Oregon TECH
Oregon Institute of Technology

Clackamas Community College

# DUAL ENROLLMENT PROCESS GUIDE

## Oregon Institute of Technology & Clackamas Community College

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| **BENEFITS** | - Traditional benefits for transfer students<br>- Optimize transfer credit<br>- Access to advising at both institutions<br>- Seamless transfer pathway<br>- Coordinated Financial Aid & Scholarships | Partnership Information at OT:<br>oit.edu/dual-enrollment<br>Admission Requirements:<br>oit.edu/admissions<br>Partnership information at Clackamas:<br>Degree Partnerships |
| **APPLICATION PROCESS** | Online application only. Steps for dual enrollment:<br>1. Students must apply as a first year or transfer student with Oregon Tech (oit.edu/apply).<br>2. After the student is admitted, an email is sent from Oregon Tech with a link to the dual enrollment application.<br>3. Student must complete the dual enrollment application.<br>4. After the dual enrollment application is complete, Oregon Tech transmits the data to the community college. | |
| **RE-ENROLLING PROCESS** | Students who have not attended OT in 4 or more terms must fill out OT's re-enrolling form (oit.edu/admissions/returning-student). Submit transcripts for other colleges attended after leaving OT. Clackamas Community College Transcripts will automatically be sent to OT. | |
| **DEADLINES & APP. FEE** | Completed applications are due 3 weeks before the term starts.<br>We require a $50 application fee at the time the application is submitted unless the student has an application fee waiver. We also require a confirmation of attendance and $100 enrollment deposit, which goes towards their tuition and fees when they take classes and is non-refundable after certain dates, depending on the term.<br>Also, if a student applies to OT and does not take classes in the term they are admitted, they must re-apply. | |
| **FINANCIAL AID** | - OFAX will be used for transmission of enrollment and grade information.<br>- Students cannot have financial aid that pays out from more than one institution.<br>- The "home" institution (the college that pays the financial aid) shall be determined by the student's immediate degree objective. For example, if the student's immediate degree objective is a bachelor's degree, then OT will be designated as the home institution. Should the student be pursuing either an Associate of Arts or Science degree prior to completing a bachelor's degree, Clackamas will be designated as the home institution. Once a student has earned an AAS or AAOT, then OT will become the home institution. | |

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| **DISABILITY SERVICES** | - Register with disability services at either institution where accommodations are needed. Each institution is responsible for providing accommodations in courses for its campus.<br>- Clackamas and OT will consult on appropriate accommodations. Students must sign a release to OT. |
| **TRANSFER TOOLS** | Articulation Agreements (oit.edu/educational-partnerships/articulations)<br>Transfer Guides (oit.edu/educational-partnerships/transfer-guides)<br>State Website (oregon.gov/highered/about/transfer/Pages/transfer-compass.aspx) |

# CONTACTS

## OREGON INSTITUTE OF TECHNOLOGY

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| Educational Partnerships and Outreach | outreach@oit.edu |
| Financial Aid | dollars@oit.edu |
| Admissions | oit@oit.edu |
| Disability Services | access@oit.edu |
| Klamath Falls Campus - General Inquiries | oit@oit.edu |
| Portland-Metro Campus - General Inquiries | portland@oit.edu |

## Clackamas Community College

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| Admissions | welcome@clackamas.edu |
| Advising | advising@clackamas.edu |
| Financial Aid | finaid@clackamas.edu |
| Transfer Program | advising@clackamas.edu |
| General Inquiries | questions@clackamas.edu |