



# **DUAL CREDIT**

# **HIGH SCHOOL**

# **TRANSITION**

# **(HST) GUIDE**

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**Oregon's Polytechnic University**

# STUDENT GUIDE

This guide delivers vital information to high school students and families regarding the High School Transition (HST) program. You can use this guide to learn how to search for classes, apply, schedule an advising appointment, and register.

You'll also find important details about the rules of the HST program here, including student responsibilities, tuition and fees, and enrolling in classes.

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## PROGRAM CONTACTS

Your primary point of contact is your HST advisor. The advisor for Klamath Falls students is Mary-Jane Owen. Gale Bloom is the advisor for students on the Portland-Metro campus.



**Mary-Jane Owen**

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**Schedule an appointment  
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**Schedule an appointment  
with Gale**



**Carleen Drago**

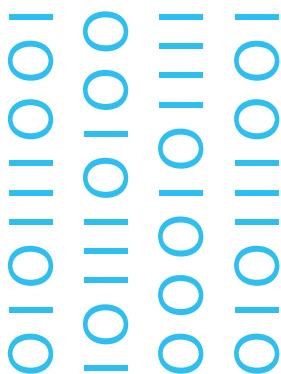
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## WHY TAKE HST CLASSES?

Some students choose to study with us to get a head start in college by completing general education classes. Others want to pursue their interests in the hands-on degree fields that Oregon Tech offers. Whatever your reasons for studying with us, you'll be able to save money by taking advantage of discounted tuition and may even save yourself time by getting a head start on your degree.

## TUITION & FEES

HST students can take up to nine credits per term at a discounted tuition rate of \$25 per credit. Students who are eligible for free/reduced lunch at their high school are eligible to receive a tuition waiver. Eligible students must indicate their free/reduced lunch status on the HST application or complete a [Grant Waiver](#) request.

Please keep in mind, due to the discounted tuition there are no refunds for HST courses. **Online classes incur a full tuition fee as we are unable to extend the HST tuition discount to them.**

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## HST PROGRAM POLICIES

### **Credit Limit**

- Students are limited to registering for 9 credits on campus in the high school transition program.

### **Term Limit**

- Students may be enrolled in HST classes for up to 9 terms total.

### **Online Classes**

- The HST student discount cannot be extended to online classes. Students must receive departmental approval to be registered for an online class.

### **Tuition Refunds**

- Due to the discounted tuition rate, HST students are not eligible to receive a refund if they drop or withdraw from a class.

### **Advising**

- Students must attend an advising appointment prior to registering for dual credit classes.

### **Textbooks and Fees**

- Students are responsible for the cost of any textbooks or fees associated with their classes.

## STUDENT RIGHTS & RESPONSIBILITIES

HST students retain the rights and responsibilities held by all Oregon Tech students. Those [\*\*rights and responsibilities\*\*](#) can be viewed on our website.

# FALL 2025

HST Registration Opens	May 15, 2025
Classes Begin	Oct. 1, 2025
Last day to change registration online or register for an HST class	Oct. 7, 2025
Tuition and Fees due	Oct. 14, 2025
Last day to drop a class without a "W"	Oct. 14, 2025
Veterans Day Observed	Nov. 11, 2025
Last day to withdraw from an individual course	Nov. 21, 2025
Winter registration opens	Nov. 23, 2025
Thanksgiving Holiday	Nov. 25-28, 2025
Last day to completely withdraw	Dec. 14, 2025
Final Exams Week	Dec. 15-18, 2025
Fall Term ends	Dec. 19, 2025



## WINTER 2026

HST Registration Opens	Nov. 21, 2025
Classes Begin	Jan. 5, 2026
Last day to change registration online or register for an HST class	Jan. 9, 2026
Tuition and Fees due	Jan. 18, 2026
Last day to drop a class without a "W"	Jan. 18, 2026
Martin Luther King. Jr. Holiday	Jan. 19, 2026
Last day to withdraw from an individual course	Feb. 22, 2026
Spring Registration opens	Feb. 26, 2026
Last day to completely withdraw	Mar. 15, 2026
Final Exams Week	Mar. 16-20, 2026
Winter Term ends	Mar. 20, 2026

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## **SPRING 2026**

HST Registration Opens	Feb. 26, 2026
Classes Begin	Mar. 30, 2026
Last day to change registration online or register for an HST class	Apr. 3 2026
Tuition and Fees due	Apr. 12, 2026
Last day to drop a class without a "W"	Apr. 12, 2026
Last day to withdraw from an individual course	May 17, 2026
Memorial Day Holiday	May 25, 2026
Last day to completely withdraw	June 7, 2026
Final Exams Week	June 8-12, 2026
Spring Term ends	June 12, 2026

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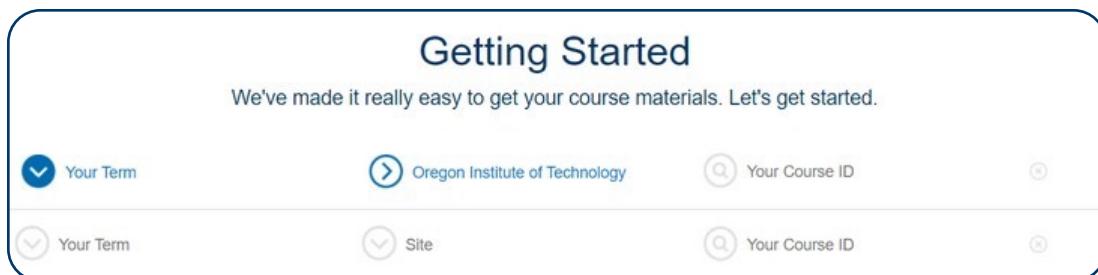
## FINDING HIGH SCHOOL TRANSITION CLASSES

You can find dual credit classes by:

- Using the [\*\*course search tool\*\*](#).
- Browsing a short list of available courses at [\*\*oit.edu/hst\*\*](http://oit.edu/hst) and clicking on the campus you'd like to attend.
- Scheduling an advising appointment with your HST advisor. We will listen to your academic goals and help identify classes that will help you on your pathway.

## FINDING TEXTBOOKS

Students can order textbooks through [\*\*Oregon Tech's online bookstore\*\*](#). You will enter the term that you are attending and the Course ID number of the class. See the screenshot below



## PARKING

HST students parking on campus will need to purchase a parking permit. The cost for HST students to park on campus is **\$13/term** or **\$39/year**. The permits are virtual and can be purchased online via Oregon Tech's [Parking Services](#) page.

## DROPPING OR WITHDRAWING FROM A COURSE

We encourage HST students to always schedule check-ins with their advisor prior to both the drop and withdraw deadline to discuss any questions or concerns. Students **must** meet with their advisor in order to complete a drop or withdrawal.

There is no penalty for dropping a course within the first two weeks of a term **except that tuition for that course is non-refundable**.

**Students who wish to withdraw from a class after the drop deadline must meet with their advisor to do so.**

## HST APPLICATION INSTRUCTIONS

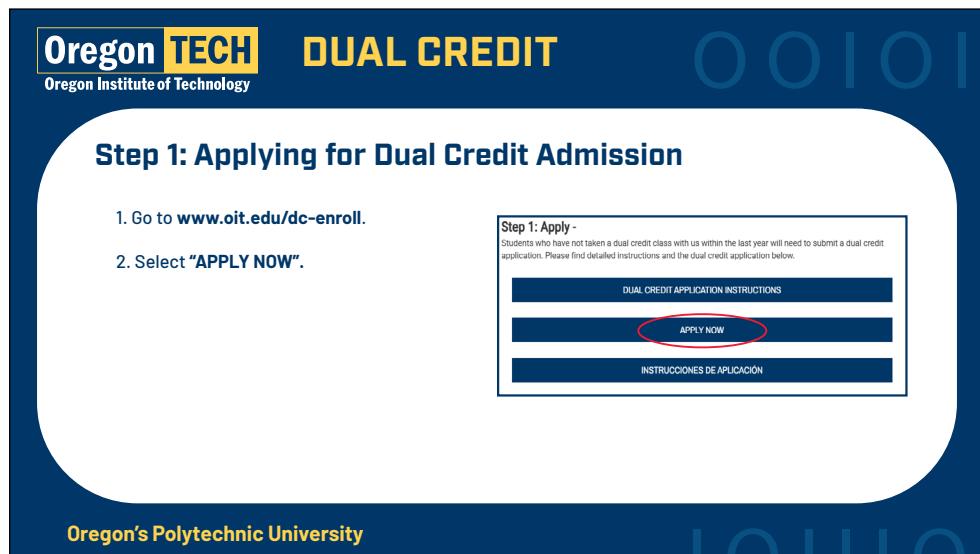
Students need to complete a simple online application to begin the enrollment process. Below is a step-by-step guide to complete this process.

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. Parent/Guardian phone number
3. 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: [oit.edu/dc-enroll](http://oit.edu/dc-enroll)

**1. Go to [oit.edu/dc-enroll](http://oit.edu/dc-enroll) to start the application and select **CLICK HERE TO APPLY**.**



## HST APPLICATION INSTRUCTIONS CONT.

### 2. Enter Biological Information (Name, Date of Birth).

The screenshot shows the "Step 2: Enter Biographical Information" page. At the top, the Oregon Tech logo and "DUAL CREDIT" are displayed. Below the logo, the text "Step 2: Enter Biographical Information" is centered. A callout box contains instructions: "1. Fill in all required fields (name and birth date). • Please enter your legal first name. We will call you by the name you enter into the 'Preferred First Name' field." To the right, a "About You" form is shown with fields for Legal First Name, Middle Name, Legal Last Name, a checkbox for a preferred first name, and a birthdate dropdown. The footer of the page reads "Oregon's Polytechnic University".

### 3. Enter Identity Information.

The screenshot shows the "Step 3: Enter Identity Information" page. At the top, the Oregon Tech logo and "DUAL CREDIT" are displayed. Below the logo, the text "Step 3: Enter Identity Information" is centered. A callout box contains instructions: "1. Choose the appropriate response under "legal sex" and gender and sexuality drop down menus, as well as the racial/ethnic background questions." Below this, a note states: "• PLEASE NOTE: Only the "legal sex" question is required. Sexual identity, gender identity, and racial/ethnic background questions will not be used in a discriminatory manner and are entirely optional." To the right, an "Identity" form is shown with fields for Legal Sex, a note about federal reporting, and dropdowns for Sexual Identity and Gender Identity. The footer of the page reads "Oregon's Polytechnic University".

## HST APPLICATION INSTRUCTIONS CONT.

### 4. Enter Contact Information.

The screenshot shows the "Step 4: Enter Contact Information" page of the Oregon Tech Dual Credit application. The page header includes the "Oregon TECH DUAL CREDIT" logo and "Oregon Institute of Technology". The main content area is titled "Step 4: Enter Contact Information".

**1. We will send you an email with your student ID number and next steps to the email address you provide here. Be sure to check your junk/spam folder in case your email provider mistakes us for spam.**

- Double check to make sure you type your email address correctly.
- We recommend that you use a yahoo or gmail account rather than your high school email as high schools often block messages from Oregon Tech.

**2. Enter your emailing address.**

On the right side of the page, there is a "Contact Information" form with fields for "Email Address (Required)", "Mobile Phone Number", "Cell Phone Number", and "Billing Address (Required)". The "Billing Address" section includes fields for "Country", "State", "City", "Zip", "Street Name", "Street Number", and "House Code". A note at the bottom of the form states: "By providing your cell phone number you are consenting to Oregon Tech contacting you via text message. Text message rates may apply."

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### 5. Enter Parent/Guardian & Emergency Contact Information.

The screenshot shows the "Step 5: Parent/Guardian & Emergency Contact Info." page of the Oregon Tech Dual Credit application. The page header includes the "Oregon TECH DUAL CREDIT" logo and "Oregon Institute of Technology". The main content area is titled "Step 5: Parent/Guardian & Emergency Contact Info.".

**1. Enter your parent/guardian contact information.**

- Provide parent/guardian email - if you do not have this information, please provide your valid email address.

**2. Enter the name and contact information for an emergency contact.**

On the right side of the page, there are two "Contact Information" forms. The top form is for "Parent/Guardian" and the bottom form is for "Emergency Contact". Both forms require "First Name" and "Last Name". The "Parent/Guardian" form also requires "Street Name", "Street Number", and "House Code". The "Emergency Contact" form also requires "Street Name", "Street Number", and "House Code". Both forms include fields for "Email Address (Required)", "Mobile Phone Number", "Cell Phone Number", and "Phone Number". A note at the bottom of each form states: "By providing your cell phone number you are consenting to Oregon Tech contacting you via text message. Text message rates may apply."

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## HST APPLICATION INSTRUCTIONS CONT.

### 6. Enter High School Information.

The screenshot shows the "Step 6: Enter High School Information" section of the application. The page header includes the Oregon Tech logo and "DUAL CREDIT". The main content area is titled "Step 6: Enter High School Information". A numbered list of 6 steps is provided:

1. Enter your **Secure School ID (SSID)**. Your teacher can help you if you don't know it. **This field is required for Willamette Promise students. Optional for all others.**
2. Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
3. Enter **June 1** of your graduation year
4. Enter your **GPA**. **Please note that this field is optional.**
5. Select "**courses at my high school**" if you are a dual credit student or "**courses at Oregon Tech**" if you are taking classes at Oregon Tech.
6. Please indicate whether you qualify for free/reduced lunch at your high school. We waive tuition for qualified students.

On the right side of the page, there is a "High School Information" form with fields for SSID, graduation date, GPA, and lunch qualification. There is also a note about Willamette Promise students and a section for selecting courses at high school or Oregon Tech.

### 7. Enter Citizenship & Residency Information.

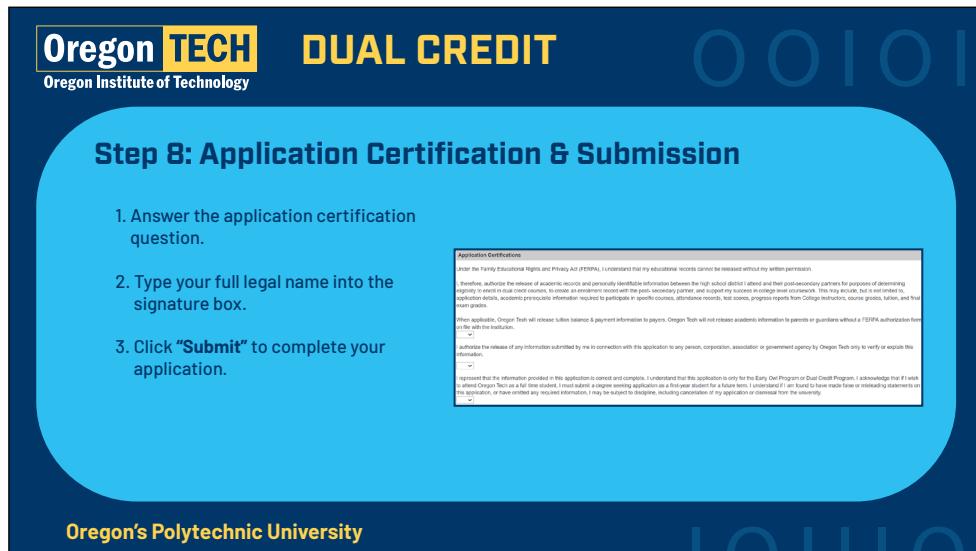
The screenshot shows the "Step 7: Enter Citizenship & Residency" section of the application. The page header includes the Oregon Tech logo and "DUAL CREDIT". The main content area is titled "Step 7: Enter Citizenship & Residency". A note states: "NOTE: You can register for dual credit even if your primary country of citizenship is not the United States." A numbered list of 1 step is provided:

1. Select your primary country of citizenship.

On the right side of the page, there is a "Citizenship" form with fields for primary country of citizenship and residency. A question asks if the user considers themselves a resident of Oregon, with "Yes" and "No" options.

## HST APPLICATION INSTRUCTIONS CONT.

### 8. Submit: Confirmation of Application Submission.



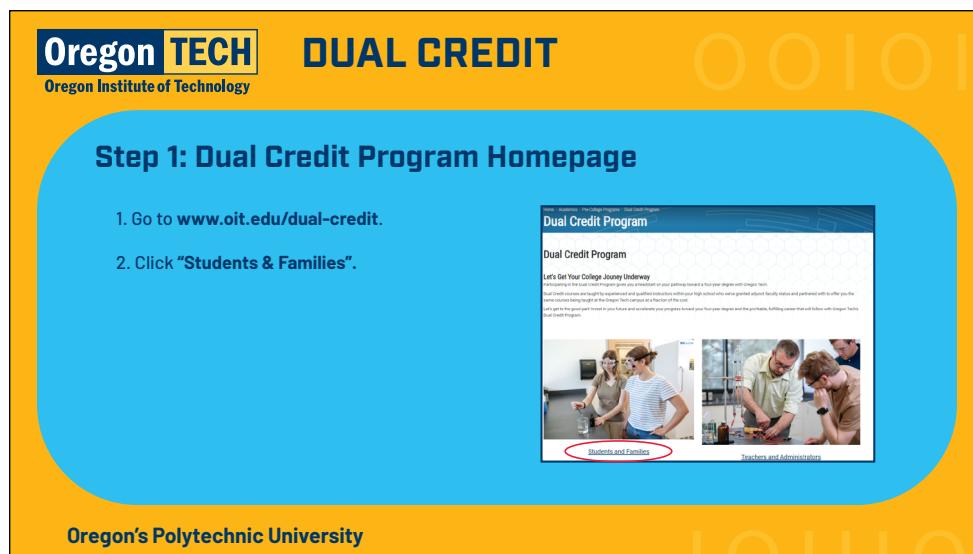
## REGISTRATION INSTRUCTIONS

High School Transition Students must work with their advisor to complete registration. Your advisor will complete registration on your behalf after your advising meeting.

## PAYMENT INSTRUCTIONS

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.

### 1. Go to [oit.edu/dual-credit](http://oit.edu/dual-credit).



**Oregon TECH**  
Oregon Institute of Technology

**DUAL CREDIT**

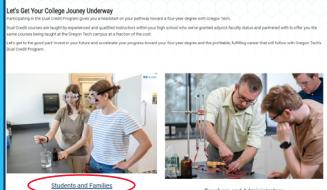
**Step 1: Dual Credit Program Homepage**

1. Go to [www.oit.edu/dual-credit](http://www.oit.edu/dual-credit).
2. Click "Students & Families".

**Dual Credit Program**

**Let's Get Your College Journey Underway**

Dual Credit courses are taught by experienced and qualified instructors within your high school who are granted adjunct faculty status and paid to teach at the college level. Dual Credit courses are taught by experienced and qualified instructors within your high school who are granted adjunct faculty status and paid to teach at the college level. Dual Credit courses are taught by experienced and qualified instructors within your high school who are granted adjunct faculty status and paid to teach at the college level. Dual Credit courses are taught by experienced and qualified instructors within your high school who are granted adjunct faculty status and paid to teach at the college level.

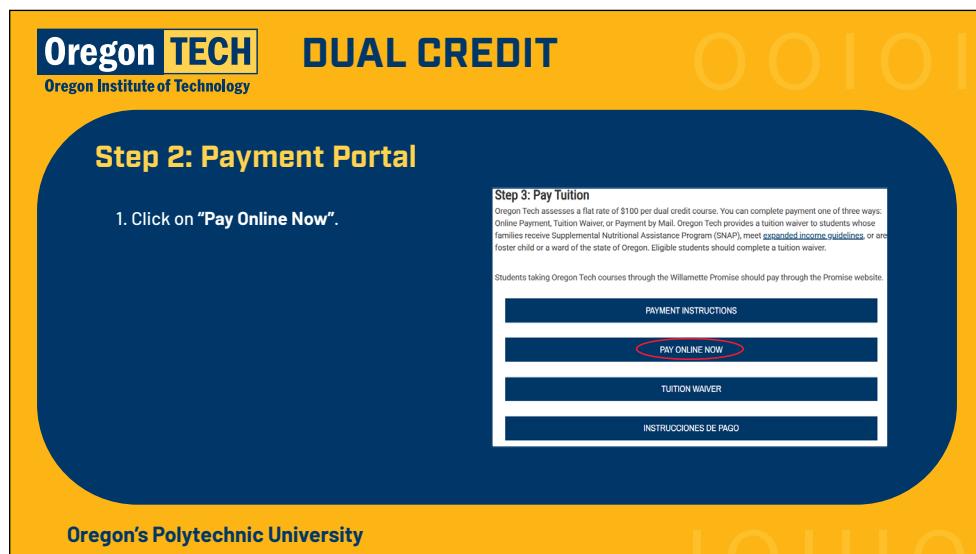
**Students and Families** 

**Teachers and Administrators** 

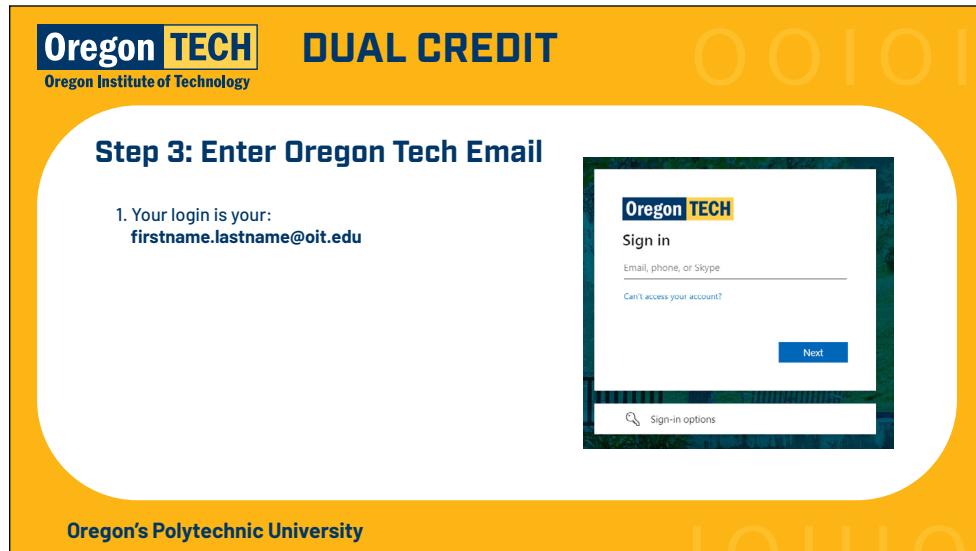
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## PAYMENT INSTRUCTIONS CONT.

### 2. Navigate to payment portal.



### 3. Enter Oregon Tech Email.



## PAYMENT INSTRUCTIONS CONT.

### 4. Complete Login.

**Oregon TECH DUAL CREDIT**  
Oregon Institute of Technology

**Step 4: Complete Login**

1. Enter the **14 character password** you created when you logged in to TECHweb for the first time.
2. Call the ITS help desk at **541-885-1470** to reset your password if you have forgotten it.

**Oregon's Polytechnic University**

### 5. Payment Dashboard.

**Oregon TECH DUAL CREDIT**  
Oregon Institute of Technology

**Step 5: Payment Dashboard**

1. Select "Make a payment".

**Oregon's Polytechnic University**

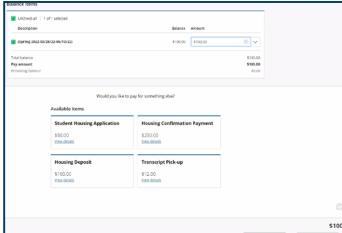
## PAYMENT INSTRUCTIONS CONT.

### 6. Complete Payment.

**Oregon TECH** DUAL CREDIT  
Oregon Institute of Technology

### Step 6: Complete Payment

1. Choose items that you are paying for.
2. Select "Checkout" on the bottom right of the page.



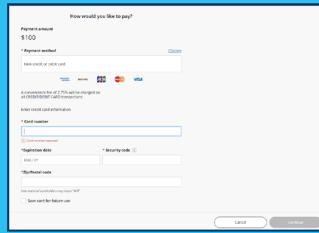
Oregon's Polytechnic University

### 7. Choose Payment Method.

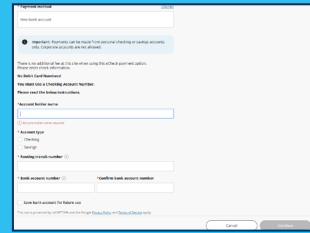
**Oregon TECH** DUAL CREDIT  
Oregon Institute of Technology

### Step 7: Choose Payment Method

**Credit Card Payment Screen**  
NOTE: Credit/Debit Card payments incur a 2.75% service fee.



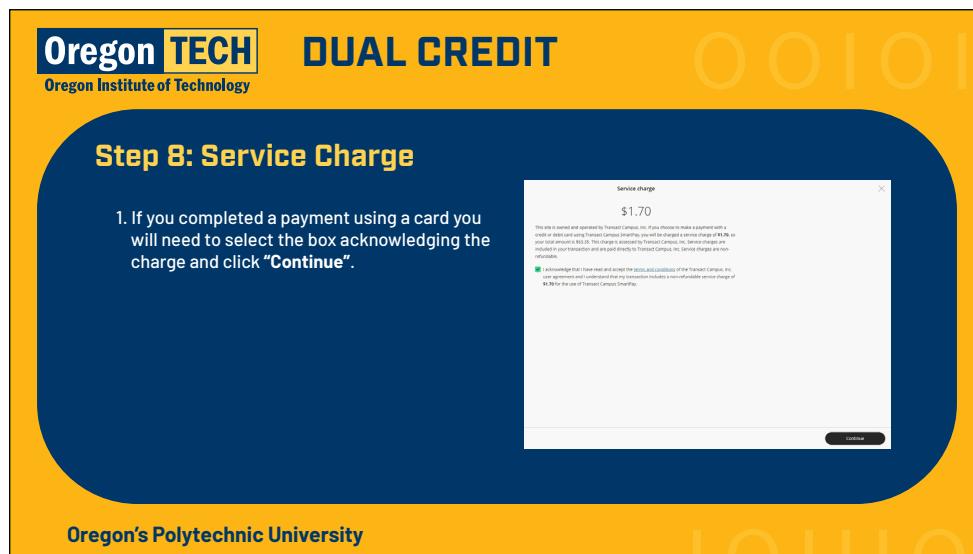
**Bank Account Payment Screen**



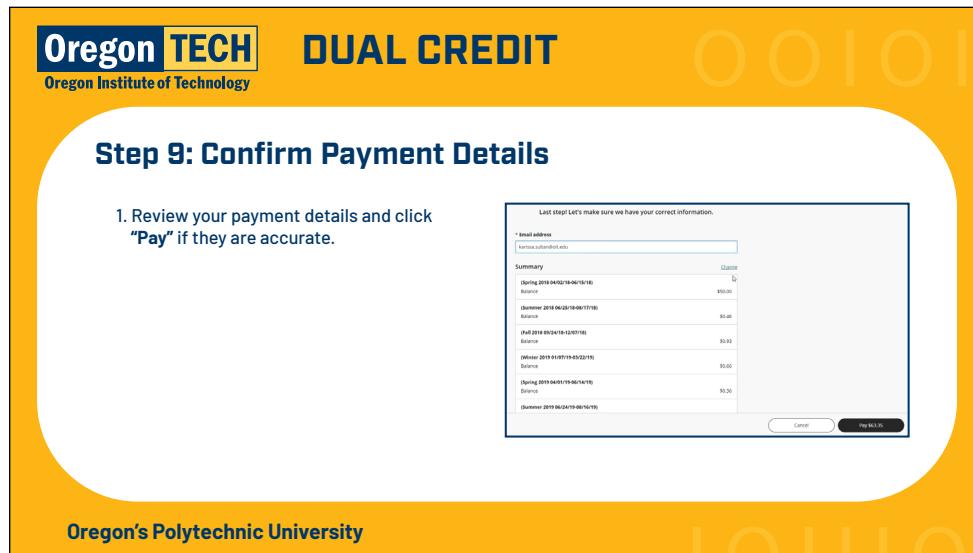
Oregon's Polytechnic University

## PAYMENT INSTRUCTIONS CONT.

### 8. Service Charge.

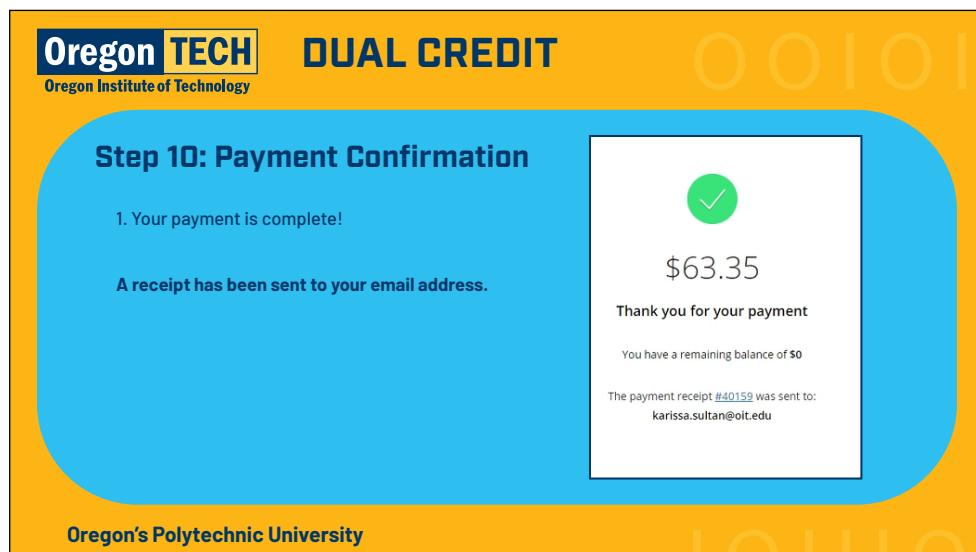


### 9. Confirm Payment Details.



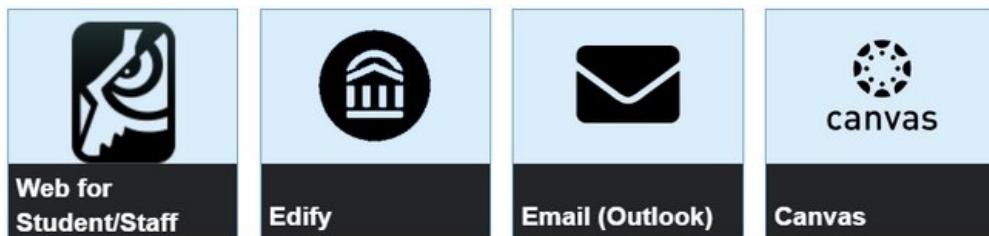
## PAYMENT INSTRUCTIONS CONT.

### 10. Payment Confirmation/Receipt.



## ACCESSING TECHweb & CANVAS

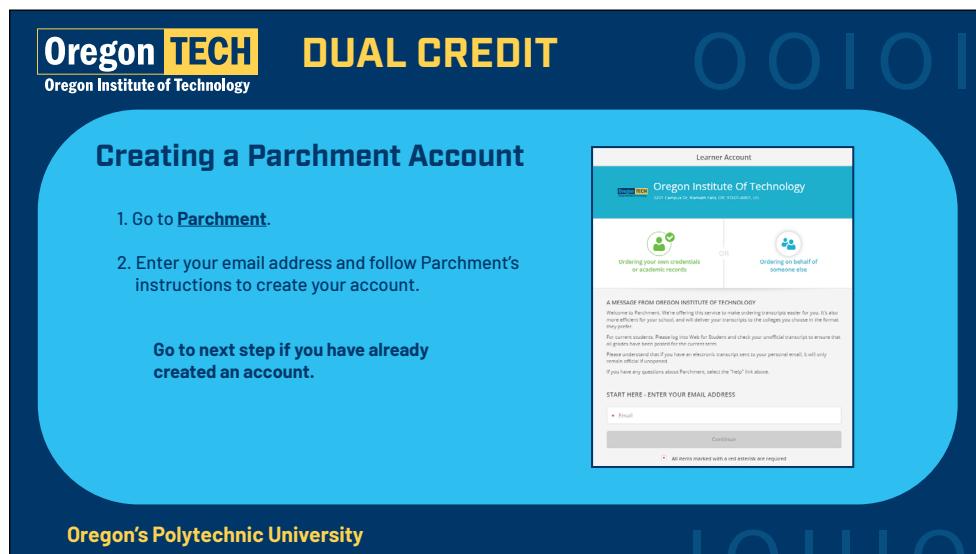
Log into TECHweb. Click on the Canvas tile on the TECHweb dashboard (pictured below)



## ORDERING TRANSCRIPTS

When you are finished with your dual credit courses and plan to apply to college, 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.

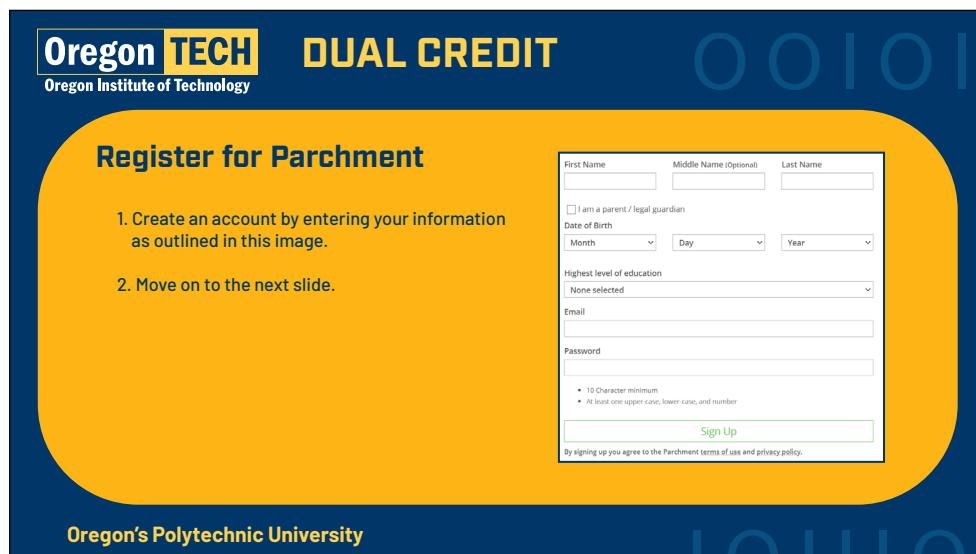
### 1. Navigate to Parchment.



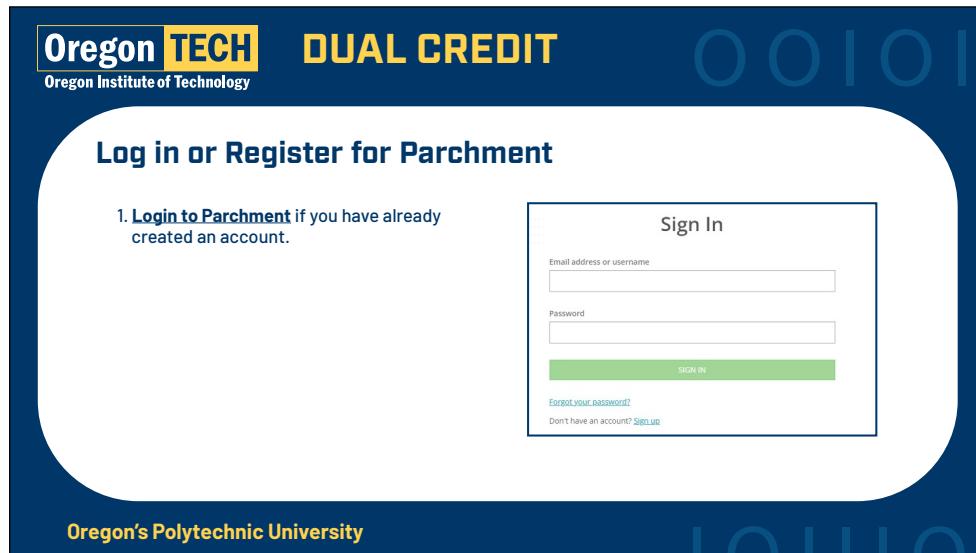
The image shows a screenshot of the Oregon Tech Dual Credit website. At the top, the Oregon Tech logo and "DUAL CREDIT" are displayed. Below this, a section titled "Creating a Parchment Account" contains two steps: "1. Go to [Parchment](#)." and "2. Enter your email address and follow Parchment's instructions to create your account." Below these steps is a link "Go to next step if you have already created an account." To the right of this text is a screenshot of the Parchment ordering interface titled "Learner Account". The interface shows two options: "Ordering my transcripts or academic records" and "Ordering on behalf of someone else". Below this are sections for "A MESSAGE FROM OREGON INSTITUTE OF TECHNOLOGY", "START HERE - ENTER YOUR EMAIL ADDRESS", and a "Continue" button. The entire screenshot is overlaid with a large, semi-transparent blue circle.

## ORDERING TRANSCRIPTS CONT.

### 2. Register for Parchment.

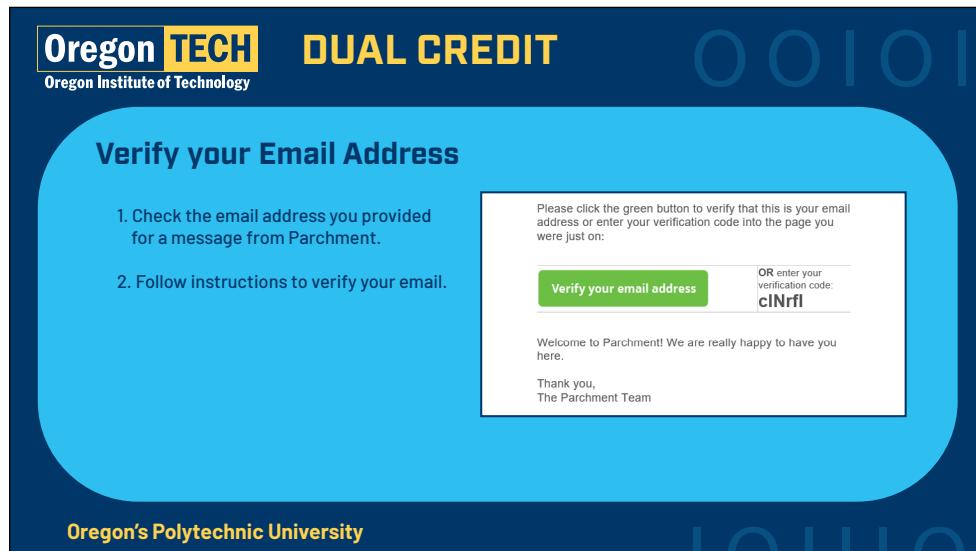


### 3. Login to Parchment.

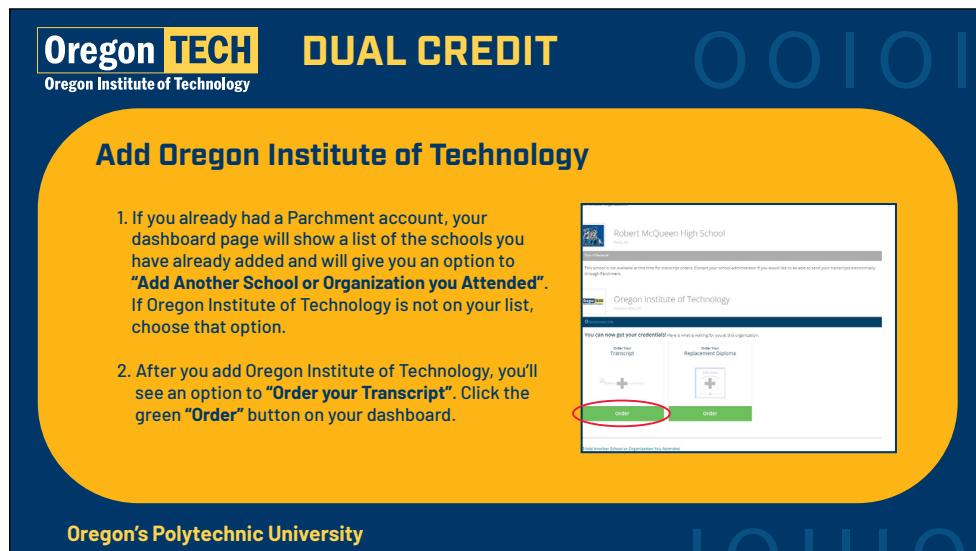


## ORDERING TRANSCRIPTS CONT.

### 4. Verify your email address.

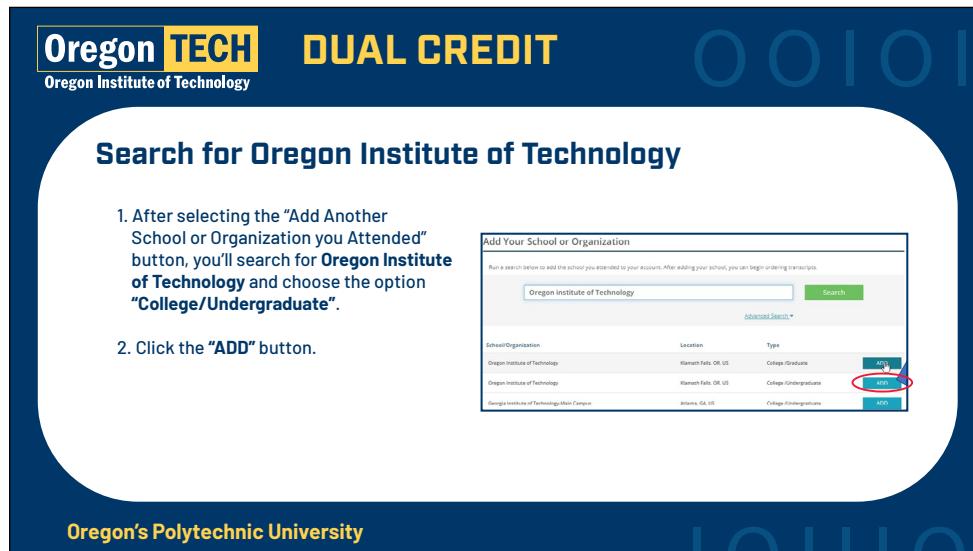


### 5. Add Oregon Institute of Technology.



## ORDERING TRANSCRIPTS CONT.

### 6. Search for Oregon Institute of Technology.



**Oregon TECH DUAL CREDIT**

**Search for Oregon Institute of Technology**

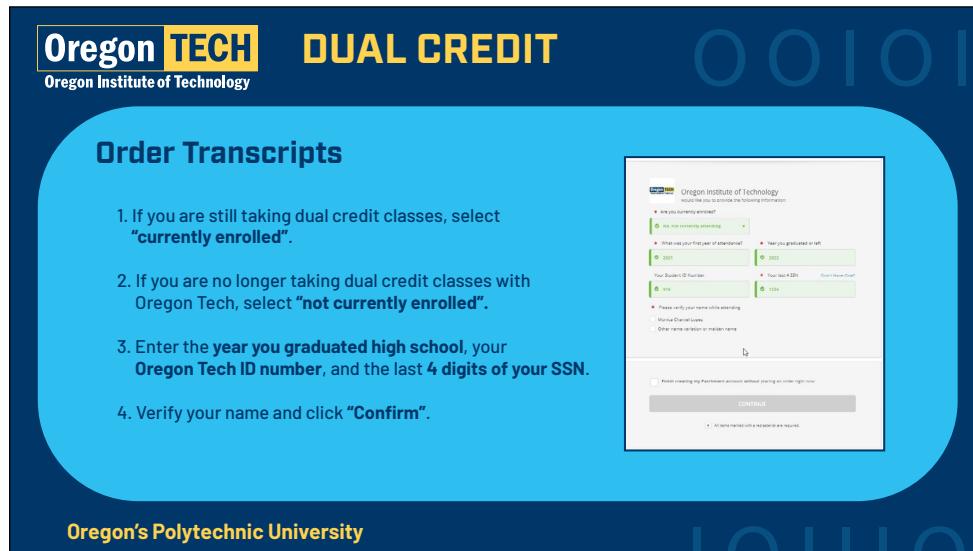
1. After selecting the "Add Another School or Organization you Attended" button, you'll search for **Oregon Institute of Technology** and choose the option "College/Undergraduate".

2. Click the "ADD" button.

School/Organization	Location	Type
Oregon Institute of Technology	Klamath Falls, OR, US	College/Graduate
Oregon Institute of Technology	Klamath Falls, OR, US	College/Undergraduate <b>ADD</b>
Oregon Institute of Technology-Main Campus	Atlanta, GA, US	College/Undergraduate <b>ADD</b>

Oregon's Polytechnic University

### 7. Order Transcripts.



**Oregon TECH DUAL CREDIT**

**Order Transcripts**

1. If you are still taking dual credit classes, select "currently enrolled".

2. If you are no longer taking dual credit classes with Oregon Tech, select "not currently enrolled".

3. Enter the year you graduated high school, your Oregon Tech ID number, and the last 4 digits of your SSN.

4. Verify your name and click "Confirm".

Are you currently enrolling?	What was your high school year of enrollment?	Year you graduated from high school
<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> 2001	2003
<input type="radio"/> No	<input type="radio"/> 2002	<input type="radio"/> 2004

Your Student ID Number: 6-1134

Your last 4 SSN: 6-1134

Please verify your name while entering:  
Monica Daniel Lewis  
Other name variation or middle name:

I'm creating my Purchaser account without creating an Order right now

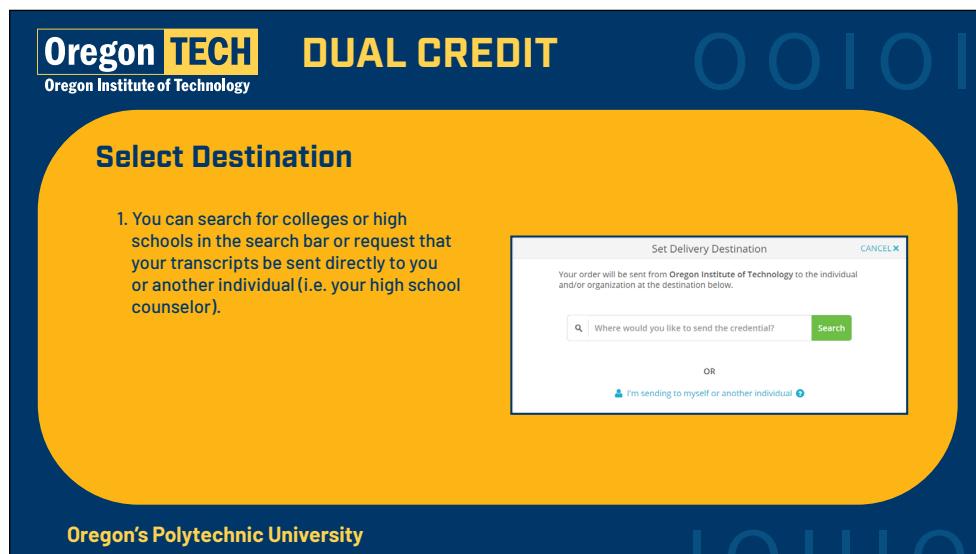
**CONTINUE**

\* All fields marked with a red asterisk are required.

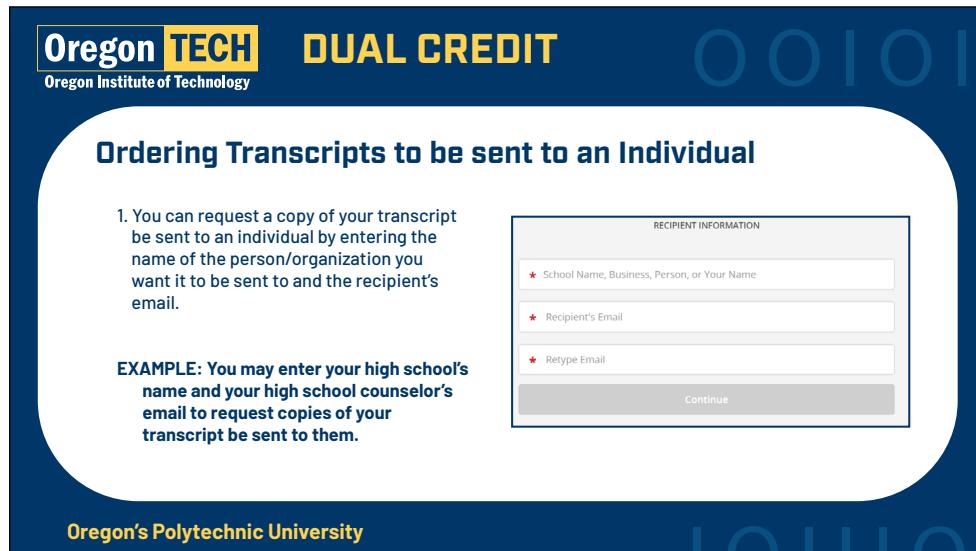
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## ORDERING TRANSCRIPTS CONT.

### 8. Select Destination.



### 9. Sending Transcripts to an Individual.



## ORDERING TRANSCRIPTS CONT.

## **10. Consent to Credentials.**

**Oregon TECH**  
Oregon Institute of Technology

**DUAL CREDIT**

## Consent to Credentials

1. Sign your name in the signature block.

2. Enter your first and last name.

3. Check the box to certify that you are the person signing.  
**Please note the cost of your transcript on this page.**

4. Click "Continue".

5. Follow prompts on following pages to complete payment.

Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger

X \_\_\_\_\_

Type full name as signed above

First Name  Middle Name  Last Name

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

**CONTINUE**