Oregon TECH
Oregon Institute of Technology

UMPQUA Community College

DUAL ENROLLMENT PROCESS GUIDE

Oregon Institute of Technology & Umpqua Community College

BENEFITS	- Traditional benefits for transfer students - Optimize transfer credit - Access to advising at both institutions - Seamless transfer pathway - Coordinated Financial Aid & Scholarships	Partnership Information at OT: oit.edu/dual-enrollment Admission Requirements: oit.edu/admissions Partnership information at Umpqua: Degree Partnerships
APPLICATION PROCESS	Online application only. Steps for dual enrollment: 1. Students must apply as a first year or transfer student with Oregon Tech (oit.edu/apply). 2. After the student is admitted, an email is sent from Oregon Tech with a link to the dual enrollment application. 3. Student must complete the dual enrollment application. 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. Umpqua Community College Transcripts will automatically be sent to OT.	
DEADLINES & APP. FEE	Completed applications are due 3 weeks before the term starts. 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. 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. - Students cannot have financial aid that pays out from more than one institution. - 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, Umpqua will be designated as the home institution. Once a student has earned an AAS or AAOT, then OT will become the home institution.	

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. - Umpqua and OT will consult on appropriate accommodations. Students must sign a release to OT.
TRANSFER TOOLS	Articulation Agreements (oit.edu/educational-partnerships/articulations) Transfer Guides (oit.edu/educational-partnerships/transfer-guides) State Website (oregon.gov/highered/about/transfer/Pages/transfer-compass.aspx)

CONTACTS

OREGON INSTITUTE OF TECHNOLOGY

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

Umpqua Community College

Admissions	admissions@umpqua.edu
Advising	advising@umpqua.edu
Financial Aid	financialaid@umpqua.edu
Transfer Program	enroll@umpqua.edu
General Inquiries	admissions@umpqua.edu