

Expanded Options - Instructions

Important: Expanded Options and taking classes at COCC is a much different experience than taking classes at RVHS. The college will only work with the student due to the privacy laws. RVHS staff are available to help but completing processes with the college can only be completed by the student. Redmond School District requires forms and the college has required forms and processes. Students must follow-through with all of the RSD and COCC processes.

1. Remember, Expanded Options is a program to promote access to college classes offered at COCC's campus. It is a full college experience and requires much planning and thinking before enrolling.
2. Expanded options does NOT cover summer courses. Enrollment Services office at COCC can assist you if you want to pay for and take summer classes.
3. Expanded Options can only be accessed during 2 academic years. So, if you take one course at COCC through Expanded Options in grade 10, that counts as 1 year. Plan carefully.
4. The college credit system is not like the system at RVHS. Most college classes are 3 (.5 at RVHS) or 4 (1.0 at RVHS) credits. If you take a COCC class through Expanded Options, the course, grade and credit is posted to your RVHS transcript.
5. Registration for Expanded Options starts with an appointment with your high school counselor. Registration forms are in the counseling office. It would be helpful if you know what classes you are interested in at this meeting. COCC publishes all their classes for all campuses on their website. If you go to COCC and register on your own or online, you will have to pay the registration fee and you cannot be reimbursed.
6. After registration, a welcome letter will be sent to your mailing address. At this point, you will be treated as a college student. You must follow instructions on the letter about testing and advising and SAVE the letter. If you don't get a letter, call enrollment services at COCC.
7. COCC offers an orientation called BOBCAT Orientation. This is a very important training. **CLASSES THROUGH EXPANDED OPTIONS MUST BE TREATED SERIOUSLY. YOU MUST THINK OF YOURSELF AS A COLLEGE STUDENT AND NAVIGATING YOUR COLLEGE ACCOUNT IS YOUR RESPONSIBILITY.**
8. After some required enrollment steps, the college will notify you via COCC e-mail when you can register for your class/classes. The college communicates with you only. If you miss information or deadlines because you don't check e-mail, you will have to work that out with the college. Pay special attention to deadlines.
9. If the college course/s that you want are full, you may have to wait until the next term. You are the only one that can register for college classes.
10. Revise the course authorization form with RVHS if you had to select courses not already approved. If you do not complete the authorization form correctly, you are responsible for all expenses.
11. Remember, COCC starts AFTER RVHS classes. You must plan and communicate with your RVHS school counselor.
12. Timing is critical as the college needs time to process your registration and enrollment steps. If you register at the last minute - you will be creating frustration for yourself and may have to wait until the next term.
13. Once you have confirmation that you are enrolled in classes (AGAIN, ONLY YOU CAN REGISTER YOURSELF FOR COCC CLASSES), required texts can be purchased at the college bookstore but you must identify yourself as an Expanded Options student. If there are problems at the bookstore - get back to your school counselor ASAP. **Do not use your own money or buy your books online!**

**From COCC's Website:
Expanded Options Program**

Students interested in participating in the Expanded Options program must complete an "Intent Form" and submit to his/her high school counselor no later than May 15 of each year. Upon receiving authorization from the high school, students must:

1. Complete a **COCC Application for Admission and submit an Expanded Options Authorization form** to COCC's Admissions & Records Office at any COCC campus. The application is only required if a student has never taken a credit class at COCC or has been away from COCC for more than one year. **Students must submit the Expanded Options Authorization form to COCC in order for bookstore credit to be processed and for tuition charges to be billed to the school district.** Please note that the Expanded Options Authorization form does not actually register you in the classes listed; you must follow all registration steps. Students can confirm receipt of the Authorization form by using their COCC [Bobcat Web Account](#) (under Registration section). Note that current students (those who have taken a credit class in the prior year) **must** submit an Expanded Options Authorization Form no later than the end of the first week of each term.
2. **Take the COCC Placement Test:** COCC's placement test is required for all students taking credit classes. The goal of this test is to measure a student's current skill level in reading, writing and math in order to select the most appropriate level of courses. Most people complete the test in 1½ to 2 hours. See the [Placement Test Appointment webpage](#) to make a reservation.
3. **Academic Advising:** All certificate or degree seeking students are required to meet with a COCC advisor prior to registration. New student advising appointments last approximately 2 ½ hours and can be scheduled by calling 383-7200 or 383-7500. Note that only the high school counselor can verify whether or not a course can meet high school graduation requirements.
4. **Register for classes** on your registration day and time. New students will receive this information after submitting an application for admission; current students will be notified mid-way through each term.
5. **Books and Supplies:** For non Bend-LaPine School District students - within two business days of receipt of the Expanded Options Authorization form, COCC will set up a COCC Bookstore charge account. Students may charge only books and supplies related to courses approved under the Expanded Options program. **Students will be required to reimburse the school district for any purchases not specifically related to COCC classes.** (For example, pens, pencils, notepads, candy, T-shirts are NOT related expenses.) Upon completion of the course, books become property of the school district. Contact your high school counselor about returning books and supplies to the high school; students may be fined and/or high school diploma withheld if materials are not returned. For Bend-LaPine School District students - you will not have a COCC Bookstore charge account. Rather, you must purchase your books and supplies related to your courses, then work with your high school counselor for possible reimbursement.
6. **Attend class!** Students must attend the entire first week of classes. If students miss a class, they will be dropped from the course and can only re-add the course if space is available.

Maintaining Program Eligibility

1. Submission of COCC transcripts to High School Counselor: COCC will automatically send high schools a copy of the student's transcript at the end of each term. Note that grade reports will not be sent to the student's home; instead, grades are available online on the Thursday following finals week.
2. Completion of Courses and Grade Requirements: Students must complete all courses indicated on the Authorization Form with at least a C grade or better. Grades of X (audit), I (incomplete), or W (withdrawal) will revoke eligibility.
3. Submission of Expanded Options Authorization Form to COCC: After the first term, students must continue to submit a School District Authorization Form to COCC for each subsequent term. **Bookstore charge accounts cannot be set up without this authorization; Authorization forms should be submitted as soon as high school counselors have confirmed continued eligibility.** Authorization forms may be submitted in person in Boyle Education Center or by fax to 541-318-3700 and must be submitted by the end of the first week of the term. Note that the authorization form is not a registration form; students are still responsible for registering for classes online or in person.

Bobcat Web Account

Students can register for classes, check grades and pay for non-Expanded Options classes via their Bobcat Web Account. To access your account, go to www.cocc.edu and click on "Student Login". Click on the "Bobcat Web Account" link and follow the login directions at the top of the page.

Student Privacy

Under the Family Educational Rights and Privacy Act, COCC will not release information about students' grades, class schedule, day-to-day attendance, course progress or other educational records to anyone, including parent/guardian(s), without the student's written consent. If students wish to have this information released to someone else, the STUDENT must complete a "[Release of Information](#)" form and submit it in person, with picture ID, to Enrollment Services (Boyle Education Center).

By signing the Expanded Options Authorization form, the student is providing permission for COCC to release grades, registration activity and student account information to the student's high school.

COCC Policies

Students are solely responsible for meeting all college policies, expectations, and deadlines associated with enrollment and instruction as outlined in the [COCC College Catalog](#).

Questions? Contact your high school counselor for questions about the Expanded Options program and your eligibility; contact the COCC Admissions & Records Office at 383-7500 or welcome@cocc.edu for questions about registration.