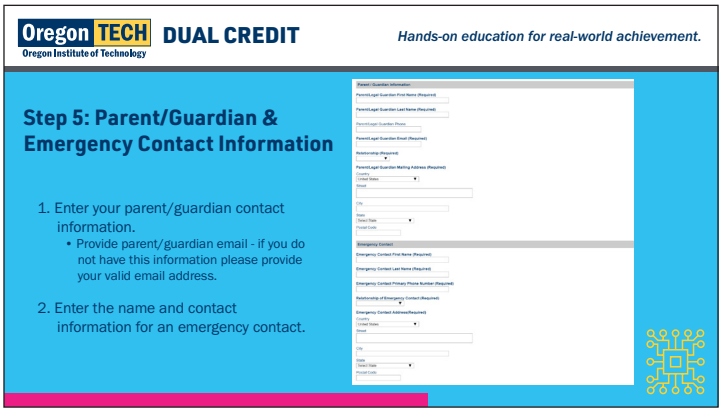
3. Enter identity information



4. Enter contact information

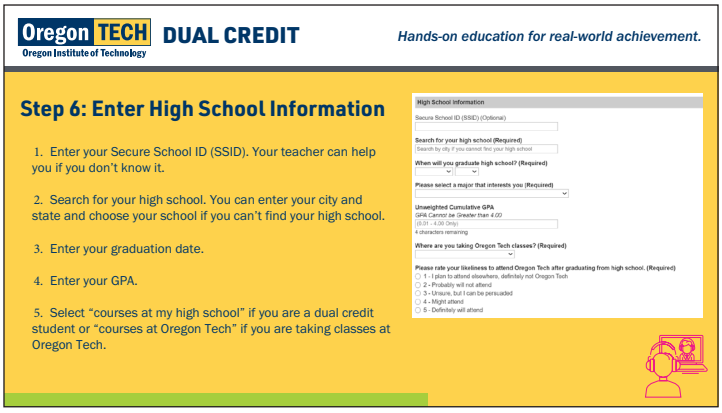


5. Enter parent/guardian information

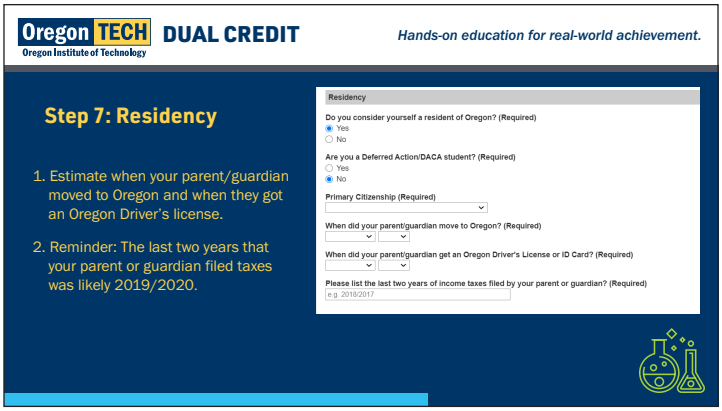


STEP #1: APPLY cont.

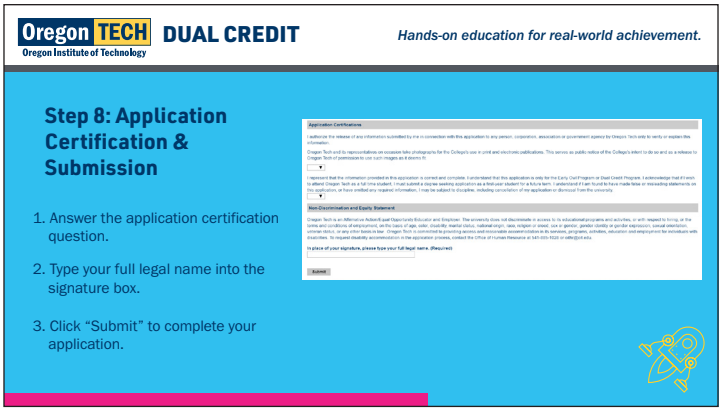
6. Enter high school information



7. Enter residency information



8. Submit; confirmation of application submission



STEP #2: REGISTRATION AND LOGGING INTO TECHweb

To access 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.

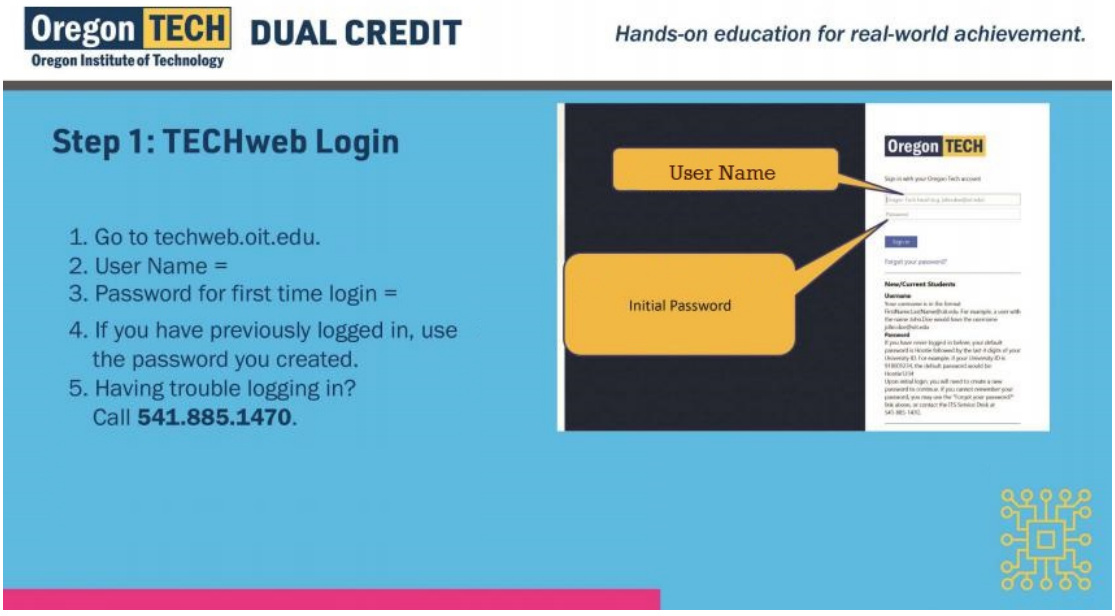
This information is delivered to your personal email address within 24 to 48 hours after you complete your application.

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

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

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

   Access TECHweb with your user name and password



STEP #2: REGISTRATION AND LOGGING INTO TECHweb cont.

3. **After successful login , 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:

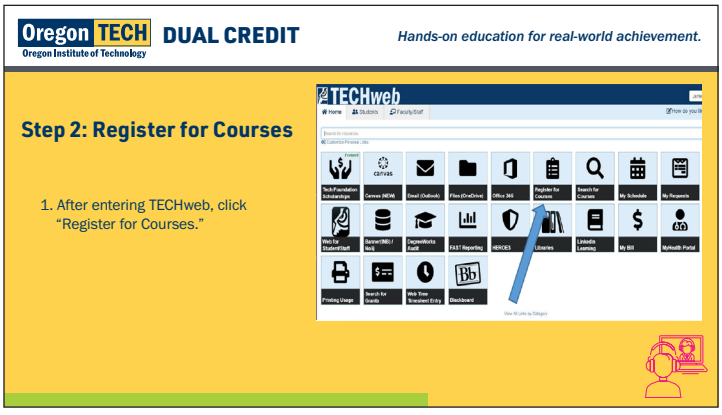
   Oregon Tech Information Technology Services
   Phone: 541.885.1470
   Email: HelpDesk@oit.edu

   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.**

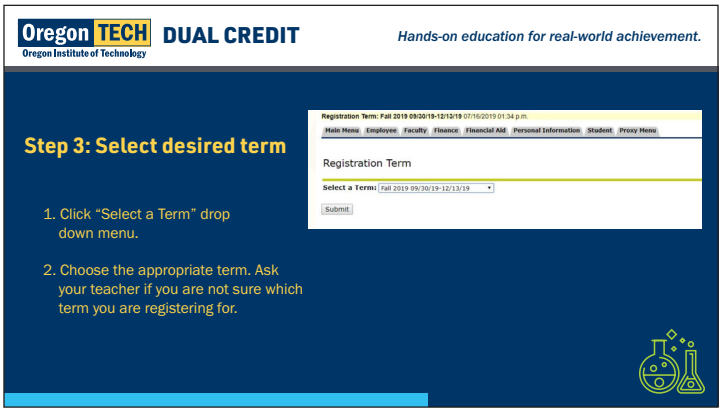
   Registration is required in order to earn credits for a dual credit class. It is the student's responsibility to register through Oregon Tech's online system. Before you can register, you need to know the five-digit course reference number (CRN) for your dual credit course. CRN's are sent to the high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

5. **After successfully logging in, click register for courses.**



STEP #2: REGISTRATION AND LOGGING INTO TECHweb cont.

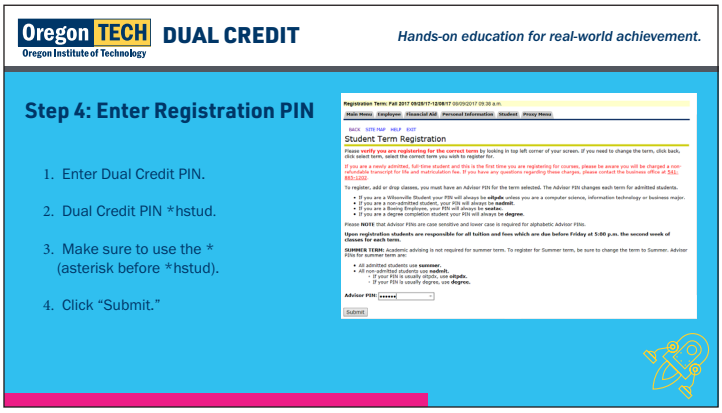
6. Go to register, add or drop classes.



7. Read Oregon Tech account terms and conditions – select "I confirm agreement".

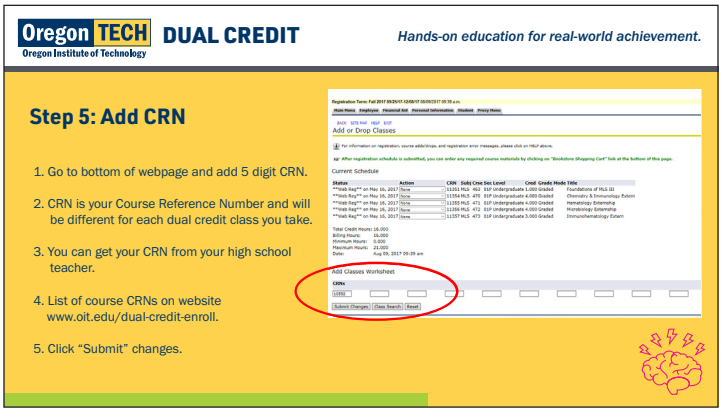
Terms and agreements are in regard to paying for your account/tuition at Oregon Tech. Tuition is $100 per course or FREE for free and reduced lunch (FRL) students. Tuition waivers need to be filled out online.

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



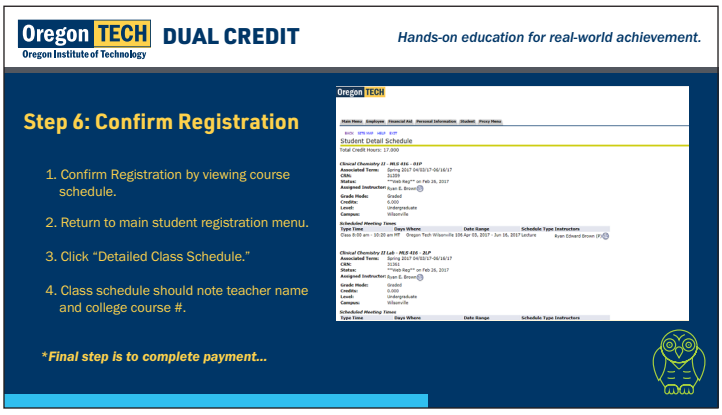
STEP #2: REGISTRATION AND LOGGING INTO TECHweb cont.

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



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

11. **Confirm registration by going to class schedule to review.**



STEP #3: COMPLETE PAYMENT

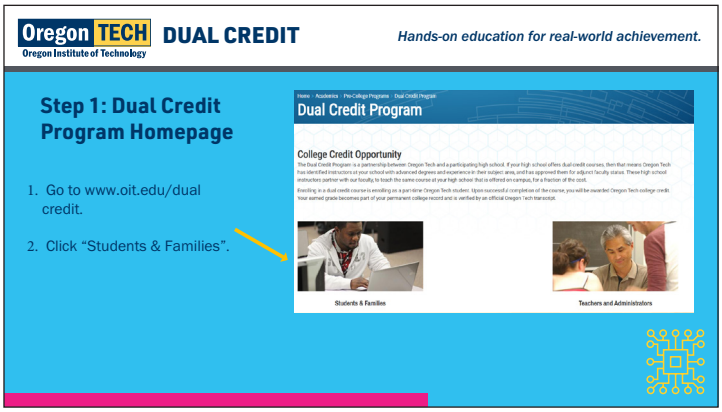
Tuition is required to be paid in full for all dual credit courses with Oregon Tech upon registration. Accounts that have tuition due after registration are subject to collection procedures and prohibited from further registration until payment is received. After you register, you must submit payment 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

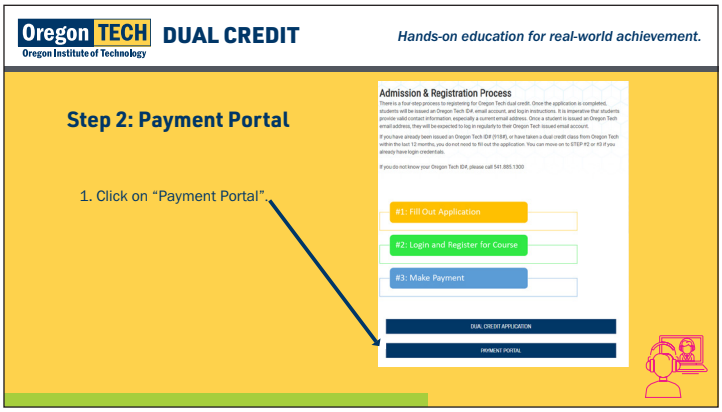
ONLINE PAYMENT

1. **Go to oit.edu/dual-credit.**

   Click on students & families.

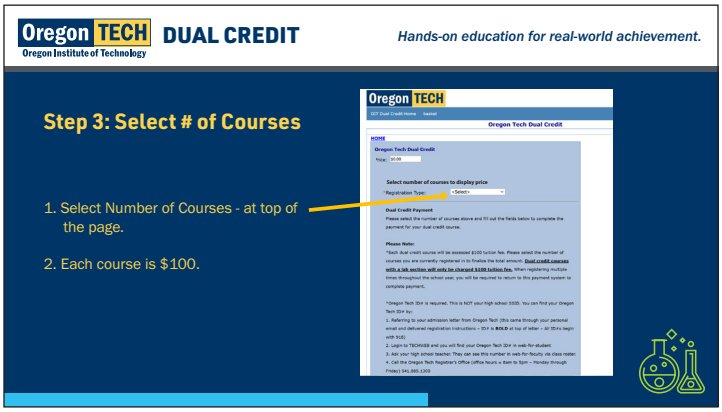


2. **Navigate to payment portal.**

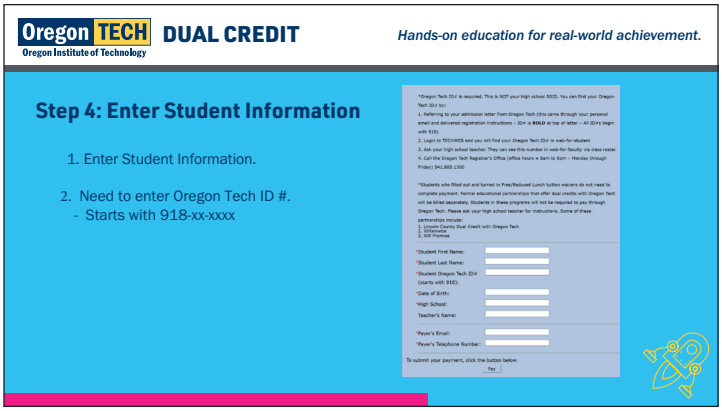


OREGON TECH TUITION PAYMENT OPTIONS cont.

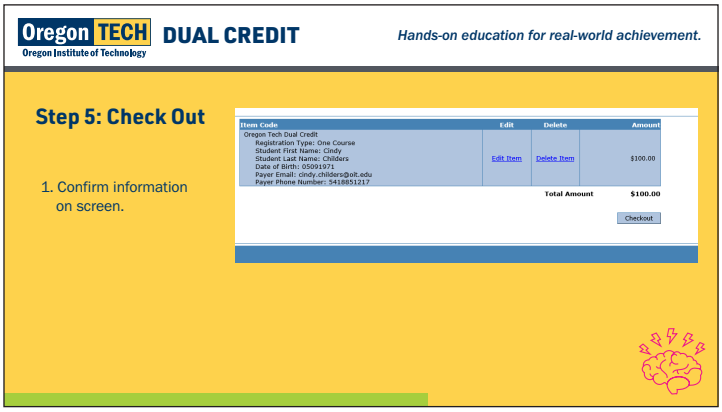
3. **Select # of course(s) –**
   This should be the number of dual credit courses you registered for with Oregon Tech.



4. **Enter in student information (name, Oregon Tech ID#, birthdate, high school, teacher's name).**

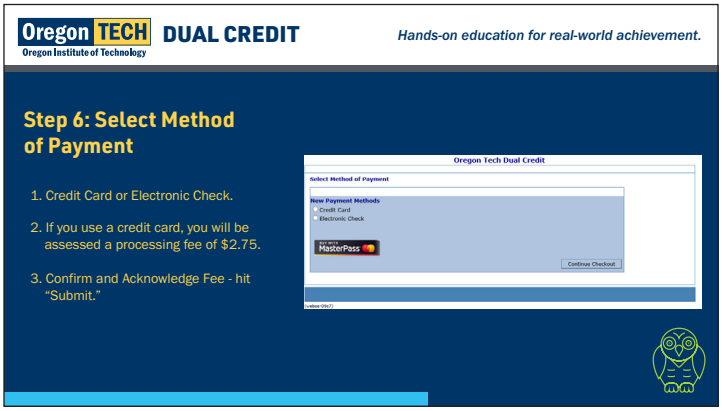


5. **Check out.**

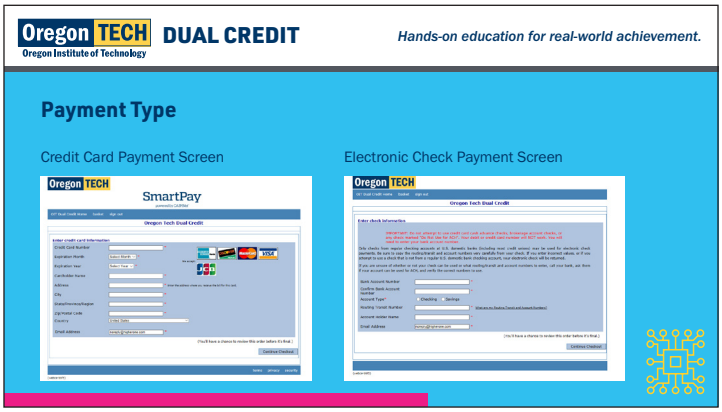


OREGON TECH TUITION PAYMENT OPTIONS cont.

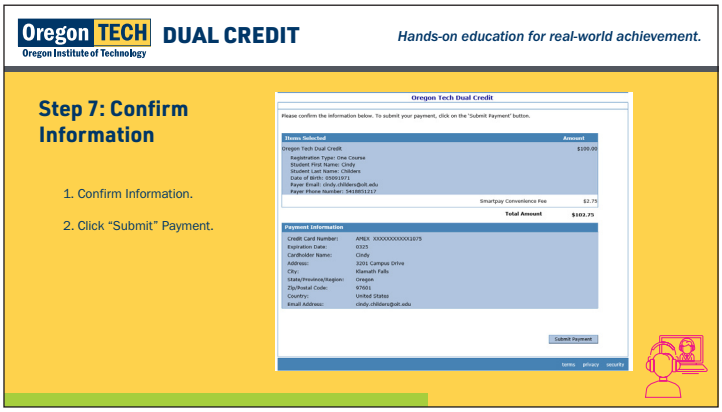
6. **Select method of payment – service fee of $2.75 assessed for credit card payments.**



7. **Payment type.**

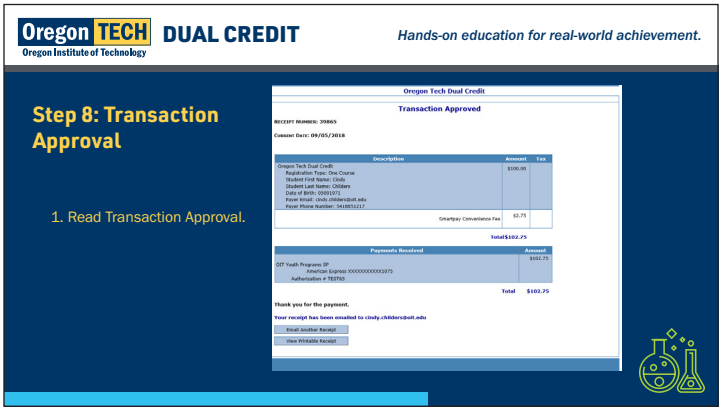


8. **Confirm information.**



OREGON TECH TUITION PAYMENT OPTIONS cont.

9. 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 - https://oit.co1.qualtrics.com/jfe/form/SV_eG5Tqjvvr9JCfo9
- Complete COVID-19 tuition waiver form - https://oit.co1.qualtrics.com/jfe/form/SV_4OvIEuX4BnMzQ3j

STUDENT RIGHTS

Now that you are officially registered for a dual credit course, there are some important differences to note when entering the college space at your high school. Understanding the differences between college and high school is an integral part of dual credit programming. Here are some student rights that you should note:

1. You have a right and access to your student record and academic transcript with Oregon Tech. Your parents/ guardians will not have access to this record unless you have completed a FERPA consent form or completed proxy access to release your account information to your parent or guardian. (See more information on FERPA below)
2. You are considered a non-admit student at Oregon Tech and will have the right to access academic resources through Oregon Tech. This includes our Library resources.
3. You have a right to the protection of confidential personal and academic records that are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 and applicable Administrative Rules.

Oregon Tech's student code of conduct: student rights and responsibilities handbook is available for review.
FERPA resources and contacts are available to dual credit students.

PROXY ACCESS

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

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

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

PROXY ACCESS INSTRUCTIONS

1. Log into web-for-student.
2. Click on the proxy menu tab.
3. Click on proxy management.
4. Click on add proxy.
5. Fill out the new proxy information, full name and email address.
6. Click add proxy.

PROXY ACCESS INSTRUCTIONS cont.

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

1. Click on the name of the proxy that was just created to expand the section.
2. On the profile tab, select Guest User as the relationship.
3. Fill out a description that is meaningful to you.
4. Choose a passphrase (secret password for the proxy to use).
5. Click email 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.

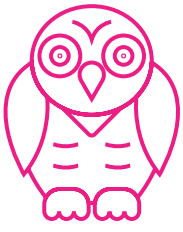
1. Click on the authorization tab.
2. Put a check mark in the box next to the pages you wish this person to see.

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

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

ORDERING STUDENT TRANSCRIPTS

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

Requesting transcript instructions:
Students and alumni may request an official transcript in one of two ways listed below. **Please note we cannot accept transcript requests over the phone.**

1. Login to TECHweb, web-for-student (instructions on page 10 of this guide) and request an official transcript be sent to another college, a personal address, a business, etc. If you no longer have your student ID number or PIN, please contact the Registrar's Office for help at 541.885.1305.
2. Download the transcript request form. After you fill out the form you can mail, fax, deliver directly, or scan and pdf to registrar@oit.edu. Oregon Tech does not charge students for official transcripts sent via standard mail.