

# Oregon TECH

Oregon Institute of Technology

## Student's Guide

Advance Credit Program • Dual Credit Program  
**Educational Partnerships and Outreach**



[www.oit.edu](http://www.oit.edu)

*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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## Oregon Tech Academic Administrators

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### Mailing Address:

Oregon Tech  
Office of Educational Partnerships and Outreach  
3201 Campus Drive  
Klamath Falls, OR 97601

### Physical Addresses:

#### ***Klamath Falls:***

Oregon Tech  
3201 Campus Drive  
Klamath Falls, OR 97601

#### ***Portland-Metro:***

Oregon Tech  
27500 SW Parkway Ave.  
Wilsonville, OR 97070



## 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 program. 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:

[www.c3oregon.org](http://www.c3oregon.org).

## Tuition and Cost for Dual Credit Program

Oregon Tech assesses a flat **tuition fee of \$100** per dual credit course. Oregon Tech charges \$0 tuition to students who qualify for free/reduced lunch program. Student 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 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](#)

[Northwest Promise Payment](#)



## Student Responsibility Statement

Students registering and earning college credit in high school must understand that they are transcribing 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 2019-2020

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

Date	Action
Aug 28	CRNs published on dual credit website (CRN = course reference number)
Sept 4 – Oct 4	Application Available
Sept 4	Online Registration Opens
Oct 4	Application Closes
Oct 11	Online Registration Closes (Friday, Oregon Tech week 2)
Oct 11	Roster verification due (all teachers must confirm roster via web-for-faculty)
Oct 11	Tuition due (week 2)
Oct 11	OIT Drop date (week 2 for trimester schools) or calc. calendar
Nov 15	OIT Withdraw date (week 7) or calc. calendar
Dec 9 -16	Grading system available
Dec 16, 12pm	Grades due



### **Winter Registration/2<sup>nd</sup> trimester only/Promise Partnerships**

Date	Action
Nov 8	CRNs published on dual credit website (CRN = course reference number)
Nov 4 - Jan 10	Application Available
Nov 22	Online Registration Opens
Jan 10	Application Closes
Jan 17	Online Registration Closes (Friday, Oregon Tech week 2)
Jan 17	Roster Verification due (all teachers must confirm roster via web-for-faculty)
Jan 17	Tuition due (week 2)
Jan 17	OIT Drop date (week 2 for trimester schools) or calc. calendar
Feb 21	OIT Withdraw date (week 7) or calc. calendar
Mar 16 – 23	Grading system available
Mar 23, 12pm	Grades due

### **Spring Registration/2<sup>nd</sup> Semester, 3<sup>rd</sup> trimester**

***Semester schools starting content late Jan/early Feb, 2<sup>nd</sup> semester Promise Contracts***

Date	Action
Feb 19	CRNs published on dual credit website (CRN = course reference number)
Feb 1 - Apr 3	Application Available
Mar 2	Online Registration Opens
Apr 3	Application Closes
Apr 10	Online Registration Closes (Friday, Oregon Tech week 2)
Apr 10	Anticipated Class Roster due
Apr 10	Roster verification due (all teachers must confirm roster via web-for-faculty)
Apr 10	Tuition due (week 2)
Apr 10	OIT Drop date (week 2) or calc. calendar
May 15	OIT Withdraw date (week 7) or calc. calendar
June 8 – 15	Grading system available
June 15, 12pm	Grades due (for all dual credit courses)



## 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 2<sup>nd</sup> week (20% of the course) and a withdraw date by Friday of the 7<sup>th</sup> week (70% of the course). Oregon Tech understands that DUAL CREDIT (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 found online at: [www.oit.edu/dual-credit](http://www.oit.edu/dual-credit)

Follow Student/Family Link

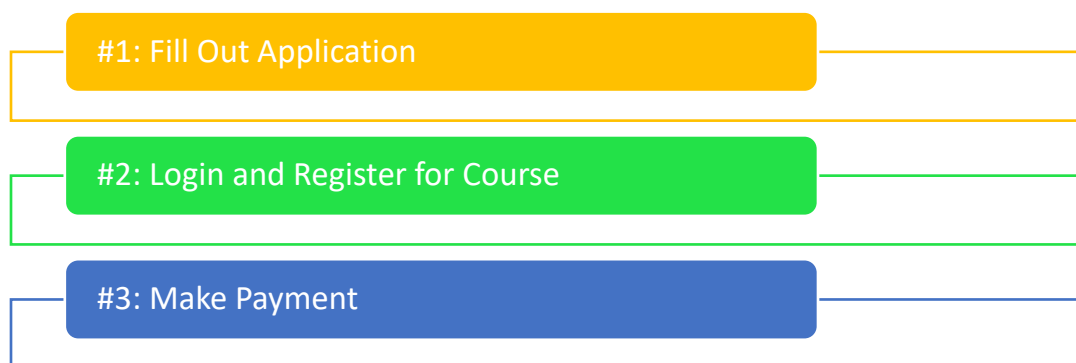
Under Resources see Drop/Withdraw Form

ACTION	Oregon Tech Policy
DROP	Student will not have any notice 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' 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 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.





## 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.

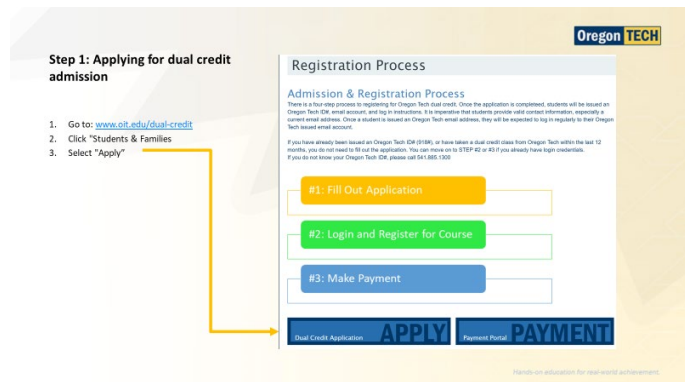
### Step 1: Apply for Admission

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 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.

Detailed PowerPoint presentation with all steps/instructions is available at [www.oit.edu/dual-credit-enroll](http://www.oit.edu/dual-credit-enroll)

1. Go to [www.oit.edu/dual-credit-enroll](http://www.oit.edu/dual-credit-enroll) to start the application and select APPLY



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



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### Step 2: Enter Biographical Information

- Fill in all required fields (name, birthdate, and citizenship)
  - Note... Oregon Tech does not report individual students' citizenship status.
  - Please enter your legal first name. We will call you by the name you enter into the preferred first name field.
- Reminder: Social Security Number is not required, but it is recommended for tax purposes.

#### Dual Credit Application

This is the Dual Credit application designed only for high school students who wish to do the Early Dual Program or Dual Credit Program.

**To be eligible you must:**

- Currently be enrolled in high school
- At least 14 years of age
- Have placement tests for Math courses and Writing courses
- Meet course prerequisites

If you wish to attend Oregon Tech as a first-year or transfer student for a later term, you must submit a new application at [ot.edu/apply](http://ot.edu/apply).

**About You**

**Legal First Name (Required):**

**Preferred First Name:**

**Middle Name:**

**Legal Last Name (Required):**

**Birthdate (Required):**

**Primary Citizenship (Required):**

**Social Security Number (Optional):**

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### 3. Enter Identity Information

Oregon **TECH**

### Step 3: Enter Identity Information

- Choose the appropriate response in each of the drop-down menus under the Gender & Sexual Identity questions as well as the Racial/Ethnic Background questions.
  - Please note, only the biological 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.

#### Gender & Sexual Identity

**Biological Sex (Required)**

The following identity-related questions are optional and the information you provide will **NOT** be used in a discriminatory manner. The State of Oregon requires us to ask the following questions, but you are not required to answer them. Your information entered in the state is for [ot.edu/apply](http://ot.edu/apply) only.

Although this category list includes may not represent your full identity or use the language you prefer, for the purpose of this application, please select your sexual and gender identity.

**Sexual Identity:**

**Gender Identity:**

**Racial/Ethnic Background**

Are you Hispanic or Latinx?

☐ Yes

☐ No

Choose all that apply:

☐ American Indian or Alaska Native

☐ American Indian or Alaska Native, Two

☐ Asian

☐ Black or African American

☐ Native Hawaiian

☐ Multiple

☐ Native Hawaiian or Other Pacific

☐ White

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### 4. Enter Contact Information

Oregon **TECH**

### Step 4 Enter Contact Information

- 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 typed 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.
- Enter your mailing address.

#### Contact Information

**Email Address (Required)**

We recommend using a student email provider for your personal email address such as gmail or yahoo. Email addresses assigned by your high school may filter or block messages sent from Oregon Tech.

**Home Phone Number:**

**Cell Phone Number:**

By providing your cell phone number you are consenting to Oregon Tech contacting you via text message. Text messages when they reply.

**Mailing Address (Required)**

**City:**

**State:**

**ZIP:**

**State:**

**Postal Code:**

Do you physically live at the above address?

☐ Yes

☐ No

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### 5. Enter Parent/Guardian Information



### Step 5: Parent/Guardian & Emergency Contact Information

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.

**Parent/Guardian Information**

Parent/Guardian First Name (Required)

Parent/Guardian Last Name (Required)

Parent/Guardian Phone (Required)

Parent/Guardian Email (Required)

Emergency Contact

Emergency Contact First Name (Required)

Emergency Contact Last Name (Required)

Emergency Contact Phone Number (Required)

Emergency Contact Email (Required)

Emergency Contact Address (Required)

Emergency Contact City (Required)

Emergency Contact State (Required)

Emergency Contact Zip (Required)

Emergency Contact Country (Required)

## 6. Enter High School and Residency Information

### Step 6: Enter High School/Residency Information

1. Enter your Secure School ID (SSID). Your teacher can help you if you don't know it.
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. Estimate when you will graduate from high school. It is likely in June of your graduation year.
4. Answer the residency questions to the best of your ability. We know that you may need to estimate when your parent moved to Oregon and got a driver's license.
5. Reminder: the last two years your parent or guardian filed taxes are likely 2017/2018

**High School Information**

Secure School ID (SSID) (Required)

Search for your high school (Required)

When will you graduate high school? (Required)

When are you taking Oregon Tech classes? (Required)

Do you consider yourself a resident of Oregon? (Required)

When did your parent/guardian move to Oregon? (Required)

When did your parent/guardian get an Oregon Driver's License or ID Card? (Required)

Have you or your parent/guardian ever been in the military? (Required)

Are you a current or former member of the military? (Required)

## 7. Certify Application and Submit

### Step 7: Application Certification & Submission

1. Answer the application certification question.
2. Type your full legal name into the signature box.
3. Click Submit to complete your application.

**Application Certification**

I understand the purpose of my application is to be considered for admission to Oregon Tech. I understand that the information provided in this application is correct and complete. I understand that the information provided in this application is for the purpose of admission to Oregon Tech and is not to be used for any other purpose. I understand that the information provided in this application is for the purpose of admission to Oregon Tech and is not to be used for any other purpose. I understand that the information provided in this application is for the purpose of admission to Oregon Tech and is not to be used for any other purpose.

**Signature**

Full legal name (Required)

Submit

## 8. Confirmation of Application Submission



Congratulations on submitting your application! You will receive an email with instructions on your next steps....



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## Step #2: Registration and Logging into TECHweb

### Step 2: Registration and Logging into TECHweb

To log into your 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 [www.oit.edu](http://www.oit.edu)
2. Select Login



3. Enter your Oregon Tech student user name and your password  
Log into TECHweb with your user name and password  
(first time entry will be 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

**Step #2: TECHweb Login**

1. Login to TECHweb
2. User Name = first name.last name@oit.edu
3. Password for first time login = Hootie + last four digits of student ID# (this is your 918#)
4. If you have previously logged in, use the password you created...

First Time Login example:  
Oregon Tech ID: 918XX1234  
Student Name: John Doe  
Username: john.doe  
Password: Hootie1234

The screenshot shows the Oregon TECH login interface. A yellow callout box points to the 'User Name' field with the example 'john.doe@oit.edu'. Another yellow callout box points to the 'Password' field with the example 'Hootie1234'. The interface includes fields for 'Username' and 'Password', a 'Log In' button, and a 'Forgot your password?' link. Below the login fields, there is a 'New/Current Students' section with a 'Register' button and a 'Forgot your password?' link.

\*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!

4. 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**

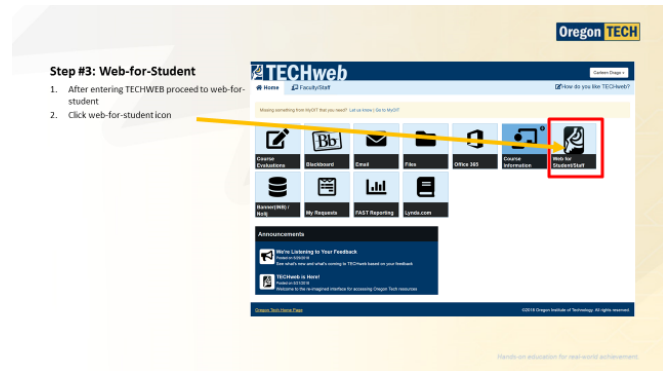
**Phone: 541.885.1470**

**Email: [Techsupport@oit.edu](mailto:Techsupport@oit.edu)**

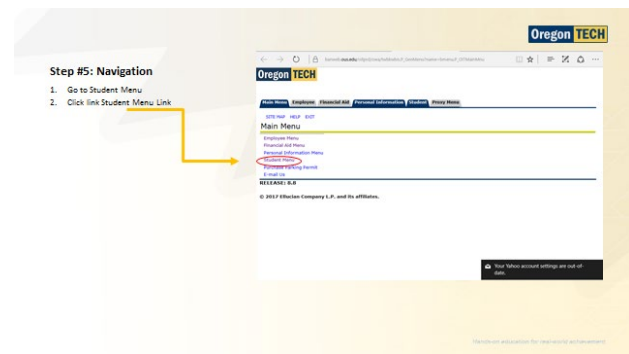
\*This office can assist with your login. It is better to call after the first failed attempt than to try multiple times and lock out your access to the system.

5. **Step 3: 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.
6. After successfully log in, go to Web for Student

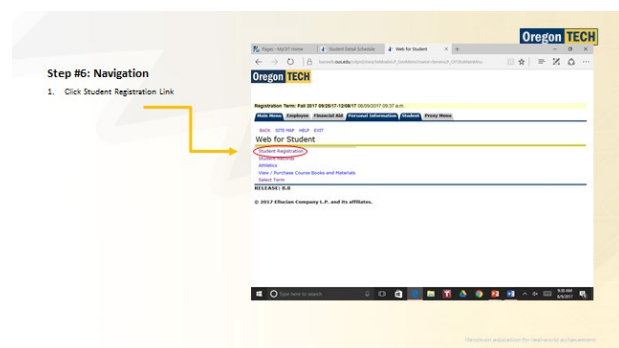




## 7. Go to Student Menu

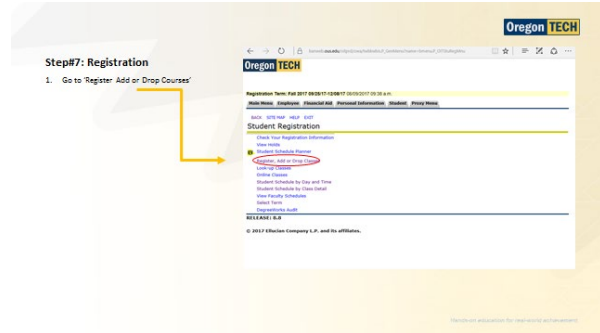


## 8. Go to Student Registration



## 9. Go to Register, Add or Drop Classes

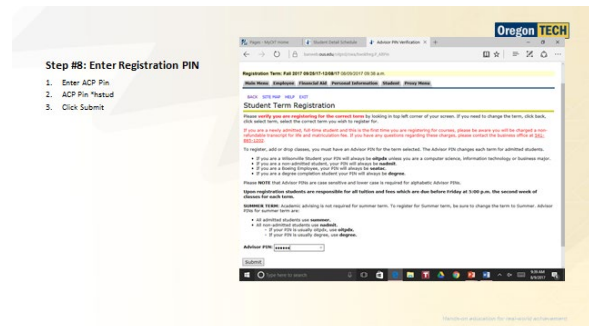




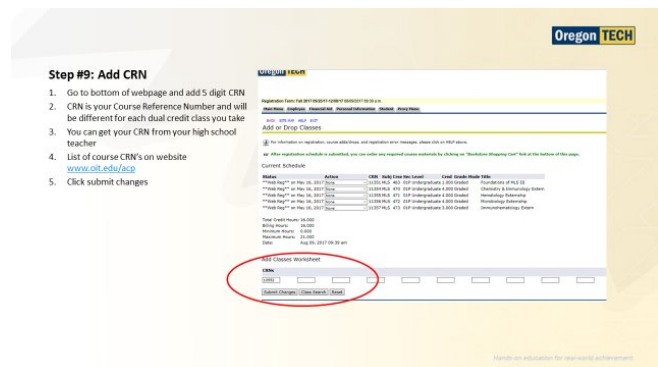
# 10. Read Oregon Tech Account Terms and Conditions – Select “I Confirm Agreement”

\*The terms and agreements is regarding paying for your account/tuition at Oregon Tech. Tuition is \$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.

# 11. Register for class using dual credit Advisor PIN = \*hstud



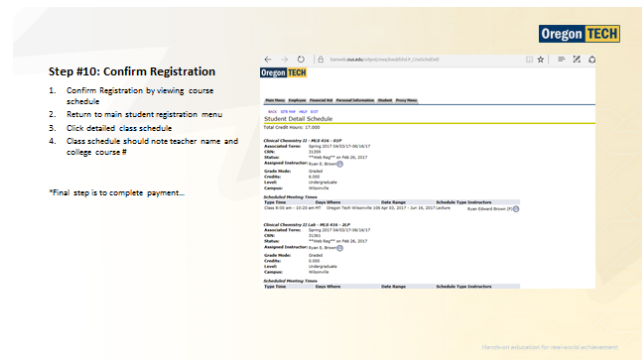
# 12. Add CRN provided by high school teacher



# 13. If you don't know your CRN, you can look it up at [www.oit.edu/dual-credit](http://www.oit.edu/dual-credit) or call 541.885.1844



#### 14. Confirm registration by going to Class Schedule to review



### Step 4: Completing payment for a dual credit course with Oregon Tech

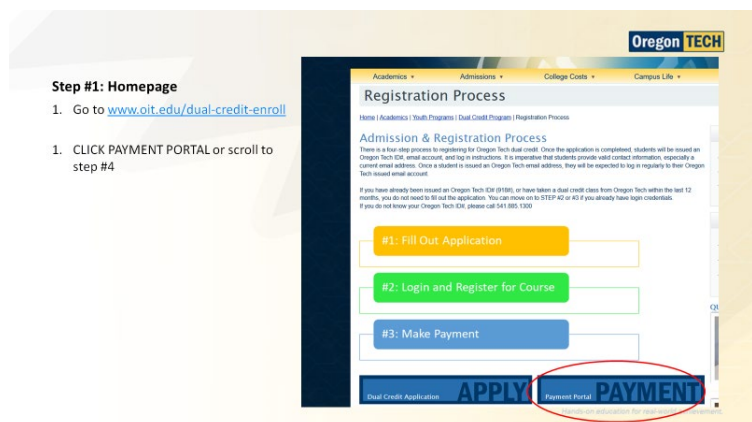
Tuition is required to be paid in full for all dual credit courses with Oregon Tech upon registration. Accounts that have tuition due after registration are subject to collection procedures and prohibited from further registration until payment is received. After you register, you must submit payment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

#### Step #3: Complete Payment

### Oregon Tech Tuition Payment Options

#### Online Payment

1. Go to [www.oit.edu/dual-credit-enroll](http://www.oit.edu/dual-credit-enroll)  
Click on PAYMENT PORTAL





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

#### Step #2: Select # of Courses

1. Select Number of Courses – at top of page
2. Each course is \$100

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

#### Step #3: Enter Student Information

1. Enter Student Information
2. Need to enter Oregon Tech ID # - Starts with 918-xx-xxxx

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4. Check Out

#### Step #4: Check Out

1. Confirm information on screen


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## 5. Select Method of Payment – service fee of \$2.75 assessed for credit card payments

**Step #5: Select Method of Payment**

1. Credit Card or Electronic Check
2. If you use credit card, you will be assessed a processing fee of \$.275
3. Confirm and Acknowledge Fee – hit submit



**Oregon TECH**

Oregon Tech Dual Credit

Select Method of Payment

New Payment Methods

☒ Credit Card

☐ Electronic Check

MasterPass

Continue Checkout

(index 1947)

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## 6. Payment Type

**Payment Type**

**Credit Card Payment Screen**

**Oregon TECH**

SmartPay

Oregon Tech Dual Credit

Enter credit card information

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address

City

State/Province/Region

Zip/Postal Code

Country

Email Address

Continue Checkout

(Click here to return to the order before it is paid.)

Home privacy security

**Electronic Check Payment Screen**

**Oregon TECH**

Oregon Tech Dual Credit

Enter check information

Check Number

Check Amount

Check Date

Check Type

Account Type

Account Number

Account Holder Name

Account Address

Continue Checkout

(Click here to return to the order before it is paid.)


Home privacy security

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## 7. Confirm Information

**Step#6: Confirm Information**

1. Confirm Information
2. Click Submit Payment



**Oregon TECH**

Oregon Tech Dual Credit

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Oregon Tech Dual Credit	\$100.00
SmartPay Convenience Fee	\$2.75
<b>Total Amount</b>	<b>\$102.75</b>

**Payment Information**

Credit Card Number: AMEX XXXXXXXXXXXX0979

Expiration Date: 03/25

Cardholder Name: Cindy

Address: 3351 Campus Drive

City: Klamath Falls

State/Province/Region: Oregon

Zip/Postal Code: 97603

Country: United States

Email Address: cindy.chilcote@jtc.edu

Submit Payment

Home privacy security

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## 8. Approval/Receipt

**Step #7: Transaction Approval**  
1. Read Transaction Approval

**Transaction Approved**

Description	Amount
Oregon Tech Dual Credit	
Registration Type One Course	\$100.00
Student First Name: Cindy	
Student Last Name: Chidlers	
Date of Birth: 05/01/2007	
Payer Email: cindy.chidlers@oit.edu	
Payer Phone Number: 5418823207	
Smartpay Convenience Fee	\$3.75
<b>Total</b>	<b>\$103.75</b>

Description	Amount
OFF Youth Programs SP	
American Express: XXXXXXXXXXXXX007	
Authorization # 7E3780	
<b>Total</b>	<b>\$103.75</b>

**Step #8: Save Receipt**  
1. Save your receipt

Receipt Number: 34885  
Current Date: 09/09/2018

Description	Amount
Oregon Tech Dual Credit	
Registration Type One Course	\$100.00
Student First Name: Cindy	
Student Last Name: Chidlers	
Date of Birth: 05/01/2007	
Payer Email: cindy.chidlers@oit.edu	
Payer Phone Number: 5418823207	
Smartpay Convenience Fee	\$3.75
<b>Total</b>	<b>\$103.75</b>

**Payments Received**

Description	Amount
OFF Youth Programs SP	
American Express: XXXXXXXXXXXXX007	
Authorization # 7E3780	
<b>Total</b>	<b>\$103.75</b>

Thank you for the payment.

## 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 Tuition Waiver form
  - [Tuition Grant Waiver](#)
- Return completed form to Educational Partnerships and Outreach – Klamath Falls
  - Tuition waivers must be received by close of registration in order to be processed for the current term. Any waivers received after registration will be processed for the next term in the academic year.

### Mail To:

Attention: Educational Partnerships and Outreach

Oregon Institute of Technology

3201 Campus Dr.

Klamath Falls, OR 97601 – 8801

### Email To:

[epo@oit.edu](mailto:epo@oit.edu)



## 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 difference 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 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

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 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.

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 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 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 15 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](mailto:registrar@oit.edu)**. Oregon Tech does not charge students for official transcripts sent via standard mail. For more information, click [here](#).