2018-2019 College Catalog - Site Map

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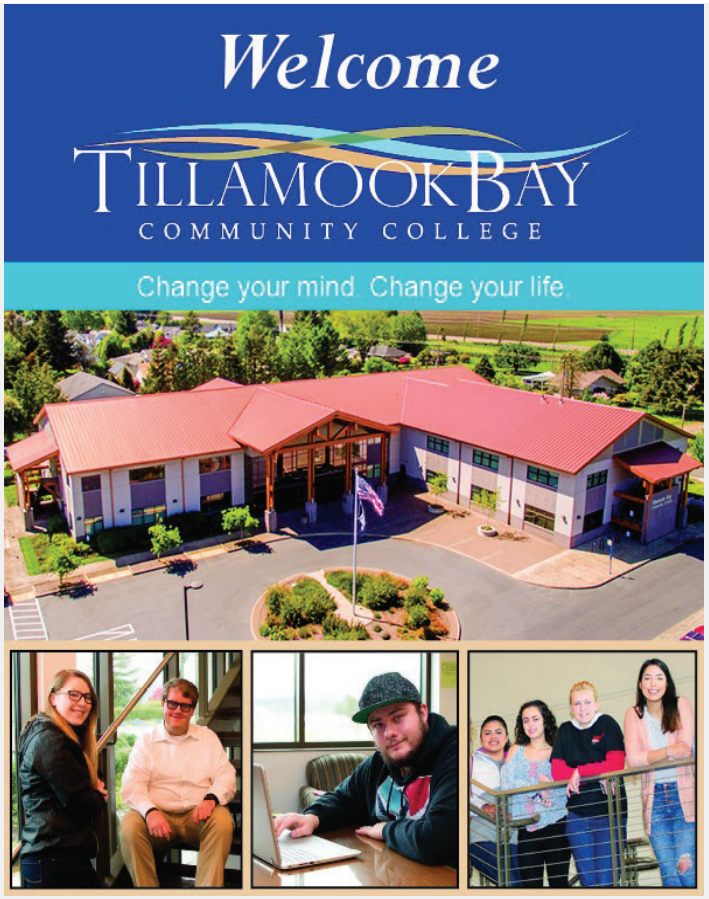

Degrees and Certificates

Agriculture and Natural Resources, Associate of Applied Science

Associate of Arts: Oregon Transfer Degree

Associate of General Studies

Associate of Science

Business Administration, Associate of Applied Science

Business, Associate of Science Oregon Transfer Degree

Criminal Justice and Public Safety, Associate of Applied Science

Diagnostic Imaging (AAS at LBCC)

Forestry, Associate of Science

Industrial Maintenance Millwright Certificate

Industrial Plant Technician Certificate

Inside Electrician Certificate

Limited Maintenance Electrician Certificate

Manufacturing and Industrial Technology, Associate of Applied Science

Medical Laboratory Technology (AAS at PCC)

Nursing (AAS at Oregon Coast Community College)

Occupational Therapy Assistant (AAS at LBCC)

Oregon Transfer Module (OTM)

Pharmacy Technician Certificate (Central Oregon Community College)

Dates to Know

	Summer 2018	Fall 2018	Winter 2019	Spring 2019
Class Registration Begins - Continuing Students Class Registration Begins - New Students	May 21	May 21 August 20	November 26	February 25
New Student Orientation (call for day/time)	May 21 – June 24	Aug 20 – Sept 23	Nov 26 – Jan 6	Feb 25 – March 31
Registration Closes at Midnight	June 24	September 23	January 6	March 31
Term & Classes Begin	June 25	September 24	January 7	April 1
Deadline to Drop a Course or Audit	June 29	September 28	January 11	April 5
Complete Payment or Payment Arrangements	June 29	September 28	January 11	April 5
Last Day to Withdraw From a Course	August 8 (8 week)	November 16	March 1	May 24
Last Day to Change Grade Option	August 8 (8 week)	November 16	March 1	May 24
Final Exam Week	Based on course length	December 3 – 7	March 18 – 22	June 10 – 14
Grades Available online at MyTBCC	September 12	December 12	March 27	June 19

Graduation Application (2 terms before Graduation)	May 4 (for Fall term)	July 13 (for Winter term)	October 26 (for Spring term)	February 8 (for Summer term)
Commencement				June 14
Term Breaks	Sept 10 - Sept 21	Dec 10 – Jan 4	March 25 – 29	June 17 – 21
Holidays (offices closed)	July 4	September 3, 13 – 14	January 1, 21	April 26
	September 3	November 12, 22 – 23		May 27
	September 13-14	December 24 – Jan 1		

Welcome To Tillamook Bay Community College

Welcome to the first fully online catalog for Tillamook Bay Community College

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It is exciting to unveil our very first online catalog for the college for the 2019-20 academic year. It is fully interactive and searchable, and allows students to find all the same information that was in our printed catalogs. You can even easily print out sections of the catalog if you so desire. We hope you find this a useful resource if you are exploring coming to TBCC for the first time or returning to the college from last year.

Please take note: on the next page is a list of our TBCC Vision and Mission Statements, our Core Themes that we focus to achieve as part of our Mission, and our college values. We take these very seriously and want to provide the highest quality experience to our students as they work to achieve their educational goals. We want to be the place everyone in our county looks to if there is a need for credit or non-credit training or classes to help them improve their lives. Education changes lives for the better and is important to all of us through our entire lifetime.

TBCC will be working on integrating our services to students into a Guided Pathways model over the coming year. This model is an integrated approach to student success that guides students from their point of entry through to attainment of high-quality post-secondary credentials and careers with value in the job market. It will help us be more effective and efficient in helping students choose a path to follow at college. It will also help students to stay on their path, and integrate it all that with clear, measureable student learning outcomes in every class and program. We are excited about this work and how it will help even more of our students to be successful in their college endeavors.

We started three new programs this past year and all are being very successful. The AAS in Forestry

is fully articulated with Oregon State University's (OSU) Professional Forestry program and a student can transfer to OSU in that program with a Junior level standing. provides an Associate of Science (AS) degree prior to transferring to OSU. We have revised our Agriculture and Natural Resources degree program to now be individual transfer degrees with OSU. Both will be AS degrees that again articulate directly to OSU in those disciplines. We also added a new AS degree in Animal Science that again articulates to OSU. We are excited about these changes that will enhance the pathways of students wanting a career in one of those fields.

Another new program this past year was development of an AAOT in Education. Again, a transfer degree that articulates to Western Oregon University (WOU) for those students that want to be a public school teacher, preferably in Tillamook County. Students can get by taking classes at WOU only their junior year and then be at home in Tillamook County the other three years. We will then be exploring the possibility of starting an Early Childhood Education certificate program this coming year.

Another new program that will begin this year is a full degree and certificate in Welding which gives students skills that are in high demand with high wages. So TBCC is continuing to expand its credit and non-credit programs to meet the needs of Tillamook County residents.

Finally, we started a non-credit training certificate in Truck Driving this past year and it has been wildly successful. The four week program prepares students to take their Commercial Driver's License test. Every class is now full and we are offering our class in Clatsop County as well. We hope to offer more This year we will be exploring offering a non-credit training certificate in the future: Construction skills.

Another new program that will begin this year is a full degree and certificate in Welding which gives students skills that are in high demand with high wages. So TBCC is continuing to expand its credit and non-credit programs to meet the needs of Tillamook County residents.

I wish all of you a productive and successful year of education at TBCC. Please do stop by and say hi sometime. My door is always open!

Dr. Ross Tomlin,
TBCC President

Vision, Mission, Core Themes

Vision

Tillamook Bay Community College is a local leader in educational excellence and innovation, community advancement, and economic success.

Mission

Tillamook Bay Community College creates bridges to opportunity by providing quality education that serves the needs of our diverse community.

Core Themes

1. **Educational Excellence** - Students are provided with the opportunity to succeed in an equitable, inclusive, and supportive environment that enhances individual and professional growth, through academic, personal and professional development.
2. **Economic Success** - The College contributes to the economic growth and development of students, community residents, and the entire region, while also practicing good stewardship of college resources.
3. **Leadership, Partnership, and Community Engagement** - The college and its students, staff, and faculty serve as educational and community leaders through professional development, skill building, or partnership with local businesses and school districts, post-secondary institutions, the TBCC Foundation, and governmental and social services organizations.

Values

Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Tillamook Bay Community College - Vision, Mission, Core Themes

Student Success
TBCC values being keenly receptive and intentionally responsive to students and fully supports achievement of their goals.

Academic Excellence
TBCC values rigorous, relevant education and training for students and the community.

Resourceful Teamwork
TBCC values collaboration, effective communication, and the wise use of resources to accomplish our mission.

Personal & Friendly Environment
TBCC values and demonstrates genuine concern and respect for each other, communities we serve, and our students while helping each achieve their potential.

While every effort is made to ensure accuracy of the information in this catalog, Tillamook Bay Community College has the right to make changes at any time without prior notice. This catalog is not a contract between TBCC and any current or prospective student. Some policies and procedures are subject to change.

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Quick Reference Contacts

Academic Services
842-8222, ext. 1080
annhovey@tillamookbaycc.edu

Cashier
842-8222, ext. 1240 or 1220
paymentinformation@tillamookbaycc.edu

Business Office
842-8222, ext. 1220
paymentinformation@tillamookbaycc.edu

Career Education Advisor
842-8222, ext. 1140
caraelder@tillamookbaycc.edu
studentservices@tillamookbaycc.edu

Career and Technical Education
842-8222, ext. 1080
annhovey@tillamookbaycc.edu

Community/Continuing Education
842-8222, ext. 1320
melanigregory@tillamookbaycc.edu

Customized Training
842-8222, ext. 1410
arlenesoto@tillamookbaycc.edu

Disability Services

842-8222, ext. 1140
caraelder@tillamookbaycc.edu

Financial Aid Office
842-8222, ext. 1130
tbccfinancialaid@tillamookbaycc.edu

Human Resources
842-8222, ext. 1020
patryan@tillamookbaycc.edu

Information Technology
842-8222, ext. 1610 or 1620
sherylneu@tillamookbaycc.edu

Library
842-8222, ext. 1720
masynphoenix@tillamookbaycc.edu

President's Office
842-8222 ext. 1015
rosstomlin@tillamookbaycc.edu

Registrar
842-8222, ext. 1110
rhodahanson@tillamookbaycc.edu

Small Business Development Center
842-8222, ext. 1410 or 1420
tillamooksbdc@bizcenter.org

Student Services
842-8222, ext. 1100
studentservices@tillamookbaycc.edu

Veteran Services
842-8222 ext. 1130
sallyjackson@tillamookbaycc.edu
johnsousa@tillamookbaycc.edu

College Board Of Education

- Kathy Gervasi, Chair
- Mary Faith Bell, Vice-Chair
- William Schreiber

- Tamra Gammon
- Pam Zweifel
- Mary Jones
- Betsy McMahon

College President

Ross Tomlin, Ed.D

Locations

Main Campus
4301 Third Street
Tillamook, Oregon 97141
842-8222
FAX (503) 842-8334
TDD (503) 842-2467

TBCC South
Nestucca Valley High School
34660 Parkway Drive
Cloverdale, Oregon

TBCC North
Neah-Kah-Nie High School
24705 Hwy 101 N.
Rockaway Beach, Oregon

Partners for Rural Innovation
4506 Third Street
Tillamook, Oregon

How to Get Started at TBCC

Welcome

Tillamook Bay Community College has an open admissions policy meaning: anyone may enroll at the college. We welcome students from all backgrounds who wish to obtain a quality education and we are here to help you be successful.

Tillamook Bay Community College mantiene una politica de matricula abierta y da bienvenido a los estudiantes con todo tipo de fondo educativo.

Previous college experience or a high school diploma is not necessary for entry. However a high school diploma or GED is required to be eligible for federal and state financial aid. Enrollment in degree or certificate programs is open to students who provide evidence of suitable preparation for coursework at the college level. You can find the complete criteria outlined in the Student Processes & Resources section.

We are committed to providing an environment that allows all students to develop to their fullest potential. If you have questions please ask. We are here to help.

Steps to Become a TBCC Student

There are three basic steps to becoming a student at TBCC:

1. Complete an admissions application
2. Provide or take a college placement assessment
3. Attend a new student orientation

Each of these steps is explained below in a quick start format. Additional information about the

admissions process to take credit courses and paying for and/or financing your education is found in Students Processes & Resources.

Throughout the catalog, you will be referred to MYTBCC to complete actions or find additional information. MyTBCC is our student portal and can be accessed by clicking the link to MyTBCC on http://www.tillamookbaycc.edu. It is an important resource where you will register for classes each term and find links and information to support your success at TBCC. In order to fully access MyTBCC you will need your username and password which are emailed to the personal email account that you provided when submitting your admissions application.

Admissions Quick Start

1 Complete An Admissions Application

To start the process of becoming a student at TBCC, we need to learn more about you.

You will need to complete an online admissions application to give us the information to start your student record.

Admissions applications are available on the TBCC website in the admissions section. There are three categories for students applying for admissions:

Credit: Students planning to enroll in credit courses or planning to earn a degree or certificate.

High School: Students who are attending high school/home school and are applying to take a credit course.

Non-Credit: Students interested in taking community education courses for personal interest, pre-college learning courses, GED preparation, or English for Speakers of Other Languages.

Select which category applies to you and fill out the admissions application If you have a question, or if you do not have access to the internet and need a paper copy of an application, contact Student Services at (503) 842-8222 ext. 1100, visit them at our main campus, 4301 Third Street, Tillamook or email studentservices@tillamookbaycc.edu.

2 Take Placement Tests

For accurate college course placement, reading, writing, and math skills must be assessed before registration. Course placements will be decided by reviewing multiple methods of assessment. Any combination of the following will be used: a previous college transcript or degree, Smarter Balanced test scores of 3 or 4 (with approved high school courses as needed), SAT, ACT, or other college placement assessments.

TBCC is also able to administer placement testing through the TBCC Library. The test is used to gauge a student's academic strengths. This is not a graded or a "pass or fail" test. The scores are used to place a student into the appropriate courses. To take a placement test, contact the TBCC Librarian

503-842-8222 ext. 1720 for the assessment schedule or visit our main campus library.

3 New Student Orientation

All new students taking credit courses must complete a new student orientation. The sign up for new student orientation is located on the Admissions tab of MyTBCC. Dates and times are also published in the TBCC Schedule of Classes each term.

If you have questions about this process please contact Student Services by either emailing studentservices@tillamookbaycc.edu, calling (503) 842-8222 ext. 1100, or visiting them at 4301 Third Street, Tillamook.

Additional Enrollment Information

A student under the age of 18 who has not graduated from high school or earned a GED must have his or her parent(s) fill out the High School and TBCC Concurrent Enrollment form. A student 15 years old or younger needs to submit the completed Underage Student Enrollment Agreement and schedule a meeting for the student and parents with a career education advisor. Please contact career education advising at 503-842-8222 ext.1140 if you have questions.

Any individual may be denied admission or continued admission if the appropriate college procedure indicates that the individual cannot benefit from the instruction desired.

Enrollment levels at Tillamook Bay Community College are as follows:
Full-Time = 12 credits or more per term
Three-Quarter-Time = 9 to 11 credits per term
Half-Time = 6 to 8 credits per term
Less Than Half-Time = 5 credits or below per term

Registration into Courses

Each term TBCC publishes a Schedule of Classes. The Schedule of Classes is located on the TBCC website and printed versions are available at the college and mailed to all residential addresses in the county. To support you in your success, and to make sure that students are adequately prepared to begin classes at the beginning of the term, TBCC has a no late registration policy. This means that registration for credit classes must be completed before the start of each term. Students are not permitted to attend classes unless they are registered in the course.

Online Registration

- Go to http://www.tillamookbaycc.edu and click on MyTBCC.
- Login by entering your username and password which was emailed to the personal email you provided when applying for admission. If you don't know your username or password, contact Student Services.

- Click on the *Add/Drop Courses* link.
- Click on Course Search to open the search box for courses offered in the desired term.
- Add a course by checking the ADD checkbox in the left-hand column.
- Scroll down to see and click the ADD COURSES button to add all selected courses.
- Be sure to complete your registration before the start of each term.
- If you encounter difficulties please check with Student Services at 503-842-8222 ext. 1100.

Dropping Courses

Prior to the published drop deadlines, students may drop any registered course by completing the official drop process. Such action by the student will result in no charges for the course or courses (or reimbursement will be made if charges have already been paid), and the course or courses will not appear on the student's transcript.

Dropping Courses During Registration

- Go to MyTBCC
- Enter your username and password
- Click Add/Drop Courses link
- The courses you have registered for will be listed on this screen
- Check the DROP checkbox next to the course you plan to drop

Dropping Courses the First Week of Classes

Courses may be dropped through the first week of classes by following the steps outlined above in the section ‘Dropping Courses During Registration,’ or by filling out a Registration & Change form available from Student Services. For registration concerns, call Student Services (503) 842-8222 ext. 1100.

Official Course Withdrawal

Withdrawing will result in a grade of “W” appearing for the course or courses on your transcript. The student’s withdrawal date is based on the date that the college is provided with “official” notice of withdrawal. Official notice occurs when the Student Services Office is notified of intent to withdraw via the completion of a withdrawal form.

Withdrawing from College

You may formally withdraw from all courses by filing a withdrawal form with Student Services. If you have applied for financial aid or veterans’ benefits, you must also notify the appropriate office of your

intentions to withdraw.

Paying for College

Credit Courses		Other Fees and Expenses:	
In-State Tuition	$97 per credit	Special Course Fee[1]	Varies per course
Out-of-State Tuition	$117 per credit	Return Check Fee	$25
Technology Fee	$5 per credit	Placement Assessment	$20- Fee waived for first time a TBCC student takes the Accuplacer Assessment
Student Services Fee	$2 per credit	Late Payment Fee	$75
Base Course Fee	$4 per credit		
Hybrid Course Fee	$15 per course		
Online Course Fee	$35 per course		

[1]Certain courses such as art, computer applications, MIT, science, and physical activities have special fees in addition to tuition and general fees that cover additional costs of supplies, equipment, instruction, and facilities. These fees are listed in the credit course listings in the Schedule of Classes each term.

A student may not sign up for courses in a succeeding term unless their prior term balance has been paid in full. Students may **click here** to access online payment information.

Payment Due Dates - 2018-19 School Year

- Summer 2018 - 6/29/2018
- Fall 2018 - 9/28/2018
- Winter 2019 - 1/11/2019

- Spring 2019 - 4/5/2019

Non-Credit Courses & Continuing Education Unit Courses:

Non-Credit & CEU tuition and fees vary by class or workshop and are published each term in the Schedule of Classes with non-credit course listings.

All tuition and fees are due as specified in the quarterly Schedule of Classes. Payment may be made by cash, check, money order, VISA, MasterCard, American Express, or Discover Card. Checks and money orders should be made payable to *Tillamook Bay Community College.* Payments may be made online through MyTBCC on the website, at the TBCC Cashier, by calling the Business Office and making a payment by phone, or by mailing payments to the Business Office at 4301 Third Street, Tillamook, OR 97141.

Complete instructions for all options for making payments to your account, including setting up an online payment plan, are listed in the back of this catalog under the student processes and resources section. If you need support you can contact the Business Office at 503-842-8222 ext.1220 or paymentinformation@tillamookbaycc.edu.

Apply for Financial Aid

To be sure you are taking advantage of all opportunities to finance your education, we encourage you to apply for financial aid. The TBCC Financial Aid Office administers a variety of financial aid programs, grants, loans, and part-time employment to eligible degree-seeking students who need assistance to attend college.

The TBCC Financial Aid Office is located in Student Services, at our main campus. You can also contact them by phone at (503) 842-8222 ext. 1130 or tbccfinancialaid@tillamookbaycc.edu.

Complete instructions for how to apply and maintain your financial aid award and make payments to your account are located in the back of this catalog in the student processes and resource section.

We are Committed to Security, Safety & Equal Opportunity

Public Notice of Non-Discrimination

Tillamook Bay Community College Board of Education Notice of Non-Discrimination

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations.

Any persons having inquiries concerning Title II, Title IV, Title VI, or Title IX may contact: Pat Ryan, Director Facilities, Human Resources, Safety 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222, ext. 1020.

Any persons having inquiries concerning Section 504 may contact: Rhoda Hanson, Chief Student Services Officer; 4301 Third Street, Tillamook, Oregon, Room 114, Phone (503) 842-8222, ext. 1110.

Equal Opportunity

TBCC subscribes to the terms of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status,

gender, gender identity, organizational affiliation, political affiliation or protected status. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results. For additional information on TBCC's commitments to safety and equality please visit the consumer information section of this catalog.

Accreditation

TBCC is proud to be accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100, Redmond, WA 98052
(425) 558-4224 • www.nwccu.org

Degrees, Certificates & Apprenticeships

TBCC offers a variety of certificates and degrees that can help lead to family wage jobs and advancement in a variety of fields. Certificates take fewer credit hours to complete, and associate degrees can be completed in two years in most cases.

Transfer & General Studies Degrees

Intended for students who want to transfer to a four-year college or university and earn a bachelor's degree. Information begins at the Oregon Transfer Compass-Core Transfer Maps.

- Associate of Arts Oregon Transfer
    - Oregon Transfer Module (1 year)
- Associate of Science Oregon Transfer in Business
- Associate of Science
- Associate of Science in Forestry
- Associate of General Studies

Associate of Applied Science (AAS) Degrees

Intended for students who want to earn a college degree and gain technical skills in a specific area. AAS degrees are offered in the following areas:

- Agriculture and Natural Resources
- Business Administration (online)

- Criminal Justice and Public Safety
- Manufacturing and Industrial Technology

Degree Partnerships in Healthcare

These certificate and degrees are granted by partner colleges, but TBCC offers program prerequisites, general education requirements, related coursework, and sometimes program courses.

- **Diagnostic Imaging AAS Degree:** Linn-Benton Community College
- **Medical Laboratory Technology AAS Degree:** Portland Community College
- **Nursing AAS Degree:** Oregon Coast Community College
- **Occupational Therapy Assistant AAS Degree:** Linn-Benton Community College
- **Pharmacy Technician Certificate:** Central Oregon Community College

Career Technical & Career Pathway Certificates

Certificates are shorter than two-year degrees and help you get skills for jobs that are generally at the entry level. Below is a list of certificates available through TBCC.

Agriculture and Natural Resources Certificate

- Forest Technology: 27 Credits

Business Administration Certificates

- Accounting Clerk: 47 Credits
- Entry-Level Accounting Clerk: 14 Credits
- Basic Computer Literacy: 13 Credits

Criminal Justice and Public Safety Certificates

- Corrections Technician: 16 Credits
- Corrections Professional: 26 Credits
- Emergency Medical Services: 17 Credits
- Law Enforcement Specialist: 27 Credits

Manufacturing & Industrial Technology Certificates

Certified Production Technician: 16 Credits

- Manufacturing Technician (4 certificates) with specialization in:
  - Welding: 31 Credits
  - Machining: 34 Credits
  - Millwright: 32 Credits
  - Electrical: 29 Credits

General Apprenticeship Degrees & Certificates

Apprenticeship is a partnership with business and industry that enables a student to receive training in a skilled trade through classroom and on-the-job training.

- Limited Maintenance Electrician
- Inside Electrician
- Industrial Plant Technician
- Industrial Maintenance Millwright

Degree Partnership Agreement & Four-Year Transfer Options

In order to assist TBCC students to achieve their career and education goals, TBCC offers a number of options for students planning to transfer to other colleges and universities. These programs make it easier to tailor your education to fit your personal goals, preferences and timelines.

Degree Partnership Program with Oregon State University

The Degree Partnership Program (DPP) with Oregon State University (OSU) provides an opportunity for students to complete one application process and be admitted to TBCC and OSU. Students will be assigned advisors at both schools, gain increased flexibility in scheduling with access to more courses, and enjoy opportunities to access services and participate in college life on both campuses. OSU offers online courses and four -year degree programs that can be completed in Tillamook County or DPP students can take oncampus courses and pursue additional on- campus degree programs. Contact the OSU Open Campus Coordinator by phone at (503) 842-8222 ext. 1870.

Four-Year Transfer

You can complete undergraduate general education credits at TBCC and transfer them to a four-year university. It is important that you work with a career education advisor at TBCC and the school where you intend to tranfer to ensure you are taking courses that will meet the requirements for the school you plan to attend.

Degree Partnerships in Healthcare with other

Community Colleges

Tillamook Bay Community College has developed partnerships with several colleges and Tillamook Regional Medical Center to provide training for several healthcare occupations in Tillamook County. These certificates and degrees are granted by partner colleges, but TBCC offers program prerequisites, general education requirements, related coursework, and sometimes program courses. The programs are all offered predominantly or completely through distance learning so that students can complete the programs while still residing in Tillamook County. These are programs that TBCC is unable to support independently because of limited opportunities for required clinical experiences in Tillamook County. All programs require application to the partner college and to the specific program. In order to ensure that students are able to complete required clinical experiences in Tillamook County, admissions to each program from Tillamook County are limited to one to five students per year. See more detailed information and curriculum.

Skills Development & Continuing/Community Education Options at TBCC (non-credit)

Skills Development

TBCC cares about all of our students and we want to see each of them succeed. We offer services that provide students with the opportunity for self-improvement as well as preparation for higher education through classes in reading, writing, and math. Each term TBCC publishes a Schedule of Classes that shows what is being offered for that term. The schedule can be found at www.tillamookbaycc.edu or in hard copy at the main campus. If you have questions you can contact Student Services at (503) 842-8222 ext. 1100, studentservices@tillamookbaycc.edu, or visit them at the main campus.

Pre-College Learning

Designed for adult learners who need to improve basic skills in reading, writing and math. Students build upon past experience and knowledge to progress toward their educational goals.

General Equivalency Diploma Preparation

Students who have not received their high school diploma may study and prepare for the GED examination at TBCC. General Education Development preparation classes provide students 16 and older an opportunity to study for the GED exam.

Pre-college classes and General Education Development (GED) classes are open to anyone 18 or over who desires to improve basic reading, writing, and math skills at the pre-college level. Students

16 and 17 years old must first obtain an official release from high school before attending class. Adults interested in earning a GED may obtain information from Student Services (503) 842-8222 ext. 1100 or visit them at the main campus.

The GED State Examination

The GED State Exam includes four tests: Reasoning through Language Arts, Social Studies, Science, and Mathematical Reasoning. The GED exam is available at Tillamook Bay Community College. Registration and schedules for GED exams are available through the TBCC Library (503) 842-8222 ext. 1720. Candidates should arrive for testing 10-15 minutes before the scheduled exam with state-issued photo identification. Students will need to register and pay for testing online at https://ged.com.

English for Speakers of Other Languages (ESOL)

The English for Speakers of Other Languages (ESOL) Program offers classes for persons whose native language is not English. Students study reading, writing, speaking, listening and other language skills to improve English in employment, community, and academic settings.

ESOL classes are open to U.S. citizens, immigrants, and refugees who desire to improve their English language skills. Students needing special assistance to participate in the ESOL courses should contact Student Services at (503) 842-8222 ext. 1100, email studentservices@ tillamookbaycc.edu or visit them at the main campus.

Continuing and Community Education

TBCC is committed to life -long learning. The continuing and community education program plays an important role in this philosophy. Classes in this program are non-credit and students take them for personal enrichment, personal interest, or to enhance work skills.

For the convenience of all district residents, classes are offered throughout Tillamook County and include a mix of full-term courses, short sessions, and workshops and are scheduled during the day, evenings and weekends. Each term TBCC publishes a Schedule of Classes that shows what is being offered for that term. The schedule can be found on our website www.tillamookbaycc.edu or in hard copy at the main campus and is mailed to all residential addresses in Tillamook, County. If you have questions you can contact (503) 842-8222 ext. 1320.

Continuing Education Units

Course numbers beginning with “CEU” are classes that award continuing education units (CEUs) rather than college credits. CEUs are not equivalent to credit hours, and therefore may not be used toward TBCC certificates or degrees. Some programs offering CEU classes offer recertification or CEU certificates. One CEU is awarded for each 10 hours or their equivalent. TBCC transcript records are available for CEU hours. Tuition for CEU courses is charged regardless of the number of credit hours for which the student enrolls. CEU classes do not meet the federal requirements for financial aid or most veterans’ benefits. For more information, call (503) 842-8222 ext. 1320.

Tillamook Bay Community College - Skills Development & Continuing/Community Education Options at TBCC (non-credit)

The Small Business Development Center

The Small Business Development Center (SBDC) is a service of TBCC in cooperation with the U.S. Small Business Administration and Oregon Business Development Department. The SBDC helps businesses in Tillamook County solve day-to-day problems and offers guidance to entrepreneurs interested in starting or growing a small business. The professional staff of the SBDC offers free counseling tailored to meet the needs of the entrepreneur. The center maintains an excellent library of business resources on a variety of topics. All of this information is available free of charge. Each term the SBDC offers workshops, seminars and training sessions on subjects of interest to small business owners and managers. TBCC publishes a Schedule of Classes that shows what is being offered for that term. This Schedule of Classes can be found in hard copy at the main campus or on our website www.tillamookbaycc.edu.

For more information about the Small Business Development Center and its services, please call (503) 842-8222 X1420 or TillamookSBDC@bizcenter.org.

Customized & Workforce Training

We create professional training solutions for your business through custom, shared, and strategic training experiences. We work in partnership with qualified, statewide industry experts to create training options that meet your business needs. The training programs and resources of TBCC assist in developing your skilled workforce and managers to support your success as an organization. By identifying your challenges, we will rapidly customize a solution for your specific business needs. We listen. We deliver. We meet your needs. To learn more, call or email Suzie Clark at 503-842-8222 x1430 or suzieclark@tillamookbaycc.edu.

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Partners for Rural Innovation
4506 Third Street
Tillamook, Oregon

Overview of Comprehensive Degree Requirements

General Education Statement

General Education is a major part of the college's commitment to the process of lifelong learning and development of educated citizens. The purpose of General Education is to introduce students to the discipline areas of Arts and Letters, Social Science, and Mathematics, Science, and Computer Science. The value of General Education to students is to develop students' understanding of culture and how it relates to other cultures; appreciation of history both from a global perspective and from a personal perspective; understanding of self and natural and technological environments; an ability to reason qualitatively and quantitatively; an ability to conceptually organize experience and discern its meaning; aesthetic and artistic values; and understanding of the ethical and social requirements of responsible citizenship.

General Education Waiver for Prior Degree

The general education requirements will be waived for students who enroll at TBCC with an AA, AAS, AGS, AS, BA, BS degree or higher from a regionally accredited United States institution. General education requirements for some certificates or associate of applied science degrees may not be waived. Students should consult with a career and education advisor for specific courses required to meet General Education requirements.

Three vs. Four Credit Courses

For degrees and certificates requiring specific lower division collegiate (LDC) courses, a three credit version of the same course is accepted instead of the four credit version in many cases.

Experimental Courses

Courses numbered 99, 199, and 299 are called “experimental courses.” While these courses may count for graduation at TBCC, they may not be acceptable for transfer to other colleges or universities.

Prerequisite Courses

Most lower division collegiate courses have standard prerequisites.

Reading/Writing: successful completion (“C” or better) of RDWR 115 (or placement above these levels) and placement into or completion of WR 121.

Math: successful completion (“C” or better) of MTH 20 or MTH 070.

A grade of “D,” “F” or “NP” in a standard prerequisite course will not satisfy the requirement.

NOTE: Based on placement information and/or past success rates, students who place into levels below WR 121 or MTH 111 may be required to enroll in tutoring student success sections (no tuition or fees) and participate at least one hour a week in these sections. These sections are designed to increase student success and build a strong foundation for success in subsequent coursework. Studies nationwide and across the state in Oregon have shown that students who enroll in supplementary tutoring sessions have a greater chance to succeed at these courses and complete their educational goals.

Some courses may have higher requirements and/or additional prerequisites as appropriate. See individual course prerequisites. Instructors may waive prerequisites on a case-by-case basis.

Degrees & Majors

TBCC students declare a major when they complete the college application. Some students find that once they start their education their interests change. Students have the option to change their major accordingly during the registration period prior to each term. A student’s declared major can impact his/her eligibility for financial aid and the awarding of a degree or certificate. We encourage you to meet with a career education advisor or a financial aid advisor if you have questions about your major at any time.

Change of degree/certificate/major is available through the online student portal MYTBCC on the student tab. A change of degree/certificate/major changes your catalog rights to the most current year, as explained below.

Associate degrees require a minimum of 90 credits in coursework numbered “100” or above to complete the degree and graduate. At least thirty credits of the coursework earned toward the degree, with a satisfactory grade, must be earned at TBCC.

Catalog Editions

Tillamook Bay Community College - Overview of Comprehensive Degree Requirements

TBCC operates on the quarter system. A new edition of the TBCC Catalog is published and dated with each academic year, which begins in summer term and ends with the following spring term.

To earn an associate degree or a certificate, students must meet the requirements in the catalog that is in effect when they earn their first credit(s) at TBCC, unless they choose to meet the requirements of a later catalog. This is what is known as “catalog rights.” However, students who do not earn at least one TBCC credit that applies to their degree requirements each academic year lose the right to meet the requirements of their original catalog. They must then meet requirements of the catalog current at the time they start taking courses again toward their degree or certificate at TBCC, or the current catalog at the time of graduation. Therefore, when they change their degree or major, their “catalog rights” also change to current catalog.

An edition of the catalog is valid for six academic years. For example, a catalog that takes effect summer term 2013 is only valid through spring term 2019. However, some programs have shorter time limits on accepting credits for some degree or certificate requirements. Occasionally the college may change courses and course numbers within a program. Students should review the catalog and talk with a career education advisor regularly about their course of study.

While every effort is made to ensure the accuracy of the information in this catalog, Tillamook Bay Community College has the right to make changes at any time without prior notice. This catalog is not a contract between TBCC and current or prospective students.

Petitioning for Graduation & Paying College Debts

Students at TBCC will receive degrees and/or certificates based on an awarding standard set by TBCC. The college will grant degrees and/or certificates upon completion of requirements for the student’s recorded program of study or major. A formal commencement or graduation ceremony is held at the end of spring term. All students graduating in the current academic year (summer, fall, winter, spring) are eligible to participate if they have applied by the deadline and the application has been accepted.

Graduating students will receive diplomas by mail from TBCC eight to ten weeks after the degree or certificate has been awarded. The diploma will be mailed to the address of record for the student. Please contact the TBCC Student Services Office if there is an address change. Students must clear all debts to the college before their degree or certificate will be awarded.

Career Pathway Certificates

Some career technical degrees offer certificates ranging from 12-44 credits to students who complete the specific course of study with a minimum 2.0 grade point average. All courses in the Career Pathway Certificates count toward the Associate of Applied Science Degree. A the complete list of career and technical certificates available at TBCC.

One-Year Certificates

One-year certificate requirements:

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- At least 12 credits must be earned at TBCC, nine of which must count toward the certificate.
- Max of 12 credits of “P” (Pass) grades may be applied. One year certificates that have more than 12 max will state their Pass/No Pass max in the requirements for that one year certificate.
- Max of 12 credits of Cooperative Education courses may be applied.
- Max of nine credits of 199 and 299 experimental courses may be applied.

Course Guarantee

TBCC guarantees, at a minimum, the courses listed in the two-year map for each term. Students are welcome to transfer in or to take other courses that meet the requirements. Please work with a career education advisor to confirm the courses meet the requirements. We may offer electives, based on enrollment, beyond what is provided in our core guaranteed two- year plan. These electives will be included each term in the published Schedule of Classes and are not part of the minimum guarantee to complete.

TBCC Institutional Learning Outcomes & General Education Outcomes

TBCC Institutional Learning Outcomes

Institutional Learning Outcomes are commonly defined as the knowledge, skills, and attitudes that students are expected to develop as a result of their overall experiences with any area of the college, including courses, programs, and services. Institutional Learning Outcomes represent competencies that empower students to be successful in their education and chosen careers, as community members, and in their personal lives.

All TBCC coursework, certificate and degree programs, services, and activities support student development and success through the enhancement and growth of student competencies in Lifelong Learning and Professional Competence, Communication Skills, Thinking Skills, and Cultural Awareness.

TBCC Institutional Learning Outcomes

I. Lifelong Learning and Professional Competence

Students will engage in and take responsibility for intentional learning, seek new knowledge and skills to guide their continuous and independent development, and adapt to new situations.

II. Communication Skills

Students will effectively communicate, both orally and in writing, thoughts in a clear, well-organized

manner to persuade, inform and/or convey ideas.

III. Problem Solving Skills

Students will critically analyze and solve problems, differentiating facts from opinions, by using informed judgment based on evidence, sound reasoning, and/or creativity in a variety of situations and areas of study.

IV. Cultural Awareness

Students will demonstrate respect, honesty, fairness, and ethical principles by understanding and appreciating differences in cultures and behaviors.

Intended Learning Outcomes for General Education Courses

In addition to Institutional Learning Outcomes, standards have been established for Student Learning Outcomes in General Education Courses in the following categories: Arts and Letters, Cultural Literacy, Mathematics, Science or Computer Science, Social Science, Speech and Oral Communication, Writing, and Information Literacy. Coursework in each of these areas supports student achievement of these outcomes. TBCC evaluates student achievement of course learning outcomes on a regular basis, and this information is used for continuous improvement in instruction and student services.

Arts & Letters

Outcomes

As a result of taking General Education Arts & Letters* courses, a student should be able to:

1. Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and
2. Critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

*“Arts & Letters” refers to works of art, whether written, crafted, designed, or performed and documents of historical or cultural significance

Cultural Literacy

Cultural Literacy outcomes will be included in courses that meet the outcomes and criteria of an AAOT Discipline Studies requirement.

Outcomes

As a result of taking a designated Cultural Literacy course, a student should be able to:

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

Mathematics

Outcomes

As a result of taking General Education Mathematics courses, a student should be able to:

- Use appropriate mathematics to solve problems; and
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

Science or Computer Science

Outcomes

As a result of taking General Education Science or Computer Science courses, a student should be able to:

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions;
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner; and
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

Social Science

Outcomes

As a result of taking General Education Social Science courses, a student should be able to:

- Apply analytical skills to social phenomena in order to understand human behavior; and
- Apply knowledge and experience to foster personal growth and better appreciate the diverse

social world in which we live.

Speech/Oral Communication

Outcomes

As a result of taking General Education Speech/Oral Communication courses, a student should be able to:

- Engage in ethical communication processes that accomplish goals,
- Respond to the needs of diverse audiences and contexts, and
- Build and manage relationships.

Writing

Outcomes

As a result of completing the General Education Writing sequence, a student should be able to:

- Read actively, think critically, and write purposefully and capable for academic and, in some cases, professional audiences;
- Locate, evaluate, and ethically utilize information to communicate effectively; and
- Demonstrate appropriate reasoning in response to complex issues.

Information Literacy

Information Literacy outcomes and criteria will be embedded in the Writing Foundational Requirements courses.

Outcomes

As a result of taking General Education Writing courses infused with Information Literacy, a student who successfully completes should be able to:

- Formulate a problem statement.
- Determine the nature and extent of the information needed to address the problem.
- Access relevant information effectively and efficiently.
- Evaluate information and its source critically.
- Understand many of the economic, legal, and social issues surrounding the use of information.

Tillamook Bay Community College - TBCC Institutional Learning Outcomes & General Education Outcomes

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Oregon Transfer Compass - Core Transfer Maps

Core Transfer Maps (CTM)

The Core Transfer Maps are broad descriptions of course requirements for students at any Oregon community college or public university. Students who have not yet declared a major and plan to transfer may take classes that fit these categories at any Oregon community college and expect all classes to transfer and meet at least 30 credits of general education requirements for a bachelor's degree at any Oregon public university.

Note that many majors have specific course requirements for categories within the Core Transfer Maps. The Core Transfer Maps are intended as starting points for students who plan to transfer to a university, but are unsure of their intended major or transfer destination. Students who are certain of their major, but not their transfer destination, should determine if there is a developed Major Transfer Map for their chosen discipline, and follow that as a guide. Students who are certain of both their major and their intended transfer destination should consult an advisor for information on an existing specific articulation agreement, Major Transfer Map, or degree map that will prescribe their course requirements.

CTM Course Distribution Requirements

Writing & Mathematics

- WR 121

- MTH 111 or mathematics course for which MTH 95 is a prerequisite.

CTM Discipline Requirements

See General Education Course Listings (AAOT).

Arts & Letters
Arts and Letters - two courses

Social Science
Social Science - two courses

Science/Math/Computer Science
Science/Math/Computer Science - two courses with Labs

CTM Additional Requirements

Cultural Literacy - At least 1 required course must also meet the Cultural Literacy outcomes.

At Least 30 Total Credits - If the credit total for the required courses is less than 30 credits, select a course of your choice from the AA/OT outcome courses.

* See an advisor for recommended courses.

Completion standards - All courses must be passed with a grade of "C–" or better. Students must have a minimum cumulative GPA of 2.0 at the time of award.

Degree Worksheet

Associate of Arts: Oregon Transfer Degree

- Overview and Degree Map
- Requirements

Overview and Degree Map

Tillamook Bay Community College - Associate of Arts: Oregon Transfer Degree

Associate of Arts Oregon Transfer (AAOT)

The Associate of Arts Oregon Transfer degree is for students who are interested in earning a four-year degree at an Oregon public university. The AAOT allows you to complete some of your degree requirements at TBCC.

If you graduate with an AAOT you will have met most if not all of the lower division General Education requirements of bachelor's degree programs at any Oregon public university.

Students transferring with an AAOT will transfer to any Oregon public university with junior status for registration purposes. Course, class standing or GPA requirements for specific majors, departments or schools are not necessarily satisfied by an AAOT degree.

For the best transfer experience, work with a career education advisor to select your courses. It is important to take courses at TBCC that align with your planned major and program of study and requirements of the Oregon public university where you want to attend.

Degree Worksheet

Requirements

AAOT Degree Requirements:

Comprehensive Requirements

1. You need a minimum of 90 credits to graduate. All courses must have a number of "100" or above.
2. Resident Coursework Requirement: Overall, at least 30 credits of satisfactory coursework toward your degree must be earned at TBCC.
3. A 2.0 grade point average (C average) is required to graduate. All courses require a grade of "C" or better.
4. Associate Degree Comprehensive Requirement limits are:
    a. TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you can repeat Cooperative Education for a maximum of 12 credits.
    b. If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the General Education requirement.
    c. Max 12 credits of Cooperative Education can count toward degree.
    d. Max nine credits of 199 or 299, experimental courses, count toward degree.
    e. Max of 12 credits of career technical education (CTE) courses can count toward degree.

AAOT degree requirements consist of:

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Foundational requirements

- General Education/Discipline Studies, AND
- Degree electives

for a total of 90 credits minimum. The chart on the next page summarizes the number of credits required within each category.

Degree Summary

Details for each category in the above chart are listed below.

Category	Credit Total
Foundational Requirements	19
General Education/Discipline Studies	44
Degree Electives	At least 27
Total Credits for Degree (Minimum)	90

Foundational Requirements

Each course must be a minimum of three credits (except for Health/ Wellness/Fitness which may be any number of credits).

Complete with a grade of "C" or better:

Writing*:

WR 121	English Composition I	4

and either

WR 122	English Composition II	4
	or	
WR 227	Technical and Professional Writing	4

(eight credits required)

Oral Communication:

COMM 111	Public Speaking	4
	or	

COMM 112	Persuasion, Argumentation, and Debate	4

Math*:

MTH 105	Explorations in Mathematics	4

or higher for which Intermediate Algebra is a prerequisite.

Health/Wellness/Fitness:

One or more courses totaling at least three credits from

HE 250	Personal Health	3
HE 295	Health and Fitness for Life	2
PE 295	Health and Fitness for Life Lab	1

or PE (not including PE 10, 199, or 299).

**Basic Writing and Math competency and Information Literacy requirements are satisfied by successfully completing the above courses.*

General Education/Discipline Studies Requirements

You must take 11 Discipline Studies courses from the General Education/ Discipline Studies List found on pages 70. Each course must have at least three credits.

Courses count toward **EITHER** Foundational Requirements **OR** Discipline Studies but not both.

Arts & Letters Area

Complete at least three courses from at least two disciplines.

Social Science Area

Complete at least four courses from at least two disciplines in the Social Science area.

Math/Science/Computer Science Area

Complete at least four courses, selected from at least two disciplines in the Science/Math/Computer Science area. At least three must be lab courses in biology and/or physical sciences.

Cultural Literacy

Select one course that is designated as meeting the Cultural Literacy requirement. This course can be one of the 11 required Discipline Studies Courses.

Elective Credit Requirements

You must select elective courses to reach a total of 90 credits from career technical or transfer courses. There is a maximum of three PE credits.

Limitations:

- 12 credits maximum of career and technical education courses may be applied to this degree (CTE course prefixes are listed on page 73 of this catalog).
- One credit Managerial Skills Development workshops may not be used.
- A maximum of three credits of physical education (PE) courses may be used.

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Arts Oregon Transfer Degree.

A student can transfer in or take other courses that meet the requirements.

Year 1

Fall Term

BA 101	Introduction to Business	4
WR 121	English Composition I	4
MTH 111	College Algebra	5
CG 100	College Survival and Success	3
Total Credit Hours:		**16**

Winter Term

WR 122	English Composition II	4
ART 103	Understanding New Media Arts	4
MTH 112	Elementary Functions	5
HST 102	Western Civilization: Medieval to Early Modern	4
	or	
HST 203	History of the United States from 1914	4
Total Credit Hours:		**17**

Spring Term

COMM 111	Public Speaking	4

Tillamook Bay Community College - Associate of Arts: Oregon Transfer Degree

BA 277	Business Ethics	4
ENG 250	Introduction to Folklore and Mythology	4
	or	
WR 227	Technical and Professional Writing	4
ART 101	Understanding Architecture	4
	or	
MUS 105	Music Appreciation	3
	or	
MUS 205	Introduction to Jazz History	3
Total Credit Hours:		**15-16**

Year 2

Fall Term

BI 101	Biology	4
	or	
GS 108	Physical Science (Oceanography)	4
MUS 108	Music Cultures of the World	3
PSY 201	Introduction to Psychology, Part I	4
	or	
PSY 101	Psychology and Human Relations	4
ENG 104	Introduction to Literature (Fiction)	4
Total Credit Hours:		**15**

Winter Term

BI 102	Biology	4
EC 201	Principles of Economics: Microeconomics	4

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HE 250	Personal Health	3
HST 102	Western Civilization: Medieval to Early Modern	4
	or	
COMM 140	Introduction to Intercultural Communication	4
Total Credit Hours:		**15**

Spring Term

BI 103	Biology	4
EC 202	Principles of Economics: Macroeconomics	4
PSY 239	Introduction to Abnormal Psychology	4
	or	
HST 202	History of the United States from 1840-1914	4
BA 205	Business Communication	4
Total Credit Hours:		**16**

Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY).

Oregon Transfer Module (OTM)

- Overview and Degree Map
- Requirements

Overview and Degree Map

OTM is a one-year course of study for students who plan to transfer to a community college or university in Oregon. This group of courses will not lead to a certificate or degree at TBCC. Intead, its

purpose is to give you a one-year basic foundation and meet some basic requirements before you transfer to a four-year school.

Work closely with a career education advisor at TBCC to select appropriate course work.

If you transfer before you finish the OTM, your courses will be evaluated by the Oregon college or university individually.

To earn the OTM, you must complete a minimum of 45 credits of lower division course work with a grade of “C” or better.

Degree Worksheet

Requirements

OTM Foundational Skills

Writing and Oral Communication

Writing – two courses:

WR 121	English Composition I	4

AND a second WR course for which WR 121 is a prerequisite.

Oral Communications – one course:

COMM 111	Public Speaking	4

Mathematics

Mathematics – one course:

MTH 105	Explorations in Mathematics	4

or a mathematics course for which MTH 95 is a prerequisite. Must be four credits.

OTM Introduction to Disciplines

See General Education Course Requirements. COMM 111 cannot be used in this category

Arts & Letters

Arts and Letters – three courses

Social Science

Social Science – three courses

Science/Math/Computer Science

Science/Math/Computer Science – three courses

- One course must be a biological or physical science course with a lab. The mathematics course taken for Foundational Skills in the previous column cannot count in this category.

Business, Associate of Science Oregon Transfer Degree

- Overview and Degree Map
- Requirements

Overview and Degree Map

Tillamook Bay Community College - Business, Associate of Science Oregon Transfer Degree

Associate of Science Oregon Transfer Degree in Business (ASOT-BUS)

The ASOT-BUS degree is for students who are interested in transferring to a four-year degree program at an Oregon public university to pursue a bachelor's degree in business. If you graduate with the ASOT-BUS degree, you will have completed the first step toward your bachelor's degree program. You will transfer with most of your coursework accepted with credit toward your four-year degree. Visit with a TBCC career education advisor and talk to an advisor at the university where you plan to transfer.

Since universities have specific requirements for admission to their business programs, talking with a university advisor is very important. You should contact the university business program you want to attend early in your first term here at TBCC.

Degree Worksheet

Requirements

ASOT-BUS Requirements

Comprehensive Requirements

1. You need a minimum of 90 credits to graduate. All courses must have a number of "100" or above.
2. Resident Coursework Requirement: Overall, at least 30 hours of satisfactory coursework toward your degree must be earned at TBCC.
3. A 2.0 grade point average (C average) is required to graduate. All courses require a grade of "C" or better.
4. Associate Degree Comprehensive Requirement limits:
    a. TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you can repeat Cooperative Education for a maximum of 12 credits.
    b. If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the General Education requirement.
    c. Max 12 credits of Cooperative Education can count toward the degree.
    d. Max nine credits of 199 or 299, experimental courses, count toward degree.

Degree Requirements for ASOT-BUS

Writing* (at least eight credits):

WR 121	English Composition I	4
	and	
WR 122	English Composition II	4

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	or	
WR 227	Technical and Professional Writing	4

Oral Communication:

COMM 111	Public Speaking	4

Mathematics*:

A minimum of three courses MTH 111 or higher. One course must be Statistics.

Computer Applications:

Take

BA 131	Introduction to Business Technology	4
	or	
CAS 133	Basic Computer Skills/Microsoft Off	4
	and	
CAS 170	Beginning Excel	3
	or	
CAS 171	Intermediate Excel	3

**These courses meet Foundational Requirements for Writing, Math & Information Literacy.*

General Education Requirements

You must take 11 courses from the General Education course list. Each course must have at least three credits.

Courses count EITHER toward Foundational Requirements OR General Education Requirements but not both, with the exception of one math course.

Arts & Letters
Complete at least three courses from at least two disciplines.

Social Science
Complete at least four courses chosen from two disciplines. Two courses must be in Microeconomics/Macroeconomics.

Mathematics, Science & Computer Science

- Complete at least four courses in two or more disciplines.

- At least three must be lab courses in the biological or physical sciences.
- The fourth course may be one of the three math courses from the Core Competency Requirements.

Cultural Literacy
Select one course that is designated as meeting the cultural literacy requirement. This course can be one of the 11 required General Education courses.

Business-Specific Requirements
Each course must be completed with a grade of "P" or "C" or better: BA 101, BA 211, BA 212, BA 213, BA 226. BA 226 may be replaced by any other faculty-approved 200 level BA course.

Electives for ASOT - Business
Complete elective credits to reach 90 credits for this degree. Elective courses can have any number of credits.

Limits on Electives:

- No more than 12 credits of Career & Technical Education may be used.
- You may not use one credit MSD courses.
- No more than three credits of physical education (PE).

University Specific Requirements

Please pay close attention to the specific requirements for the Oregon public university you wish to attend to maximize the number of credits that will count toward your degree.

Oregon Universities

Please refer to the university's website for additional courses beyond the minimum requirements for the ASOT-BUS degree.

Eastern Oregon University
www.eou.edu/business/bdm_course_transfer.htm

Oregon Institute Of Technology
www.oit.edu/programs/manage

Oregon State University
http://business.oregonstate.edu

Portland State University
www.pdx.edu/sba

Southern Oregon University
www.sou.edu/business/undergrad/index.html

University Of Oregon
www.business.uoregon.edu

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Science Oregon Transfer-Business degree.

A student can transfer in or take other courses that meet the requirements.

Year 1

Fall Term

BA 101	Introduction to Business	4
WR 121	English Composition I	4
MTH 111	College Algebra	5
CG 100	College Survival and Success	3
Total Credit Hours:		**16**

Winter Term

ART 103	Understanding New Media Arts	4
BA 226	Business Law I	4
BA 131	Introduction to Business Technology	4
BA 211	Principles of Accounting I	3
Total Credit Hours:		**14**

Spring Term

COMM 111	Public Speaking	4
MTH 243	Statistics I	5
ENG 250	Introduction to Folklore and Mythology	4
	or	
COMM 237	Gender and Communication	4
BA 212	Principles of Accounting II	3
Total Credit Hours:		**15**

Tillamook Bay Community College - Business, Associate of Science Oregon Transfer Degree

Year 2

Fall Term

BI 101	Biology	4
	or	
GS 108	Physical Science (Oceanography)	4
PSY 201	Introduction to Psychology, Part I	4
	or	
PSY 101	Psychology and Human Relations	4
BA 206	Management Fundamentals	3
WR 122	English Composition II	4
Total Credit Hours:		**15**

Winter Term

BI 102	Biology	4
EC 201	Principles of Economics: Microeconomics	4
CAS 170	Beginning Excel	3
HST 102	Western Civilization: Medieval to Early Modern	4
	or	
HST 203	History of the United States from 1914	4
Total Credit Hours:		**15**

Spring Term

BI 103	Biology	4
EC 202	Principles of Economics: Macroeconomics	4
BA 213	Managerial Accounting	4
BA 277	Business Ethics	4
Total Credit Hours:		**16**

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Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY).

Associate of Science

- Overview and Degree Map
- Requirements

Overview and Degree Map

Associate of Science (AS)

The Associate of Science Oregon Transfer degree is for students who are interested in transferring to

a four-year degree program at an Oregon public university. You have more freedom in choosing courses than in the Associate of Arts Oregon Transfer Degree. It is not guaranteed that you will have completed all of the General Education requirements for the university.

Visit a TBCC career education advisor and also talk to an advisor at the university where you plan to transfer. The university advisor will be able to tell you about the requirements for the university.

Degree Worksheet

Requirements

AS Requirements

Comprehensive Requirements

1. You need a minimum of 90 credits to graduate. All courses must have a number of "100" or above.
2. Resident Coursework Requirement: Overall, at least 30 credits of satisfactory coursework toward your degree must be earned at TBCC.
3. A 2.0 grade point average (C average) is required to graduate.
4. Associate Degree Comprehensive Requirement limits:
    a. TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you can repeat Cooperative Education for a max of 12 credits.
    b. If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the General Education requirement.
    c. Max 12 credits of Cooperative Education can count toward degree.
    d. Max nine credits of 199 or 299, experimental courses, count toward degree.

Specific Requirements

Writing*:

Complete WR 121 with a grade of "C" or better, or pass a writing course that has WR 121 or WR 122 as a prerequisite with a letter grade of "C" or better.

WR 121	English Composition I	4

Mathematics*:

one course –

MTH 105	Explorations in Mathematics	4

or a MTH for which Intermediate Algebra is a prerequisite. Must be four credits.

Health:

Complete

HE 250	Personal Health	3

and one credit (100 level or above) of Physical Education (PE)

or complete

HE 295	Health and Fitness for Life	2
	and	
PE 295	Health and Fitness for Life Lab	1

**Basic Writing and Math competency are met with these courses.*

General Education Requirements

You must earn a minimum of 21 credits of General Education.

You need at least seven credits in each of these areas:

- Social Sciences
- Arts & Letters
- Mathematics, Sciences & Computer Studies

Elective Credit Requirements

You must select elective courses to reach a total of 90 credits from career technical or transfer courses. There is a maximum of three PE credits permitted. No more than 12 credits of Career & Technical Education may be used.

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Science Degree.

A student can transfer in or take other courses that meet the requirements.

Year 1

Fall Term

WR 121	English Composition I	4

MTH 111	College Algebra	5
CG 100	College Survival and Success	3
BA 101	Introduction to Business	4
Total Credit Hours:		**15**

Winter Term

WR 122	English Composition II	4
ART 103	Understanding New Media Arts	4
MTH 112	Elementary Functions	5
	or	
CAS 170	Beginning Excel	3
HST 102	Western Civilization: Medieval to Early Modern	4
	or	
HST 203	History of the United States from 1914	4
Total Credit Hours:		**15-17**

Spring Term

COMM 111	Public Speaking	4
ENG 250	Introduction to Folklore and Mythology	4
	or	
WR 227	Technical and Professional Writing	4
ART 101	Understanding Architecture	4
	or	
MUS 105	Music Appreciation	3
	or	
MUS 205	Introduction to Jazz History	3
BA 277	Business Ethics	4

Tillamook Bay Community College - Associate of Science

Total Credit Hours:		**15-16**

Year 2

Fall Term

BI 101	Biology	4
	or	
GS 108	Physical Science (Oceanography)	4
PSY 201	Introduction to Psychology, Part I	4
	or	
PSY 101	Psychology and Human Relations	4
PE 182A	Beginning Group Fitness	1
	or	
PE 182B	Intermediate Group Fitness	1
ENG 104	Introduction to Literature (Fiction)	4
MUS 108	Music Cultures of the World	3
Total Credit Hours:		**16**

Winter Term

HE 250	Personal Health	3
EC 201	Principles of Economics: Microeconomics	4
PS 201	US Government: Foundations and Principles	4
	or	
ENG 254	Survey of American Literature	4
COMM 140	Introduction to Intercultural Communication	4

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Total Credit Hours:		**15**

Spring Term

PSY 239	Introduction to Abnormal Psychology	4
EC 202	Principles of Economics: Macroeconomics	4
BA 205	Business Communication	4
G 202	Physical Geology	4
	or	
HST 202	History of the United States from 1840-1914	4
Total Credit Hours:		**16**

Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY).

Forestry, Associate of Science

- Overview and Degree Map
- Program Learning Outcomes
- Requirements

Overview and Degree Map

Associate of Science in Forestry

The Associate of Science degree in Forestry is for students who are interested in transferring to a four-year program in Forestry.

This degree has been designed so that students will have completed most courses required for the Baccalaureate Core and the prerequisite requirements for Oregon State University's Professional School in Forestry upon graduation from TBCC.

For students who are interested in earning a shorter certificate in Forest Technology, please see the Agriculture and Natural Resources degree program. This is a good option for students who want to get into the workforce more quickly. All of the courses in the Forest Technology Certificate can be applied to the Associate of Science in Forestry and to the AAS degree in Agriculture and Natural Resources.

Associate of Science in Forestry = 96 Credits

- See the degree worksheet on the following pages for course requirements.

Forest Technology Pathway Certificate = 27 Credits

- The certificate can be the first step into the degree or get students into the workforce more quickly. The certificate also bridges to the AAS in Agriculture and Natural Resources degree.
  See certificate courses and outcomes.

For additional information, please contact the OSU Open Campus Education Coordinator/Agriculture and Natural Resources Program Coordinator at 503-842-8222 ext. 1870.

Degree Worksheet

Program Learning Outcomes

Upon successful completion of the Associate of Science in Forestry, students will be able to:

- Integrate technical field skills with analytical skills to identify important forest management challenges and identify potential solutions for these problems.
- Explain and discuss important current issues, and social and political components of forest management in the United States and other countries.
- Demonstrate basic skills in forest surveying, recreation management, soil science, geographic information systems, and spreadsheet applications.
- Identify important tree and shrub species in the Pacific Northwest.

Requirements

Take the following courses each quarter for the completion of the Associate of Science Degree in

Forestry.

Year 1

Fall Term

WR 121	English Composition I	4
MTH 111	College Algebra	5
CG 100	College Survival and Success	3
FOR 111	Introduction to Forestry	3
Total Credit Hours:		**15**

Winter Term

CAS 170	Beginning Excel	3
MTH 112	Elementary Functions	5
EC 201	Principles of Economics: Microeconomics	4
BI 212	Principles of Biology II	5
	or	
BI 204	OSU Online	
Total Credit Hours:		**17**

Spring Term

MTH 243	Statistics I	5
FOR 241	Dendrology	5
WR 227	Technical and Professional Writing	4
HE 295	Health and Fitness for Life	2
PE 295	Health and Fitness for Life Lab	1
Total Credit Hours:		**17**

PE 295: to be taken concurrently with HE 295

Year 2

Fall Term

MUS 108	Music Cultures of the World	3
CH 221	General Chemistry I	5
COMM 111	Public Speaking	4
ENG 104	Introduction to Literature (Fiction)	4
Total Credit Hours:		**16**

Winter Term

FOR 240	Forest Biology	4
GEO 265	Introduction to GIS	3
HST 203	History of the United States from 1914	4
FOR 251	Recreation Resource Management	4
Total Credit Hours:		**15**

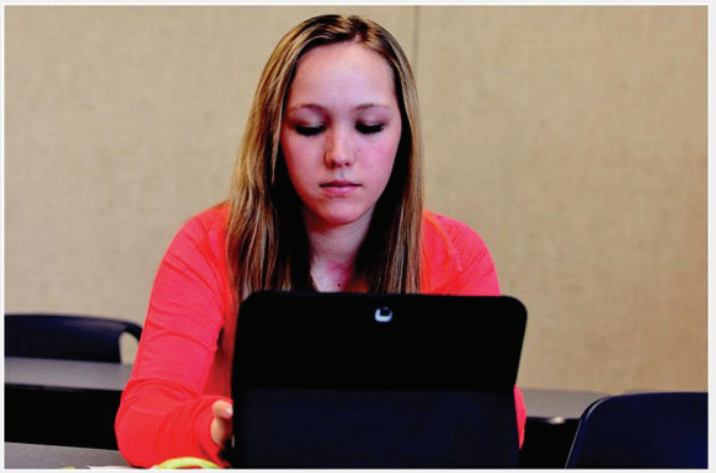
Spring Term

SOC 206	Social Problems	4
	or	
HST 201	History of the United States to 1840	4
	or	
HST 202	History of the United States from 1840-1914	4
	or	
HST 203	History of the United States from 1914	4
MTH 241	Calculus for Management, Life and Social Science	4
FOR 222	Elementary Forest Survey	4
SOIL 205	Soil Science	4
Total Credit Hours:		**16**

Associate of General Studies

- Overview and Degree Map
- Requirements

Overview and Degree Map



Associate of General Studies

The Associate of General Studies degree lets you design a program that meets your needs. In other

words, you can customize it. Just be sure to get some advice from the college/university where you plan to transfer. You can include courses from career technical and transfer areas. We recommend you work closely with a career education advisor at TBCC to assist you.

Degree Worksheet

Requirements

Associate of General Studies Requirements

Comprehensive Requirements

1. You need a minimum of 90 credits to graduate.
2. All courses must have a number of "100" or above.
3. Resident Coursework Requirement: Overall, at least 30 credits of satisfactory coursework toward your degree must be earned at TBCC.
4. A 2.0 grade point average (C average) is required to graduate.
5. Associate Degree Comprehensive Requirement limits:
    a. TBCC courses approved to be repeated for credit can only be used once to count toward the degree. However, you can repeat Cooperative Education for a maximum of 12 credits.
    b. If a general education course is split into multiple courses, i.e., a 101 course becomes 101A, 101B, and 101C, only one can be used to meet the requirement.
    c. Max 12 credits of Cooperative Education can count toward degree.
    d. Max nine credits of 199 or 299, experimental courses, can count toward degree.
    e. Max 24 credits of "P" (Pass) grades can count toward degree.
    f. No more than six PE credits.

Specific Requirements

Writing Competency

- Complete WR 121 with a grade of "C" or better, or
- Pass a writing course that has WR 121 as a prerequisite with a letter grade of "C" or better.

If you have a degree from a US regionally accredited institution, you do not have to take WR 121 or a course with a WR 121 prerequisite.

Mathematics Competency

- Complete MTH 70 with a grade of "C" or better, or
- Pass a mathematics course (minimum of three credits) for which MTH 70 or higher is a prerequisite with a grade of "C" or better.

General Education Requirements

Take 16 credits of General Education courses from these categories:

- Art and Letters
- Social Sciences
- Mathematics, Science & Computer Science

You must have at least one course worth three or more credits from each category. You do not need General Education credits if you already have a degree.

Elective Credit Requirements

You must select elective courses to reach a total of 90 credits from career technical or transfer courses.

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of General Studies Degree.

A student can transfer in or take other courses that meet the requirements.

Year 1

Fall Term

WR 121	English Composition I	4
CAS 133	Basic Computer Skills/Microsoft Off	4
CG 100	College Survival and Success	3
BA 101	Introduction to Business	4
Total Credit Hours:		**15**

Winter Term

ART 103	Understanding New Media Arts	4
MTH 95	Intermediate Algebra	4

	or	
COMM 140	Introduction to Intercultural Communication	4
HST 102	Western Civilization: Medieval to Early Modern	4
	or	
HST 203	History of the United States from 1914	4
WR 122	English Composition II	4
Total Credit Hours:		**16**

Spring Term

COMM 111	Public Speaking	4
G 202	Physical Geology	4
	or	
MTH 95	Intermediate Algebra	4
ART 101	Understanding Architecture	4
	or	
MUS 105	Music Appreciation	3
	or	
MUS 205	Introduction to Jazz History	3
BA 277	Business Ethics	4
Total Credit Hours:		**15-16**

Year 2

Fall Term

PSY 201	Introduction to Psychology, Part I	4
	or	
PSY 101	Psychology and Human Relations	4

ENG 104	Introduction to Literature (Fiction)	4
MTH 111	College Algebra	5
	or	
GS 108	Physical Science (Oceanography)	4
MUS 108	Music Cultures of the World	3
Total Credit Hours:		**15-16**

Winter Term

PS 201	US Government: Foundations and Principles	4
	or	
ENG 254	Survey of American Literature	4
HE 250	Personal Health	3
CAS 170	Beginning Excel	3
EC 201	Principles of Economics: Microeconomics	4
PE 142A	Zumba Fitness I	1
Total Credit Hours:		**15**

Spring Term

HST 103	Western Civilization: Modern Europe	4
	or	
HST 202	History of the United States from 1840-1914	4
ENG 250	Introduction to Folklore and Mythology	4
	or	
WR 227	Technical and Professional Writing	4
BA 205	Business Communication	4

EC 202	Principles of Economics: Macroeconomics	4
Total Credit Hours:		**16**

Courses offered during the Day (D), evening (E), online (OL) or as a hybrid of online and in class learning (HY)

Associate of Applied Science Degrees

Associate of Applied Science (AAS)

The Associate of Applied Science degree is awarded to students in career technical education (CTE) programs who meet the requirements listed below. Many career technical programs require more than 90 credits for an associate degree. See specific program requirements in the degree programs following this section of the catalog.

All AAS candidates must complete a program of approved course work in the major field.

Associate of Applied Science Requirements

Comprehensive Requirements

1. All candidates must earn a minimum of 90 credits which count toward an associate degree. Credit courses numbered below 100 cannot be used to fulfill the 90 credit minimum requirement for any degree.
2. Resident Coursework Requirement: All candidates for a degree at TBCC must accumulate at least 30 credits of satisfactory work at TBCC to establish residency. Non-traditional credit, credit transferred from another institution or challenge credit cannot be used to establish the 30 credit resident coursework requirement.
3. All candidates for a degree must have a 2.0 GPA (C average).
4. Associate Degree Comprehensive Requirement limits are:
    a. TBCC courses approved to be repeated for credit other than Cooperative Education may only be applied once in meeting a TBCC degree or certificate requirement. Students may take a

course additional times for credit, if the course is so designated, but those additional credits may not be used toward fulfilling TBCC degree or certificate requirements.

b. Certain CTE programs have exceptions to this requirement. Contact a career education advisor for information.

c. In cases where a general education course has been split into a multi-course sequence, i.e., a 101 course becomes 101A, 101B, and 101C, only one course in the sequence may be used to meet the General Education requirement.

d. Max 12 credits of Cooperative Education courses may be applied to degree.

e. Max nine credits of 199 or 299 experimental courses may be applied to degree.

f. Max 24 credits of "P" (Pass) grades will apply to any degree. Specific

g. AAS degrees that deviate from this maximum will state the degree maximum in the degree requirements for the specific AAS degree.

Specific Requirements

If you are planning on earning an AAS degree, you must complete the courses listed in the catalog for your specific major, i.e., Criminal Justice and Public Safety.

The following conditions/limitations apply:

- Max of three credits (100 level & above) in physical education (PE).
- If your program or certificate requires a license, you must meet those requirements.
- A total of 24 credits of the degree requirements must be earned at TBCC. This excludes courses taken only to satisfy General Education requirements. See your instructor if you need to ask for a waiver.

Writing

- Pass WR 121 with a grade of "C" or better **OR**
- Pass a lower division collegiate* Writing course that has WR 121 as a prerequisite with a letter grade of "C" or better, **OR**
- If you already have a college degree, you do not have to take writing.

Mathematics

- Pass MTH 70 with a grade of "C" or better, **OR**
- Pass a math class (minimum of three credits) with a grade of "C" or better that has MTH 70 or higher as a prerequisite.

Tillamook Bay Community College - Associate of Applied Science Degrees

General Education Requirements

Take a minimum of 16 credits of General Education taken from the General Education List. Take classes from the following categories:

- Art and Letters
- Social Sciences
- Mathematics, Sciences & Computer Studies

You will need to:

- Take at least one course with a minimum of three credits from each category.
- See your advisor for advice on General Education courses.

*If you already have a college degree, you do not need to fulfill the General Education requirements above.

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Agriculture and Natural Resources, Associate of Applied Science

- Overview and Degree Map
- Program Learning Outcomes
- Requirements
- Career Pathways

Overview and Degree Map

Tillamook Bay Community College - Agriculture and Natural Resources, Associate of Applied Science

Agriculture & Natural Resources (AAS)

Have you ever thought about a career in agriculture, natural resources, forestry, fish and wildlife, or food science? If you have, the AAS degree in Agriculture and Natural Resources might be the program for you.

TBCC is the perfect place to study agriculture and natural resources, or animal science due to its location. There are employment opportunities available through private industry, farming, and with the state and federal agencies located right here. If your goal is to earn a bachelor's degree, TBCC partners with Oregon State University so that you can take classes at OSU and TBCC at the same time or transfer.

If you are interested in this option, you can contact the OSU Open Campus Coordinator and TBCC Agriculture & Natural Resources Program Coordinator at (503) 842-8222 ext. 1870. High school students can take some courses for college credit. Contact your high school counselor to learn what is available.

TBCC offers a Career Pathway Certificate in Forest Technology. All courses in the certificate also count toward the degree.

Degree Worksheet

Program Learning Outcomes

Students who successfully complete the program will be able to:

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Apply technical skills and competencies in a variety of contexts as they relate to soil, food science, horticulture animal science, and natural resources.

- Communicate information and professional judgments regarding soil, food science, horticulture, animal science, and natural resources.
- Analyze interdependence of individuals, groups, systems and their activities in order to minimize the impact on soil, food science, horticulture, animal science, and natural resources.

Requirements

Associate of Applied Science Degree in Agriculture and Natural Resources = 90 Credits

- See the degree worksheet on the following pages for course requirements.

Forest Technology Career Pathway Certificate = 27 Credits

- The certificate can be the first step into the degree or get students into the workforce more quickly. The certificate also bridges to the AS degree in Forestry.

FOR 111	Introduction to Forestry	3
FOR 222	Elementary Forest Survey	4
FOR 240	Forest Biology	4
FOR 241	Dendrology	5
FOR 251	Recreation Resource Management	4
GEO 265	Introduction to GIS	3
SOIL 205	Soil Science	4

All degree candidates must meet Comprehensive Requirements, and the AAS degree requirements.

Year 1

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science: Agriculture & Natural Resources. A student can transfer in or take other courses that meet the requirements.

Fall Term

WR 121	English Composition I	4
CG 100	College Survival and Success	3

	General Education, Arts and Letters (MUS 108 recommended for OSU transfer)	3-4
AG 101	Orientation to Agricultural Careers	1
ANS 121	Introduction to Animal Science	4
Total Credit Hours:		**15-16**

Winter Term

CAS 133	Basic Computer Skills/Microsoft Off	4
MTH 111	College Algebra	5
	General Education/Program Elective/Other Elective, (HST 203 recommended for OSU transfer)	3-4
AG 211	Survey and Construction	3
	Agriculture, Natural Resources, or Forestry Elective	3-4
Total Credit Hours:		**17**

Spring Term

	General Education, Social Science (SOC 206 recommended for OSU transfer)	4
	Agriculture, Natural Resources, or Forestry Elective	3-4
HE 295	Health and Fitness for Life	2
PE 295	Health and Fitness for Life Lab	1
SOIL 205	Soil Science	4
Total Credit Hours:		**16**

HE 295: corequisite: PE 295

PE 295: corequisite: HE 295

Year 2

Fall Term

BI 101	Biology	4
COMM 111	Public Speaking	4
AG 221	Metals and Welding	3
HORT 111	Introduction to Horticulture	3

	General Education/Program Elective/Other Elective, (ENG 104 recommended for OSU transfer)	3-4
Total Credit Hours:		**18**

BI 101: BI 211 recommended for OSU Transfer or BI 204 through OSU Ecampus

Winter Term

BI 102	Biology	4
EC 201	Principles of Economics: Microeconomics	4
WR 227	Technical and Professional Writing	4
LEAD 242	Personal Leadership Development	3
	Agriculture, Natural Resources, or Forestry Elective	3-4
Total Credit Hours:		**14-17**

BI 102: BI 212 recommended for OSU Transfer or BI 205 through OSU Ecampus

Spring Term

BI 103	Biology	4
	Agriculture, Natural Resources, or Forestry Elective	3-4
	Agriculture, Natural Resources, or Forestry Elective	3-4
	Agriculture, Natural Resources, or Forestry Elective	3-4
	General Education/Program Elective/Other Elective, (ENG 106 recommended for OSU transfer)	3-4
Total Credit Hours:		**15**

BI 103: BI 213 through OSU or BI 206 through OSU Ecampus

Career Pathways

Business Administration, Associate of Applied Science

with coursework emphasis in Accounting or Management

- Overview and Degree Map
- Program Learning Outcomes
- Requirements
- Career Pathways

Overview and Degree Map

Tillamook Bay Community College - Business Administration, Associate of Applied Science

Note: Transcripted as Associate of Applied Science degree in Business Administration

Business Administration

Business administration professionals play an important role in the local, state, and national economy. Virtually all companies, businesses, and public institutions employ people who are trained in some aspect of business administration including areas such as accounting, business management, retail service, and computer applications. If you enjoy working with, and tracking, numbers and financial information, or see yourself as a supervisor in a business setting, this may be the program for you. Students have the option to choose either an emphasis with coursework in **Accounting** or **Management.**

Business Administration Degree - Online

100% of the courses to earn a Business Administration degree are taught online, conveniently allowing you to learn anywhere, anytime you have an internet connection. This is an excellent choice for people with a work or life schedule that requires the flexibility an online degree can afford you.

AAS degree in Business Administration: 90 - 91 credits.

- See degree worksheet on the following pages for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS degree requirements.

The AAS degree in Business Administration has two career pathway certificates and a one-year certificate.

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- All courses count toward the degree.
- Certificates are good for people who want to get a job sooner or for those who want to improve their skills.

1. **Accounting Clerk One-Year Certificate – 47 Credits**
   a. Bookkeepers who perform bank reconciliations, journalizing, posting, worksheets, accounts payable, accounts receivable and payroll.
   b. Clerical duties such as typing and filing.
2. **Entry-Level Accounting Clerk Career Pathway Certificate – 14 credits**
   a. Work as accounting or bookkeeping clerks; support finance functions in company or institution.
3. **Basic Computer Literacy Career Pathway Certificate – 13 Credits**
   a. Use basic computer applications in business operations.
   b. Have a working knowledge of Word, Excel and other MS Office Applications.

Program Learning Outcomes

Students who successfully complete the program will be able to:

- Work effectively and ethically within a diverse business team
- Apply analytical and critical thinking to evaluate information, solve problems and make decisions.
- Communicate effectively, appropriately, and professionally to internal and external stakeholders.
- Use computer applications for appropriate managerial analysis, presentations, and reports.

Requirements

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science: Business Administration.

A student can transfer in or take other courses that meet the requirements.

Year 1

Fall Term

BA 101	Introduction to Business	4
BA 111	Introduction to Accounting	3

CAS 133	Basic Computer Skills/Microsoft Off	4
CG 100	College Survival and Success	3
Total Credit Hours:		**14**

Winter Term

BA 131	Introduction to Business Technology	4
BA 211	Principles of Accounting I	3
HST 203	History of the United States from 1914	4
WR 121	English Composition I	4
CAS 170	Beginning Excel	3
Total Credit Hours:		**18**

Spring Term

BA 205	Business Communication	4
BA 212	Principles of Accounting II	3
MTH 70	Introductory Algebra	4
CAS 216	Beginning MS Word	3
	or	
CAS 171	Intermediate Excel	3
Total Credit Hours:		**14**

Year 2

Fall Term

BA 285	Human Relations in Organizations	3
CAS 121	Beginning Keyboarding	3
EC 201	Principles of Economics: Microeconomics	4
BA 206	Management Fundamentals	3
	or	
BA 177	Payroll Accounting	3

BA 250	Small Business Management	3
	or	
BA 228	Computer Accounting Applications	3
Total Credit Hours:		**16**

Winter Term

COMM 111	Public Speaking	4
G 201	Introduction to Physical Geology	4
BA 226	Business Law I	4
BA 223	Principles of Marketing	4
	or	
BA 222	Financial Management	3
BA 224	Human Resource Management	3
	or	
BA 256	Income Tax	3
Total Credit Hours:		**18-19**

Spring Term

BA 213	Managerial Accounting	4
BA 277	Business Ethics	4
BA 280	Cooperative Education - Business Experience	3
BA 290M	Business Seminar - Management	3
	or	
BA 290A	Business Seminar - Accounting	3
Total Credit Hours:		**14**

**Emphasis area courses defined with (A) Accounting or (M) Management.*

Business Administration Certificate Requirements

Tillamook Bay Community College - Business Administration, Associate of Applied Science

The courses in the Career Pathways certificates and in the one- year certificate all count toward the AAS in Business Administration. If you complete a certificate, you are on your way to the degree!

Basic Computer Literacy, Career Pathway Certificate 13 credits

CAS 121	Beginning Keyboarding	3
CAS 133	Basic Computer Skills/Microsoft Off	4
CAS 170	Beginning Excel	3
CAS 216	Beginning MS Word	3

Entry-level Accounting Clerk, Career Pathway Certificate 14 credits

BA 101	Introduction to Business	4
BA 131	Introduction to Business Technology	4
BA 111	Introduction to Accounting	3
BA 228	Computer Accounting Applications	3

BA 111: Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series with BA 211.

One-year Accounting Clerk Certificate: 47 Credits

BA 101	Introduction to Business	4
BA 111	Introduction to Accounting	3
BA 177	Payroll Accounting	3
BA 205	Business Communication	4
BA 211	Principles of Accounting I	3
BA 212	Principles of Accounting II	3
BA 228	Computer Accounting Applications	3
BA 285	Human Relations in Organizations	3
BA 131	Introduction to Business Technology	4
CAS 121	Beginning Keyboarding	3
WR 121	English Composition I	4

BA 111: Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should substitute an approved business elective and start the accounting series with BA 211.

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CAS 121: Students can challenge CAS 121. A passing score is defined as 45+ WPM with 92% or better accuracy for a 3-minute timing. Get more information at Student Services (503) 842-8222, ext. 1100.

AND 10 credits of electives:

Choose one of the following three credit courses: 3 credits

CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
CAS 216	Beginning MS Word	3

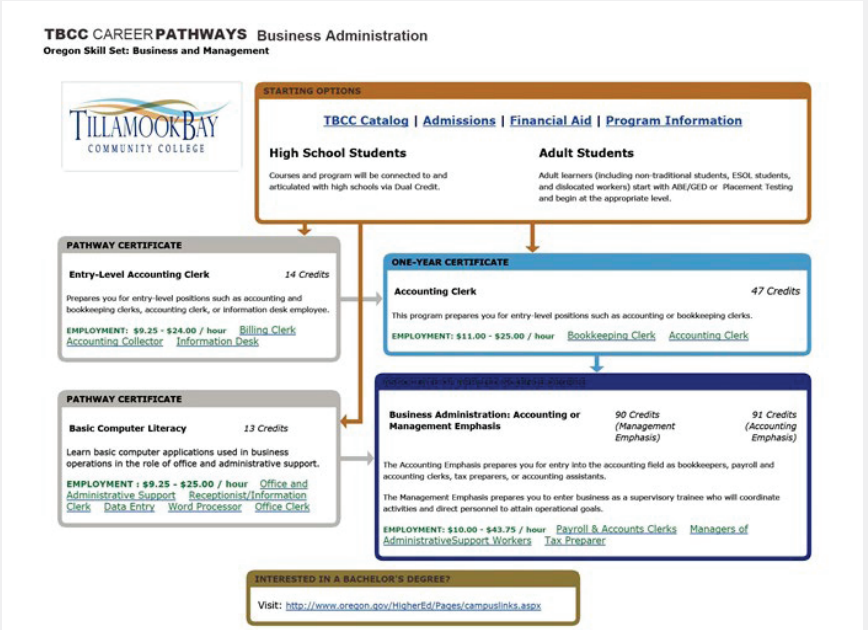
Choose one of the following four credit courses: 4 credits

EC 201	Principles of Economics: Microeconomics	4
EC 202	Principles of Economics: Macroeconomics	4

Choose one elective:

BA 150	Introduction to Entrepreneurship	3
BA 177	Payroll Accounting	3
BA 203	Introduction to International Business	3
BA 206	Management Fundamentals	3
BA 250	Small Business Management	3
BA 222	Financial Management	3
BA 228	Computer Accounting Applications	3
BA 256	Income Tax	3
BA 277	Business Ethics	4
CAS 121	Beginning Keyboarding	3
CAS 122	Keyboarding for Speed and Accuracy	3
CAS 133	Basic Computer Skills/Microsoft Off	4
CAS 170	Beginning Excel	3
CAS 171	Intermediate Excel	3
CAS 216	Beginning MS Word	3
CAS 217	Intermediate Word	3

Career Pathways



Criminal Justice and Public Safety, Associate of Applied Science

- Overview and Degree Map
- Program Learning Outcomes
- Requirements
- Career Pathways

Overview and Degree Map

Tillamook Bay Community College - Criminal Justice and Public Safety, Associate of Applied Science

Criminal Justice & Public Safety

Criminal justice and law enforcement professionals provide essential services to their communities both locally and at the state and federal levels. They safeguard citizens, provide emergency medical services, and assure that laws are followed. Professionals may work in law enforcement agencies, in correctional facilities, or for emergency service agencies.

If you have an interest in providing support to your community, this is a career worth considering.

Students in the Criminal Justice & Public Safety program will take courses in Law Enforcement, Corrections, Psychology, Writing, and Criminal Law. The cooperative work experience, which is the capstone of the program, gives students the opportunity to work directly with local law enforcement and public safety agencies.

NOTE: Students are required to pass a criminal background check and drug test prior to registering for the CJA 280A Cooperative Education class. Students must be approved by the cooperative education provider prior to starting CJA 280A.

Associate of Applied Science in Criminal Justice & Public Safety: 90-92 credits

- See the degree worksheet on the following pages for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS degree requirements.

Individuals who are DPSST certified can earn up to 21 college credits for their DPSST coursework toward the completion of their degree.

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The Associate of Applied Science in Criminal Justice and Public Safety has four Career Pathway Certificates.

1. **Corrections Technician Certificate: 16 Credits**
    a. Entry-level jobs doing technical work in a technical setting
2. **Corrections Professional Certificate: 25 Credits**
    a. For professionals already in the field.
3. **Law Enforcement Specialist Certificate: 27 Credits**
    a. Work as a security guard, patrol officer, or compliance officer.
4. **Emergency Medical Services Certificate: 17 Credits**
    a. In order to sit for the State of Oregon certification exam, students need to take EMS 105, EMT part 1 and EMS 106, EMT part 2.

Program Learning Outcomes

Students who successfully complete this program will be able to:

- Apply principles of search and seizure processes that comply with statutory and constitutional requirements.
- Demonstrate strong writing skills, including the ability to write error-free police reports capable of withstanding courtroom scrutiny.
- Demonstrate good verbal & interpersonal communication skills that recognize diverse cultures, ethnic groups, and non-traditional populations.
- Apply criminal investigation processes using effective & legal techniques.
- Apply practices and principles of community corrections, treatment, and custodial processes for adults and juveniles.
- Demonstrate professional integrity by applying ethical principles of criminal justice policies, practices, and evaluation of their implications.

Requirements

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science: Criminal Justice & Public Safety. A student can transfer in or take other courses that meet the requirements.

Year 1

Tillamook Bay Community College - Criminal Justice and Public Safety, Associate of Applied Science

Fall Term

CJA 100	Professions in Criminal Justice	1
CG 100	College Survival and Success	3
CJA 115	Introduction to Jail Operations	3
CJA 212	Criminal Law	3
MTH 70	Introductory Algebra	4
Total Credit Hours:		**14**

Winter Term

CJA 114	Introduction to the Juvenile Process	2
CJA 105	Introduction to Criminal Justice System	4
CJA 225	Criminal Justice and the U.S. Constitution	3
WR 121	English Composition I	4
CJA 243	Narcotics and Dangerous Drugs	3
Total Credit Hours:		**16**

CJA 114, CJA 243: Elective

Spring Term

CJA 263	Introduction to Corrections Casework	3
CJA 210	Arrest, Search, and Seizure	3
CJA 102	Oregon Physical Abilities Test (ORPAT) I	1
CJA 214	Criminal Investigation	3
CJA 217	Interviewing and Interrogation	3
WR 227	Technical and Professional Writing	4
Total Credit Hours:		**17**

CJA 263, CJA 210, CJA 217: Elective

Year 2

Fall Term

CJA 211	Civil Liability and Ethics in Criminal Justice	3

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CJA 101	Cultural Diversity in CJ Profession	1
PSY 201	Introduction to Psychology, Part I	4
CJA 262	Introduction to Correctional Treatment	3
CJA 230	Police Report Writing	4
Total Credit Hours:		**15**

Winter Term

CJA 218	Criminal Justice Perspectives of Violence and Aggression	3
PS 201	US Government: Foundations and Principles	4
HE 110	CPR/AED for Professional Rescuers and Health Care Providers	1
COMM 111	Public Speaking	4
CJA 260	Introduction to Correctional Institutions	3
CJA 245	Search Warrant Preparation	2
CJA 244	Tactical Communication in Crisis Incidents	3
Total Credit Hours:		**7**

CJA 218, PS 201, HE 110, CJA 260, CJA 245, CJA 244: Elective

7 REQUIRED CREDITS TOTAL PLUS

(choose at least 9 elective credits)

Spring Term

CJA 202	Oregon Physical Abilities Test (ORPAT) II	1
CJA 246	Fish and Wildlife Enforcement	3
PSY 239	Introduction to Abnormal Psychology	4
	Elective, General Education	4
CJA 213	Evidence	3
CJA 280A	Cooperative Education: Criminal Justice	3
Total Credit Hours:		**11**

CJA 246, PSY 239: Elective

11 REQUIRED CREDIT TOTAL PLUS

(choose at least 3 elective credits)

Tillamook Bay Community College - Criminal Justice and Public Safety, Associate of Applied Science

Criminal Justice and Public Safety Career Pathway Certificates:

Corrections Technician Certificate - 16 Credits

CJA 100	Professions in Criminal Justice	1
CJA 105	Introduction to Criminal Justice System	4
CJA 114	Introduction to the Juvenile Process	2
CJA 115	Introduction to Jail Operations	3
CJA 263	Introduction to Corrections Casework	3
CJA 280A	Cooperative Education: Criminal Justice	3

Corrections Professional Certificate - 26 Credits

CJA 105	Introduction to Criminal Justice System	4
CJA 210	Arrest, Search, and Seizure	3
CJA 211	Civil Liability and Ethics in Criminal Justice	3
CJA 212	Criminal Law	3
CJA 217	Interviewing and Interrogation	3
CJA 218	Criminal Justice Perspectives of Violence and Aggression	3
CJA 260	Introduction to Correctional Institutions	3
CJA 262	Introduction to Correctional Treatment	3

Law Enforcement Specialist Certificate - 27 Credits

CJA 100	Professions in Criminal Justice	1
CJA 105	Introduction to Criminal Justice System	4
CJA 210	Arrest, Search, and Seizure	3
CJA 212	Criminal Law	3
CJA 213	Evidence	3
CJA 214	Criminal Investigation	3
CJA 217	Interviewing and Interrogation	3
CJA 230	Police Report Writing	4
CJA 243	Narcotics and Dangerous Drugs	3

Emergency Medical Services Certificate - 17 Credits

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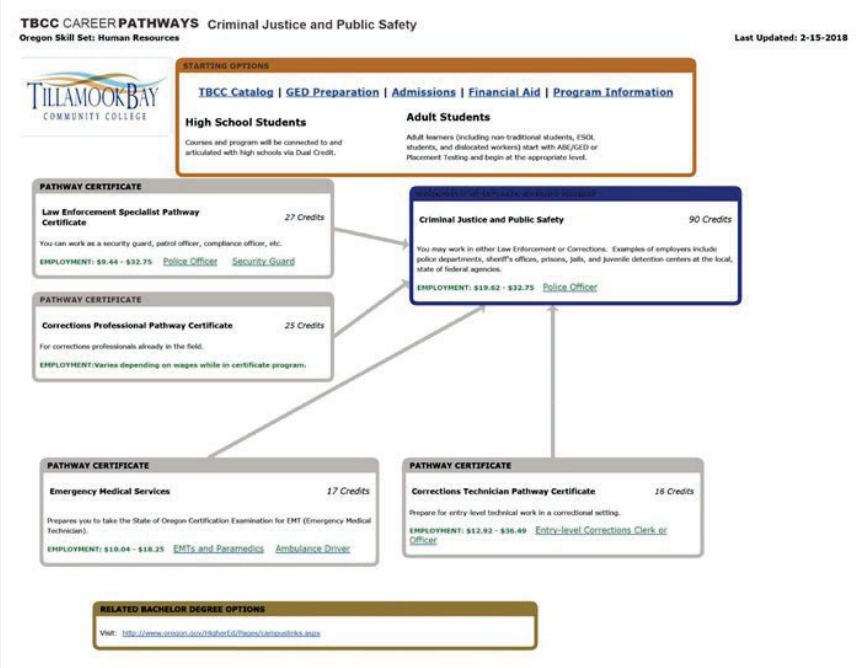
EMS 105	EMT Part I	5
EMS 106	EMT Part II	5
HE 110	CPR/AED for Professional Rescuers and Health Care Providers	1
CG 130H	Introduction to Today's Careers: Health	2
MP 111	Medical Terminology	4

Career Pathways



Manufacturing and Industrial Technology, Associate of Applied Science

- Overview and Degree Map
- Program Learning Outcomes
- Requirements
- Career Pathways

Overview and Degree Map

Manufacturing and Industrial Technology (MIT)

Skilled workers such as machine operators and maintenance technicians are in high demand in Oregon and across the United States. The Manufacturing and Industrial Technology program combines traditional skills like welding, machining, and fluid power while focusing on efficiency and process control. This field is hands- on and requires a knowledge of processes, the ability to trouble shoot, and a dedication to quality in workmanship. If you have an interest in a hands-on career and working with mechanical and industrial systems, then this program may be a good fit for you.

Career opportunities as maintenance technicians in electro-mechanical systems and automation are available in Tillamook and across Oregon.

High school students can earn college credit for some courses. See your high school counselor to learn more.

Associate of Applied Science in Manufacturing & Industrial Technology: 90 credits

- See degree worksheet on the following pages for course requirements.

All degree candidates must meet Comprehensive Requirements, and the AAS degree requirements.

The Associate of Applied Science in Manufacturing and Industrial Technology has five Career Pathway certificates. All courses earned toward certificates also count toward the degree.

Production Technician Career Pathway Certificate: 13 Credits

Tillamook Bay Community College - Manufacturing and Industrial Technology, Associate of Applied Science

Students who successfully complete this certificate are prepared to sit for the certification exam through the Manufacturing Skills and Standards Council (MSSC).

There are four career pathway certificates in Manufacturing Technician with specialization in:

- Welding: 31 Credits
- Machining: 34 Credits
- Millwright: 32 Credits
- Electrical: 29 Credits

Program Learning Outcomes

Students who successfully complete the program will be able to:

- Demonstrate the technical knowledge and skills necessary for industrial/manufacturing systems
- Communicate effectively, both orally and in writing, using language appropriate to industrial and manufacturing environments.
- Perform troubleshooting/problem solving processes as applied to industrial situations.
- Apply correct mathematical and scientific principles necessary to a mechanized production environment.
- Employ the principles of the customer-business relationship within a manufacturing environment.

Requirements

TBCC guarantees, at a minimum, the following courses each quarter for the completion of the Associate of Applied Science - Manufacturing & Industrial Technology. A student can transfer in or take other courses that meet the requirements.

Offerings 2018-2019

Fall Term

IMT 102	Industrial Safety (OSHA)	4
IMT 103	Applied Industrial Technology Mathematics	4
IMT 100	Exploring Manufacturing and Apprentice	1
IMT 118	Bearings, Seals and Lubrication	3
CG 100	College Survival and Success	3
WLD 102	Blueprint Reading	4

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Total Credit Hours:		**16-19**

Winter Term

IMT 230	Techniques of Preventive Maintenance	3
WLD 111	Shielded Metal Arc Welding (E7024)	4
ELT 125	Basic Programmable Controllers - (PC's)	2
IMT 200	Pumps and Valves	3
WR 121	English Composition I	4
HE 112	Standard First Aid and Emergency Care	1
Total Credit Hours:		**14-17**

Spring Term

WLD 112	Shielded Metal Arc Welding: Mild Steel (E7018)	4
IMT 105	Industrial Hydraulics I	3
ELT 126	Intermediate Programmable Controllers	2
COMM 111	Public Speaking	4
MCH 135	Basic Measuring Tools and Layout	3
IMT 106	Hand Tool Safety	1
Total Credit Hours:		**14-17**

Offerings 2019-2020

Fall Term

MCH 102	Introduction to Manufacturing	3
IMT 204	Introduction to Pneumatics	2
MCH 121	Manufacturing Processes I	4
BA 285	Human Relations in Organizations	3
PSY 101	Psychology and Human Relations	4
WLD 201	Gas Metal Arc Welding/Gas Tungsten	3
ELT 110	Electricity for Non-Electricians	2
Total Credit Hours:		**16-19**

Winter Term

IMT 222	Lean Manufacturing and Process Control	3
IMT 104	Rigging, Lifting and Safety Inspection	3
MTH 70	Introductory Algebra	4
MCH 220	Manufacturing Processes II	4
PHY 101	Fundamentals of Physics I	4
WLD 202	Advanced Gas Metal Arc Welding (GMAW)	3
Total Credit Hours:		**16-20**

Spring Term

IMT 220	Proportional Hydraulics	3
DRF 270	SolidWorks Fundamentals	3
	GEN ED HST or EC	4
WLD 261	Basic Fabrication I	4
ELT 230	Automation Control Visual	2
GT 106	Introduction to Green Technologies	3
Total Credit Hours:		**16-20**

MIT Certificate Requirements

All courses in Career Pathways certificates count toward the AAS degree in Manufacturing and Industrial Technology. When you have finished the pathway certificate, you have completed the first step in the degree.

Manufacturing Technician Certificates

The following certificates in **Manufacturing Technician** all share the same core courses. After completing the core, students may choose to complete one emphasis area or complete all emphasis areas in the following areas: **Welding, Machining, Electrical** or **Millwright.** Students who are considering apprenticeships may also start here.

CORE courses for Manufacturing Technician: Welding, Machining, Electrical, & Millwright Certificates:

IMT 106	Hand Tool Safety	1
IMT 100	Exploring Manufacturing and Apprentice	1
IMT 102	Industrial Safety (OSHA)	4
IMT 103	Applied Industrial Technology Mathematics	4

IMT 222	Lean Manufacturing and Process Control	3
IMT 230	Techniques of Preventive Maintenance	3
MCH 102	Introduction to Manufacturing	3
WLD 102	Blueprint Reading	4

AND complete the following courses in either one or all areas of emphasis:

Machining Emphasis

MCH 121	Manufacturing Processes I	4
MCH 220	Manufacturing Processes II	4
MCH 135	Basic Measuring Tools and Layout	3

Welding Technology Emphasis

WLD 111	Shielded Metal Arc Welding (E7024)	4
WLD 112	Shielded Metal Arc Welding: Mild Steel (E7018)	4

Electrical Emphasis

ELT 110	Electricity for Non-Electricians	2
ELT 125	Basic Programmable Controllers - (PC's)	2
ELT 126	Intermediate Programmable Controllers	2

Millwright Emphasis

DRF 270	SolidWorks Fundamentals	3
IMT 104	Rigging, Lifting and Safety Inspection	3
IMT 105	Industrial Hydraulics I	3

In addition to the Manufacturing Technician Certificates, the program carries the Certified Production Technician Certificate.

Students who successfully complete this certificate will have the opportunity to sit for the national certification exam through the Manufacturing Skills and Standards Council (MSSC).

Certified Production Technician: 13 Credits

IMT 102	Industrial Safety (OSHA)	4
IMT 222	Lean Manufacturing and Process Control	3
IMT 230	Techniques of Preventive Maintenance	3

Tillamook Bay Community College - Manufacturing and Industrial Technology, Associate of Applied Science

MCH 102	Introduction to Manufacturing	3

Green Technology Certification Opportunity

GT 106	Introduction to Green Technologies	3

Career Pathways

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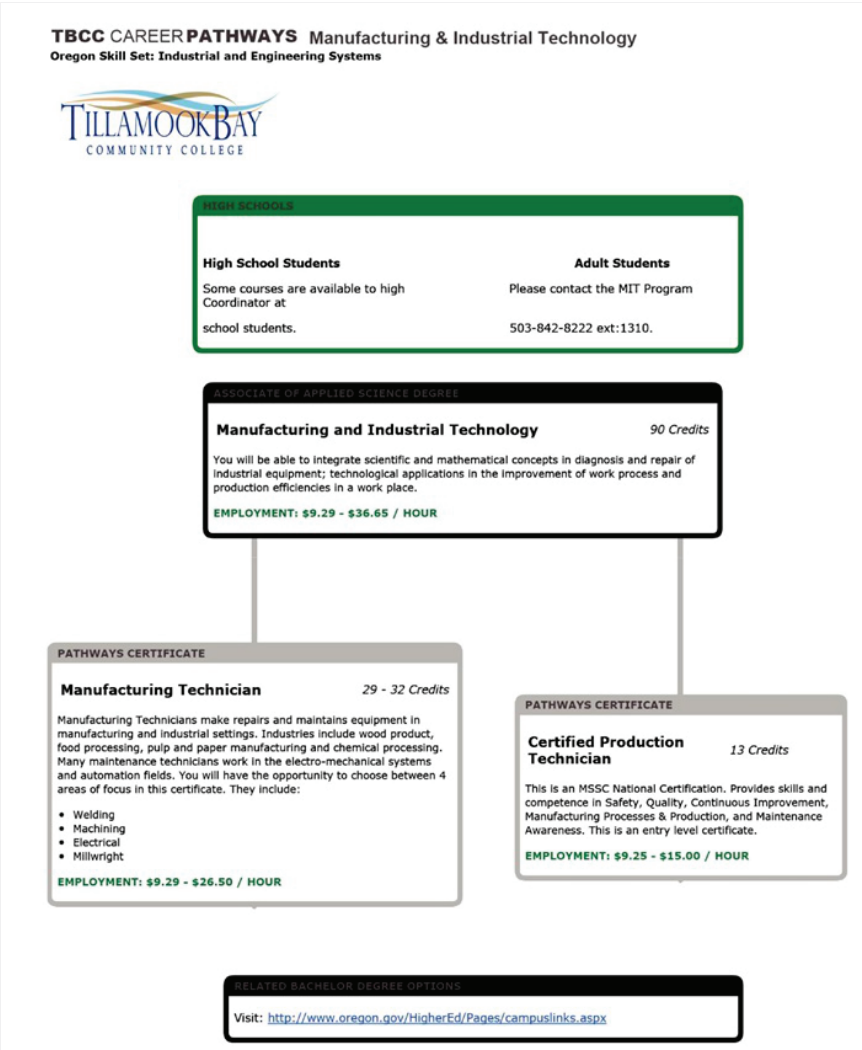

Apprenticeship Certificates

Apprenticeship Certificates

Tillamook Bay Community College is a member of the statewide community college Apprenticeship Consortium.

Apprenticeship is a partnership between business, industry, labor, and government that enables a student to receive training in a skilled trade through classroom and on-the-job training (OJT).

While the Apprenticeship program is closely related to the Manufacturing and Industrial Technology (MIT) program, they are two distinct areas with similar, yet different training purposes. In fact, apprentices and MIT students are sometimes in the same classes together.

Students in apprenticeship programs are working toward getting their licenses or certifications based on the requirements of the North Coast Joint Apprenticeship Training Committee (JATC) and Oregon State BOLI (Bureau of Labor & Industry).

Apprenticeship training has two parts:

- Apprentices must be sponsored or employed by an individual or company for on-the-job-training (OJT).
- Apprentices must attend college classes that are specified in the requirements by the State of Oregon in the apprenticeship requirements.

Students must work a certain number of hours and take classes for a certain number of hours each year in order to be in the program. Most apprenticeship programs take two to four years.

Tillamook Bay Community College offers four Apprenticeship programs:

- Limited Maintenance Electrician: 4000 Hours; 30 Credits

- Inside Electrician: 8000 Hours; 56 Credits
- Industrial Plant Technician: 8000 Hours; 54 Credits
- Industrial Maintenance Millwright: 8000 Hours; 56 Credits

The Apprenticeship certificates meet the requirement for related classroom training. The total credits and coursework in each certificate meet the requirements of both the Oregon State BOLI and the North Coast JATC.

Limited Maintenance Electrician Certificate

4000 Hours • 30 Credits

Requirements

APR 121	Introduction to Electricity and Circuits	3
APR 123	AC Theory for Motors/Transformers	4
APR 125	Electrical Circuits Wiring Methods	3
APR 223	Motor Control Operations	3
APR 224	Electrical Code/Level 1	4
APR 225	Electrical Code/Level II	4
APR 226	Electrical Code - Level III	4
APR 127	Basic Programmable Controllers (PC's)	2
APR 128	Intermediate Programmable Controllers	2
HE 112	Standard First Aid and Emergency Care	1

Inside Electrician Certificate

8000 Hours • 56 Credits

Requirements

APR 121	Introduction to Electricity and Circuits	3
APR 122	AC/DC Motor Principles	3
APR 123	AC Theory for Motors/Transformers	4
APR 124	Electrical Systems Operations	3
APR 125	Electrical Circuits Wiring Methods	3
APR 126	Electrical Systems Installation/NEC	3
APR 201	Electrical Motor Controls	2
APR 221	Advanced AC Circuitry	3
APR 222	Hazardous Locations	3
APR 223	Motor Control Operations	3
APR 224	Electrical Code/Level 1	4
APR 225	Electrical Code/Level II	4
APR 226	Electrical Code - Level III	4
APR 105	Industrial Safety (OSHA)	4
APR 127	Basic Programmable Controllers (PC's)	2
APR 128	Intermediate Programmable Controllers	2

APR 111	Shielded Metal Arc Welding (E7024)	4
APR 106	Hand Tool Safety	1
HE 112	Standard First Aid and Emergency Care	1

Industrial Plant Technician Certificate

8000 Hours • 54 Credits

Requirements

APR 121	Introduction to Electricity and Circuits	3
APR 122	AC/DC Motor Principles	3
APR 123	AC Theory for Motors/Transformers	4
APR 124	Electrical Systems Operations	3
APR 125	Electrical Circuits Wiring Methods	3
APR 126	Electrical Systems Installation/NEC	3
APR 221	Advanced AC Circuitry	3
APR 222	Hazardous Locations	3
APR 223	Motor Control Operations	3
APR 224	Electrical Code/Level 1	4
APR 225	Electrical Code/Level II	4
APR 226	Electrical Code - Level III	4
APR 106	Hand Tool Safety	1
APR 105	Industrial Safety (OSHA)	4

APR 127	Basic Programmable Controllers (PC's)	2
APR 128	Intermediate Programmable Controllers	2
APR 111	Shielded Metal Arc Welding (E7024)	4
HE 112	Standard First Aid and Emergency Care	1

Industrial Maintenance Millwright Certificate

8000 Hours • 56 Credits

Requirements

APR 105	Industrial Safety (OSHA)	4
APR 130	Applied Industrial Technology Mathematics	4
APR 108	Rigging, Lifting and Safety Inspection	3
APR 109	Industrial Hydraulics I	3
APR 118	Bearings, Seals and Lubrication	3
APR 200	Pumps and Valves	3
APR 205	Introduction to Pneumatics	2
APR 209	Pipefitting	3
APR 210	Proportional Hydraulics	3
APR 229	Techniques of Preventive Maintenance	3
APR 134	Manufacturing Processes I	4
APR 127	Basic Programmable Controllers (PC's)	2
APR 128	Intermediate Programmable Controllers	2
APR 129	Blueprint Reading	4

APR 111	Shielded Metal Arc Welding (E7024)	4
BA 285	Human Relations in Organizations	3
WR 121	English Composition I	4

Degree Partnerships in Healthcare

- Diagnostic Imaging AAS Degree (LBCC)
- Medical Laboratory Technology AAS Degree (PCC)
- Nursing AAS Degree (Oregon Coast Community College)
- Occupational Therapy Assistant AAS Degree (LBCC)
- Pharmacy Technician Certificate (COCC)

Diagnostic Imaging (AAS at LBCC)

TBCC has developed a partnership with Linn-Benton Community College (LBCC) and Tillamook Regional Medical Center to provide training for radiologic technologists (radiographers) in Tillamook County. This degree is granted by Linn-Benton Community College. TBCC offers program prerequisites, General Education, and related coursework. All Diagnostic Imaging (RT) courses are offered by Linn-Benton Community College and require admission to their program as detailed below. This is a “cost recovery” program. Students must deposit a portion of the cost of the program prior to beginning classes. The total cost of the program is subject to change but is estimated at $20,500.

Career & Program Description

Diagnostic Imaging is a 22-month intensive program. Students receive an Associate of Applied Science (AAS) degree from LBCC. The purpose of this program is to prepare students to practice as proficient, multi-skilled professionals in culturally diverse health care settings, to demonstrate outcomes required by the American Registry of Radiologic Technologists (ARRT) and program guidelines and to prepare students for application and completion of ARRT certification examinations.

The Diagnostic Imaging program will provide all qualified students who meet the fixed, minimum criteria, the opportunity to accomplish a fantastic educational program. Radiologic technologists, also known as radiographers, provide patient services using imaging modalities at the request of physicians qualified to prescribe and/or perform procedures.

A radiographer performs radiographic procedures, applies principles of radiation protection, evaluates radiographers for technical quality, exercises professional judgment and provides patient care. Radiographers can find employment in hospitals, clinics, private offices, industry, and public health facilities.

Radiography is the art and science of using ionizing to provide images of tissues, organs, bones, and

vessels that comprise the body. These images may be recorded on film or displayed on video monitor. Motion studies may also be produced.

The program with TBCC is distance delivery via the Internet, with clinical experiences at Tillamook Regional Medical Center. Classes are tailored specifically to the students in the training. Students attend class for approximately 40 hours a week. It does not follow the traditional college terms. Classes are taught using “Virtual Classroom” and a robust online course management system, and lab experiences will take place at the local healthcare facilities and/or the Lebanon lab. Distance Education (DE) designated students should expect to make a minimum of seven trips to the LBCC campus during the course of the program. Traditional (TRAD) designated students are required to attend LBCC campus a minimum of twice per week. Once enrolled in the Diagnostic Imaging Program, students are LBCC students and are supported by LBCC.

Admissions

The required forms can be downloaded from http://www.linnbenton.edu/admissions (click on Forms Related to Special Admissions & Limited Enrollment Programs, then select Diagnostic Imaging).

Medical Laboratory Technology (AAS at PCC)

TBCC has developed a partnership with Portland Community College (PCC) and Tillamook Regional Medical Center to provide training for medical laboratory technicians in Tillamook County. This degree is granted by PCC. TBCC offers program prerequisites, general education, and related coursework. All Medical Laboratory Technology (MLT) courses are offered by Portland Community College and require admission to their program as detailed below. The cost of the program is subject to change but is estimated at $12,500.00 total for both years for residents.

Career & Program Description

A medical laboratory technician performs routine clinical laboratory testing procedures to provide scientific information needed in diagnosis, prognosis and treatment of disease. Technicians use sophisticated instrumentation for these evaluations, which encompass quantitative and qualitative chemical and biological analyses of body specimens. Technicians function under the supervision of a qualified practitioner. The Portland metropolitan area offers very good employment opportunities and jobs are readily available in smaller communities throughout the country. Opportunities are available in hospitals, independent laboratories, research and industry for graduates of the program.

To successfully participate in the MLT Program and become employable, the student must be able to perform essential functions expected of the profession. Examples of essential functions for the MLT are communication, vision, manual dexterity, physical activity, analytical skills and technical aptitude.

Because of limited laboratory space and clinical facilities as well as the delicate balance of job opportunities in medical laboratory science, the MLT Program has a limited enrollment. Admission to the first year of the program is based on placement test scores in Algebra and English, and achievement examinations in chemistry and biology, or equivalent courses.

It is strongly recommended that applicants have completed high school chemistry, biology, Algebra

and English or their equivalents. Students should not interpret acceptance into the first year of the program as automatic eligibility for entrance to the second year of the program. Continuation into the second year is contingent upon performance during the first year. Each student entering into the second year is required to complete the health physical examination form provided by the MLT Department. Contact the department for any additional requirements.

The Medical laboratory technology is one of the most rapidly expanding health care fields. As a medical laboratory technician, you will play an increasingly important role in health care delivery. The MLT Program provides extensive training, including a clinical internship with supervised work experience. This qualifies graduates to run clinical tests required by physicians to make life-affecting decisions in patient care.

In the distance option, students can complete the program pre- requisites, general education requirements, and first year co-requisites at their local college or university, and MLT program requirements through PCC's distance education option. MLT courses are delivered online, but periodic, hands-on, campus based laboratory activities are required as part of the program. Clinical laboratory practicums, which are part of the second year of the program, are provided at local hospitals and clinical laboratories.

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Bryn Mawr Avenue, Suite 670, Chicago, Il 60631, 773-714-8880.

AAS Degree Requirements

All degree candidates must comply with Comprehensive Requirements, Specific Requirements, and General Education Requirements for the AAS degree as specified.

Nursing (AAS at Oregon Coast Community College)

TBCC has developed a partnership with Oregon Coast Community College and Tillamook Regional Medical Center to provide training for skilled nurses in Tillamook County. This degree is granted by Oregon Coast Community College (in cortium with Portland Community College). TBCC offers program prerequisites, general education, and nursing-related coursework. All Nursing (NUR) courses are offered by Oregon Coast Community College at TBCC via Zoom technology and require admission to their program.

Registered Nurses (RNs) are caring and use their knowledge, skills and problem-solving to help individuals, families, and groups with health needs. RNs plan care and work with people to help them become healthier or to regain health after illness or surgery. Nurses teach health practices to clients and other health care providers, and frequently supervise the work of nursing assistants and practical nurses. RNs also administer medications and perform treatments for patients. Nurses work in a variety of settings, including hospitals and long-term care, schools, industry, clinics, and patients' homes. With advanced education, nurses may work as managers, educators, public health nurses, as clinical specialists, or independently as nurse practitioners.

The nursing program is academically and physically rigorous. As a nursing student, you need to be able to grasp scientific concepts, set up and answer basic math and algebra problems and communicate well verbally and in writing. Program information and an application can be obtained on the Oregon Coast Community College website; http://www.oregoncoastcc.org/portfolio/associate-of-applied-science/

Occupational Therapy Assistant (AAS at LBCC)

Tillamook Bay Community College has developed a partnership with Linn-Benton Community College and Tillamook Regional Medical Center to provide training for occupational therapy assistants in Tillamook County. This degree is granted by Linn-Benton Community College. TBCC offers program prerequisites, general education, and related coursework. All Occupational Therapy Assistant (OTA) courses are offered by Linn-Benton Community College and require admission to their program.

Career & Program Description

Occupational therapy assistants help people who have mental, physical, or developmental disabilities. Their goal is to help patients live more independently. Major employers include hospitals, nursing homes, schools, rehabilitation centers, and occupational therapists' offices.

The number of jobs for occupational therapy assistants nationwide is expected to grow much faster than the average through the year 2018. In Oregon, the annual entry-level wage for occupational therapy assistants is $38,930 per year. The average annual median wage in Oregon is $47,420, and the average top wage is $54,430. The national entry level wage is $31,150 per year. The national median wage is $48,230 per year and the top wage is $65,160 per year.

This is a two-year associate degree program designed to prepare the student to function as an entry-level occupational therapy assistant (OTA). OTAs work under the supervision of occupational therapists to help clients develop, maintain, and/or regain health and function through the use of purposeful activity. They address physical, mental, and social components of activity as they work with clients to improve the underlying cause of impairment and/or to adapt activities for client success. This program follows a hybrid- delivery model in which the "classroom" portion is delivered online (to allow participation by students at remote sites) and the "laboratory" and "clinical" portions are delivered locally and at partner sites throughout Oregon. Graduates will be eligible and prepared to sit for the national certification examination.

LBCC's Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

For application materials visit the Linn-Bennton Community College website; https://www.linnbenton.edu/future-students/programs-of-study/health-and-healthcare/ota.php

Pharmacy Technician Certificate (Central Oregon Community College)

TBCC has developed a partnership with Central Oregon Community College (COCC), Tillamook Regional Medical Center, and local businesses to provide training for pharmacy technicians in Tillamook County. This certificate is granted by COCC. TBCC offers program prerequisites, general education, and related coursework. All pharmacy technology courses are offered by Central Oregon Community College and require admission to their program. Estimated cost of this program for tuition, fees, books, and supplies is $5,656.

Career & Program Description

The program prepares individuals for employment as a pharmacy technician in a variety of pharmacy settings. Pharmacy technicians are skilled workers who are educated and trained to work in a pharmacy and assist in all areas of the pharmacy not requiring the professional judgment of the registered pharmacist. Courses are completed in an online and hybrid format.

The pharmacy technician curriculum was developed using the accreditation standards of the American Society of Health-System Pharmacists (ASHP) and is tailored specifically to the students in the program. This program prepares students to pass the National Pharmacy Technician Certification exam required by the Oregon Board of Pharmacy to practice as a pharmacy technician in the state of Oregon. To earn a certificate of completion all required courses must be completed with a grade of “C” or better and students must maintain a 2.0 overall GPA or higher.

This three-term program is developed to prepare individuals for employment in the pharmacy industry. Some current practice areas for the pharmacy technician include retail, hospital, manufacturing, disease state management, and mail order and insurance claim specialists. The pharmacy technician

processes prescriptions and medication orders and plays an integral role in maintaining the pharmacy department.

Topics of study include medical terminology, anatomy and functions of the human body, therapeutic classification and drug names, pharmacy procedures, pharmaceutical calculations, pharmacy law and interpersonal communications. Students will have a working knowledge of sterile technique, standards of practice, quality assurance and patient confidentiality. In addition, students will develop and practice communication skills needed to function in a professional setting. In order to gain workplace experience, students will also participate in a hospital and retail pharmacy practicum.

Criminal Charges or Convictions

A history of criminal charges or convictions may prohibit a student from entering the Pharmacy Technician profession. See list of Potentially Disqualifying Crimes at https://www.cocc.edu/pharmacy-technician/pharmacy-technician-criminal-charges-or-convictions/. To apply for this program see; https://www.cocc.edu/programs/pharmacy-tech/pharmacy-tech-advising-information.aspx

***See addendum on page 262 for course descriptions

2018-2019 College Catalog - General Education Course Listings

Entire Catalog

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General Education Course Listings

Arts and Letters Courses

Applies to all degrees:

ART 101	Understanding Architecture	4
ART 102	Understanding the Visual Arts	4
ART 103	Understanding New Media Arts	4
ART 115	Basic Design - 2D Foundations	3
ART 116	Basic Design-Color Foundations	3
ART 117	Basic Design-3D Foundations	3
ART 131	Introduction to Drawing	3
ART 181	Painting I	3
ART 204	History of Western Art I	4
ART 205	History of Western Art II	4
ART 206	History of Western Art III	4
ART 210	Women in Art	4
ART 231	Drawing	3
ART 270	Printmaking	3
ART 279	Experimental Media	3

ART 281	Painting II	3
ART 284	Water Media I	3
ART 287	Water Media II	3
COMM 111	Public Speaking	4
COMM 112	Persuasion, Argumentation, and Debate	4
COMM 140	Introduction to Intercultural Communication	4
COMM 214	Interpersonal Communication: Process & Theory	4
COMM 215	Small Group Communication: Process & Theory	4
COMM 237	Gender and Communication	4
ENG 104	Introduction to Literature (Fiction)	4
ENG 105	Introduction to Literature (Drama)	4
ENG 106	Introduction to Literature (Poetry)	4
ENG 222	Images of Women in Literature	4
ENG 250	Introduction to Folklore and Mythology	4
ENG 253	American Literature to 1865	4
ENG 254	Survey of American Literature	4
ENG 260	Introduction to Women Writers	4
MUS 105	Music Appreciation	3
MUS 108	Music Cultures of the World	3
MUS 205	Introduction to Jazz History	3
MUS 206	Introduction to the History of Rock	3
PHL 201	Being and Knowing	4
PHL 202	Ethics	4
REL 101	World Religions	4
SPA 201	Second Year Spanish - First Term	4
SPA 202	Second Year Spanish - Second Term	4
SPA 203	Second Year Spanish - Third Term	4

Applies to AAS, AS, AGS only:

SPA 101	First Year Spanish - First Term	4

SPA 102	First Year Spanish - Second Term	4
SPA 103	First Year Spanish - Third Term	4

Social Sciences

Applies to all degrees:

EC 201	Principles of Economics: Microeconomics	4
EC 202	Principles of Economics: Macroeconomics	4
GEO 106	World Regional Geography	4
GEO 265	Introduction to GIS	3
HST 101	Western Civilization: Ancient to Midieval	4
HST 102	Western Civilization: Medieval to Early Modern	4
HST 103	Western Civilization: Modern Europe	4
HST 201	History of the United States to 1840	4
HST 202	History of the United States from 1840-1914	4
HST 203	History of the United States from 1914	4
HST 240	Oregon History	4
HST 246	Religion in the United States to 1840	4
HST 247	Religion in the United States since 1840	4
HST 260	History of Sexuality in America	4
HST 285	The Holocaust	4
PS 201	US Government: Foundations and Principles	4
PS 202	US Government: Institutions and Policies	4
PS 204	Comparative Political Systems	4
PS 205	International Relations	4
PSY 101	Psychology and Human Relations	4
PSY 201	Introduction to Psychology, Part I	4
PSY 202	Introduction to Psychology, Part II	4
PSY 215	Human Development	4
PSY 239	Introduction to Abnormal Psychology	4
SOC 204	Sociology in Everyday Life	4

SOC 206	Social Problems	4

Math, Science, Computer Science Courses

Applies to all degrees:

ANS 121	Introduction to Animal Science	4
ANS 215	Beef/Dairy Industries	3
BI 101	Biology	4
BI 102	Biology	4
BI 103	Biology	4
BI 112	Cell Biology for Health Occupations	5
BI 160	Ecology/Field Biology: Coast	2
BI 211	Principles of Biology I	5
BI 212	Principles of Biology II	5
BI 213	Principles of Biology III	5
BI 231	Human Anatomy and Physiology I	4
BI 232	Human Anatomy and Physiology II	4
BI 233	Human Anatomy and Physiology III	4
BI 234	Microbiology	5
CH 104	Allied Health Chemistry I	5
CH 105	Allied Health Chemistry II	5
CH 106	Allied Health Chemistry III	5
CH 221	General Chemistry I	5
CH 222	General Chemistry II	5
CH 223	General Chemistry III	5
ESR 171	Environmental Science: Biological Perspectives	4
ESR 173	Environmental Science: Geological Perspectives	4
FOR 222	Elementary Forest Survey	4
FOR 240	Forest Biology	4
FOR 241	Dendrology	5

FOR 251	Recreation Resource Management	4
G 160	Geology: Oregon Coast	2
G 201	Introduction to Physical Geology	4
G 202	Physical Geology	4
G 203	Historical Geology	4
GS 106	Physical Science (Geology)	4
GS 107	Physical Science (Astronomy)	4
GS 108	Physical Science (Oceanography)	4
MTH 254	Vector Calculus I	5
PHY 101	Fundamentals of Physics I	4
PHY 102	Fundamentals of Physics II	4
PHY 103	Fundamentals of Physics III	4
PHY 201	General Physics	4
PHY 202	General Physics	4
SOIL 205	Soil Science	4

AAS, AS, AGS, and AAOT Specific Courses:

BI 222	Human Genetics	3
G 207	Geology of the Pacific Northwest	3
G 208	Volcanoes and Their Activity	3
G 209	Earthquakes	3
HORT 111	Introduction to Horticulture	3
MTH 105	Explorations in Mathematics	4
MTH 111	College Algebra	5
MTH 112	Elementary Functions	5
MTH 211	Foundations of Elementary Math I	4
MTH 212	Foundations of Elementary Math II	4
MTH 213	Foundations of Elementary Math III	4
MTH 241	Calculus for Management, Life and Social Science	4
MTH 243	Statistics I	5
MTH 244	Statistics II	4

Tillamook Bay Community College - General Education Course Listings

MTH 251	Calculus I	4
MTH 252	Calculus II	5
MTH 253	Calculus III	5

AAOT

Cultural Literacy Courses:

ART 210	Women in Art	4
COMM 140	Introduction to Intercultural Communication	4
ENG 222	Images of Women in Literature	4
ENG 250	Introduction to Folklore and Mythology	4
ENG 260	Introduction to Women Writers	4
GEO 106	World Regional Geography	4
HST 101	Western Civilization: Ancient to Midieval	4
HST 102	Western Civilization: Medieval to Early Modern	4
HST 103	Western Civilization: Modern Europe	4
HST 201	History of the United States to 1840	4
HST 202	History of the United States from 1840-1914	4
HST 203	History of the United States from 1914	4
HST 240	Oregon History	4
HST 246	Religion in the United States to 1840	4
MUS 108	Music Cultures of the World	3
MUS 205	Introduction to Jazz History	3
PS 204	Comparative Political Systems	4
PSY 201	Introduction to Psychology, Part I	4
PSY 202	Introduction to Psychology, Part II	4
SOC 206	Social Problems	4

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Tillamook Bay Community College - Student Processes & Resources

Student Processes & Resources

Admission to Take Credit Courses
Admission Process
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Admission to Take Credit Courses

Tillamook Bay Community College has an open admissions policy, meaning that anyone may enroll at the college. We welcome students from all backgrounds who wish to obtain a quality education, and we are here to help you be successful. Students are admitted into credit-level instruction based on one or more of the following criteria. If you have questions about this process, please contact Student Services by either calling (503) 842-8222 ext. 1100, emailing studentservices@ tillamookbaycc.edu, or visiting 4301 Third St. Tillamook.

1. Placement Assessment

- For accurate college course placement, reading, writing, and math skills must be assessed before registration. Course placements will be decided by reviewing multiple methods of assessment. Any combination of the following will be used: a previous college transcript or degree, Smarter Balanced test scores of 3 or 4 (with approved high school courses as needed), SAT, ACT, or other college placement assessments.

2. High School Graduation

- Public high school students must graduate from standard high schools.[1] Private high school students must graduate from accredited high schools.[2]

Footnotes

1. Standard high schools are public high schools that are certified as meeting specified levels of resources, services, and quality established by the Oregon Department of Education.
2. Accredited high schools are those that are reviewed and recognized by a regional entity, such as the Northwest Association of Schools and Colleges, as meeting an appropriate level of academic rigor and support.

3. Graduates of Nonstandard or Unaccredited High Schools or Home-Schooled Students

- Graduates of nonstandard or unaccredited high schools must qualify for admission by meeting AccuPlacer score requirements **and** submitting a Home School Course Verification Worksheet signed by the applicant and parent/guardian.

4. GED Completion

- Achieve passing GED scores in all five sub-assessments and meet the completion criteria.

Admission Process

Step 1: Admission

A. Apply for Admission to TBCC

"Which one do I choose?"

1. **First-Time TBCC Student or Returning College Student:** use the "Credit Courses and Degree Seeking Student Application."
2. **Current High School Student:** use the "High School/Home School Student Application" (you are enrolling in a College Now course through your high school or are a home schooled student).
3. **Community & Continuing Education/Non-Credit Student (if you are interested in GED prep, ESOL, or just want to take a class for fun!):** use the "Non-Credit Student Application."

B. Check your Placement Level

"Do I have to do this?"

1. **Non-Credit Student:** No. Assessment is not necessary for non-credit students.
2. **Returning College Student:** Yes! If you have earned college-level math or writing courses previously, we can simply review your transcripts. Please request transcripts from your previous school(s) as soon as possible after submitting your admission application to TBCC.
3. **First-Time, Credit-Seeking Student:** Yes! We use multiple measures for placement including one or more of the following:
    a. Smarter Balanced test scores
    b. High school transcripts

    c. SAT or ACT scores
    d. COMPASS scores
    e. AccuPlacer scores

We now provide the AccuPlacer Assessment in the TBCC Library, free of charge, on a drop-in basis and recommend taking this if any previous scores are more than two years old. Please go to www.tillamookbaycc.edu/library for test preparation tools and practice. Feel free to call Masyn Phoenix at (503) 842-8222, ext. 1710 for additional information.

C. Sign-up for New Student Orientation

"Do I have to do this?"

Yes, but only if you are a first-time, credit-seeking student. You will need to complete new student orientation prior to registering. Please call Student Services at (503) 842-8222, ext 1100 to sign up for an upcoming orientation session. (College Now students do NOT need to attend orientation until after high school graduation).

STEP 2: REGISTRATION

1. **New Students:** During new student orientation you will be shown how to search for courses required for your program of study and will have the opportunity to register for classes.
2. **Students registering for courses taught through the YMCA, NCRD or Tillamook Regional Medical Center must register at those sites.**
3. **All other students:**
    a. Go to www.tillamookbaycc.edu and click on MyTBCC.
    b. Login by entering your user name and password, which were emailed to the personal email account you provided when applying for admission. If you do not know your user name and/ or password, please contact Student Services.
    c. Click on the Add/Drop Courses link.
    d. Click on Course Search to open the search box for courses offered in the desired term.
    e. Add a course by checking the ADD checkbox on the left-hand column of the screen.
    f. Scroll down to see and click the ADD COURSES button to add all selected courses.
    g. Be sure to complete your registration before the start of each term.
    h. If you encounter difficulties, please check with Student Services at (503) 842-8222, ext. 1100.

Residency

A residence is a place in which a person resides — a dwelling place or abode, essentially a house or apartment. TBCC considers a person as having established residency by residing in Tillamook County for at least 60 days. Residency is not established by attendance at a college.

- In-state student: a United States citizen, immigrant or permanent resident who has established and maintains residency in Oregon, Washington, Idaho, Nevada or California.
- Out-of-state student: a United States citizen, immigrant or permanent resident who has not established or does not maintain residency in Oregon, Washington, Idaho, Nevada or California.

Note: Establishing residency at TBCC does not guarantee meeting residency requirements for other colleges and universities.

Requirement to Verify Questionable High School Diplomas

If TBCC has reason to believe that an applicant's high school diploma information is inaccurate, it must verify the accuracy of that information.

Records flagged with a question of the validity of a high school diploma are resolved by the student providing an official high school transcript that is normally issued by a school to verify attendance and completion. The college uses any available means including electronic tools, telephone, and mail to determine the accuracy of a student's high school records. Resources that may be checked are:

- State Department of Education in the state in which high school is located,
- Companies that determine validity of foreign high school diplomas,
- Other institutions of higher education, and
- Membership organizations that evaluate the validity of high schools

Findings will be documented and recorded as part of the student record. Student self-certification of completion is not considered a credible source and will not be accepted.

Conflicting data will impact a student's eligibility in various ways including, but not limited to, enrollment, financial aid, and program acceptance. TBCC requires the applicant to provide adequate documentation to resolve the conflict in order to be admitted as a regular student.

Transfer Students

Complete an admissions application, which is available on the TBCC website in the admissions section. Computers are available in the TBCC Library if needed. Choose the Credit/Degree Application and complete the form online. If you do not have access to the internet a paper copy is available from Student Services at the Central Campus, 4301 Third St., Tillamook, Oregon 97141. You can also reach them by calling (503) 842-8222 ext. 1100 or emailing studentservices@tillamookbaycc.edu.

Credits from other institutions may be accepted toward degree requirements if they were completed at a regionally-accredited college or university. The college evaluates coursework needed to satisfy TBCC admission requirements. To request evaluation of your transfer credits, submit your official transcripts to the Student Services Office and complete a Transfer Credit Evaluation Request form. Generally credit earned should have been earned no more than ten years in the past. You must be an admitted student to request a transfer credit evaluation. Transfer evaluations are performed in the order in which they are received.

For degree-seeking students the college evaluates coursework for all lower division collegiate (LDC) classes from regionally-accredited institutions where grades of A, B, C, or P/S (Pass/Satisfactory) were earned. P/S grades are only transferable if the transferring institution awarded that grade for C or higher. If a D was considered P/S, it is not transferable. If you are unsure what constitutes LDC coursework, see the appropriate section of the catalog. Career Technical Education coursework may be applied to a degree or certificate upon the evaluation and approval of the chief academic officer. Transfer GPA is not included in the overall GPA on TBCC transcripts.

All transcripts received by the TBCC Student Services Office become the property of TBCC. The Student Services Office does not provide copies of transcripts from other institutions. TBCC's Student Services Office is responsible for determining acceptance of transfer work to meet college requirements.

In order to receive credit toward a TBCC certificate or degree, it is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated, course by course, by a service that is a member of the National Association of Credential

Evaluation Services. Further information can be found at: www.naces.org by clicking on "Current Members" for a listing of service providers.

Course Work at Non-Accredited Institutions

Credit may be granted for course work completed at training sites other than those listed in the "Transfer Credit Practices Directory" published by the American Association of Collegiate Registrars and Admissions Officers. Examples include hospitals, banks, corporations, business schools, etc.

Students must furnish detailed training records, course outlines and, whenever possible, transcripts. Individual departments will evaluate and assign TBCC equivalencies. A maximum of 25% of certificate or degree requirements may be recorded through this process. Only those subject areas taught by TBCC will be considered. Contact the TBCC Student Services Director for details. Course work evaluated from non-accredited institutions is not generally acceptable in meeting the requirements for an AAOT degree.

For additional information about credit for prior learning, military credit, or non-traditional credit, see Credit for Prior Learning.

High School Students

Tillamook Bay Community College participates in Accelerated Learning Options for Oregon. The Oregon Expanded Options and Dual Credit programs are two of these programs. High school students can participate in these programs by first contacting their TBCC high school liaison. High school students are admitted under the same criteria as regular students using the Smarter Balanced scores, prior coursework, GPA and/or Accuplacer test results to demonstrate college level proficiency in reading, writing and mathematics.

High school students can also use most (but not all) Advanced Placement (AP) scores and International Baccalaureate (IB) exam scores to be awarded college credit. Students who complete Advanced Placement (AP) or International Baccalaureate (IB) Exams are eligible to receive college credit based on the exam score.

Underage Students (Younger than 16 Years Old)

Students under the age of 16 who wish to be considered for admissions to TBCC must:

- Obtain a letter of recommendation from your high school counselor or administrator, which addresses both academic and behavioral preparedness for an adult learning environment,
- Apply for admission,
- Show college level proficiency in reading, writing and mathematics. (place at the minimum levels of RDWR 115, and MTH 60, MTH 60Z or MTH 70),
- Meet with a TBCC career education advisor (both student and parent/guardian are required to attend), and
- Complete the “Underage Enrollment Form.”

Prior to each term of enrollment at TBCC, students under the age of 16 must consult with a TBCC advisor and obtain a signature of approval for their schedule of classes before registering.

Continuing registration for all students under the age of 18 will be contingent upon the student’s compliance with all relevant college financial, academic, and student conduct policies. The decision of whether a student has demonstrated the ability to perform academically is at the sole discretion of TBCC.

Advanced Placement

Students who have taken a college level course in high school under the Advanced Placement (AP) Program may receive college credit pending official copies of test results. Credit awarded will vary based on scores received. To request a copy of Advanced Placement courses to be sent to TBCC, contact the Advanced Placement Program. Contact theTBCC registrar at (503) 842-8222 ext. 1110 for more information.

International Baccalaureate Credit

Students who complete International Baccalaureate (IB) Exams are eligible to receive college credit based on the exam score. Students must sends scores to Student Services, along with a Non - Traditional Credit form. The chart listing credit articulation is available at Student Services

Dual Credit

Dual Credit is a program whereby high school students may earn TBCC credit for college level courses that are taught at their local high schools by high school teachers. These courses are equivalent to those offered on the TBCC campus. High school students who earn a grade in these “articulated” (dual credit) courses may obtain TBCC credit and thereby save both time and money in their college pursuits.

For specific information about TBCC Dual Credit, contact Academic Services at (503) 824-8222 ext. 1050, by email at academicpartnerships@tillamookbaycc.edu, or in person at 4301 Third Street, Tillamook.

Payment

All tuition and fees are due as specified in the quarterly Schedule of Classes. Payment may be made by cash, check, money order, VISA, MasterCard, American Express, or Discover Card. Checks and money orders should be made payable to “Tillamook Bay Community College.” Payments may be made online through MyTBCC on the website, at the TBCC cashier, by calling the Business Office and making a payment by phone, or by mailing payments to the Business Office at 4301 Third Street, Tillamook, OR 97141.

Online payment plans are available for students with a balance of $300 or more. Login to MyTBCC, click on the Student tab to complete a payment plan. The college will also bill a third party (a student’s employer, for example) when written authorization from that party is received by the end of the 1st week of the term. Students are responsible for any costs which are not paid by the third party.

A student may not sign up for courses in a succeeding term unless their prior term balance has been paid in full. Students may **click here** to access online payment information.

Payment Due Dates - 2018-19 School Year

- Summer 2018 - 6/29/2018
- Fall 2018 - 9/28/2018
- Winter 2019 - 1/11/2019
- Spring 2019 - 4/5/2019

Removing Charges

You may drop a course after the close of the regular registration period either online or with a signed drop form submitted to Student Services. 100% of the charges associated with that courses will be removed if you drop within the refund period. After the refund period (first week of the term), you may not use the online feature to withdraw from classes. No charges will be removed for a withdrawal

(official or unofficial, partial or complete) after the refund period.

Tuition Forgiveness

If you were unable to complete your course(s) due to circumstances beyond your control, you may fill out a Student Account Petition form to request a tuition voucher through the Business Office. Your petition will be accepted for review once you have met all petition requirements listed on the form. If your petition is approved, a tuition voucher will be issued that may forgive a past balance or help offset the cost of your future enrollment depending on the TBCC administrator's decision.

Refunds

Refunds are calculated when your account has a credit balance resulting from an overpayment of your account balance, or from charges being removed which were previously paid. Only payments made by you in the form of cash, check, or credit card may be refunded to you. Credit balances resulting from payments made by third party sponsors, financial aid, or scholarships will be returned to the originator.

Refunds are first applied to other charges outstanding on your account, even if payment is not yet due. Students on federal financial aid should refer to the financial aid Information below for information on refunds.

Tax Deductible Education Expenses

Education expenses may be deductible from federal income tax if the education:

- Maintains or improves skills required in one's present job or other trade or business or
- Serves a business purpose and is required by your employer or by law to keep your present salary, status, or job.

See IRS Publication 970 "Tax Benefits for Education" or your income tax advisor if you have any questions about the deductibility of your education expenses.

Tax Credits for Education (1098-T)

The American Opportunity Credit and the Lifetime Learning Credit are education credits that can help offset the costs of education. To determine your eligibility please contact your tax advisor or the IRS. TBCC staff cannot assist with tax related questions.

If you plan to claim an educational tax credit, your social security number (SSN) is required for tax reporting. A form 1098-T is available by January 31 each year to students that make eligible payments.

Older Adults (62 and Over)

Students 62 years of age or over are eligible to receive a Golden Age 50% Tuition Waiver discount on

credit and continuing education courses. The discount does not apply to lab and other course fees or partner agency courses. Those eligible for the Golden Age 50% Tuition Waiver are also eligible for a 100% tuition waiver for credit course audits.

Financial Aid

Tillamook Bay Community College encourages all students to apply for federal financial aid. TBCC's Financial Aid Office administers federal Title IV financial aid programs to students who qualify for assistance while attending college.

Get Started with Financial Aid

Eligibility for financial aid is determined by students (and parents when applicable) completing the Free Application for Federal Student Aid (FAFSA) online, http://www.fafsa.gov, annually. The FAFSA must be completed each year the student wishes to be considered for federal financial aid. Example: Students wanting to attend college at any point during the 2018-2019 academic year, may submit their FAFSA any time on or after October 1, 2017. TBCC's academic year begins with summer term and concludes at the end of spring term. Assistance completing the FAFSA is available from the TBCC Financial Aid Office, located in Student Services. Financial aid advisors can be reached by phone at (503) 842-8222 ext. 1130 or by e-mail at tbccfinancialaid@tillamookbaycc.edu.

Financial aid is awarded based on the formula: COA (cost of attendance) - EFC (expected family contribution) = Need.

Tips for Completing the FAFSA

- Apply as early as possible on or after October 1st each year for the following academic year.
- Some applicants find it helpful to fill out the Pre-Application Worksheet before going to the online FAFSA.
- Make sure your name appears the same as it does on your Social Security Card.
- Some applicants find it helpful to have their income and asset information, i.e. tax return(s) for the applicable year, (2 years prior) available while completing the online FAFSA. If you are unmarried, under the age of 24, or do not have children parent income and asset information is required.

- TBCC's school code for financial aid purposes is 041949.
- Remember to click "Submit My FAFSA Now" when the FAFSA On The Web is complete.
- Print a copy of the confirmation page for your records after you have submitted your FAFSA.
- A person must be a registered college student with TBCC in order to qualify for any federal financial aid funds.

What Happens After You Apply?

You will receive acknowledgement from FAFSA after applying. You may then go to the FAFSA website and review all your answers to see if they are correct. You may also make corrections if necessary.

TBCC Financial Aid Office will contact you upon receipt of your FAFSA. At that time you may be requested to provide additional information or documentation. Prompt response to any requests from TBCC's Financial Aid Office will ensure efficient processing of your FAFSA. Requests will be sent to your TBCC student email account which can be accessed at www.tillamookbaycc.edu.

Manage Your Award

Once eligibility is determined for Summer 2018 - Spring 2019, award notifications are e -mailed to students directing them through their next steps. The award letter will list aid for which the individual student is eligible. As students review the awards offered, they have the opportunity to accept, decline, and/or adjust each funding type as appropriate for their situation. The Terms and Conditions disclaimer must be read and accepted prior to acceptance of any financial aid award. Students must submit their accepted award notification online to activate their aid for the academic year. Each student's financial aid funding will be released to TBCC's Business Office and posted to their respective student accounts term by term. The aid is then available for the student to use for educational expenses, i.e. tuition, fees and textbook charges. If a student is eligible for a refund of any unused aid, the Business Office releases those funds to the student by the end of the second week of classes.

Financial Aid Recipient's Responsibilities

Accepting financial aid to attend TBCC means the following responsibilities:

- Completing all forms accurately and as early in the year as possible.
- Submitting information requested by the Financial Aid Office (FAO) staff in a timely manner.
- Keeping the FAO informed of any changes in address, name, marital status, financial situation, or any change in student status.
- Reporting to the FAO any additional assistance from non-college sources such as scholarships, loans, fellowships, and educational benefits.
- Notifying the FAO of any change in enrollment status.
- Maintaining Satisfactory Academic Progress (SAP).

- Re-applying for aid each year.
- Enrolling in, attending, and passing all your classes.
- Notifying the FAO when transferring to another school.

Satisfactory Academic Progress (SAP)

To continue receiving financial aid you need to maintain SAP, which includes:

- Maintaining a cumulative GPA of 2.0 or higher.
- Successful completion of two-thirds of attempted credits each term.
- Ability to complete declared degree or certificate within 150% maximum time frame limit.

Two-Thirds Completion Chart

Credits Attempted	Must Successfully complete
19	13
17-18	12
16	11
14-15	10
13	9
11-12	8
10	7
8-9	6
7	5
5-6	4
4	3

2-3	2
1	1

Passing grades include: A, B, C, D and P (pass). The following grades are considered attempted but not completed or passing credits: F, NP (no pass), W (withdraw), and I (incomplete).

Withdrawal, lack of attendance in classes, and other non-completion of classes may require a student to repay financial aid received from Title IV programs.

The Financial Aid Office reviews academic performance each term, and if a student fails to maintain any of the requirements listed above, the student will be placed on SAP Warning and in some cases, suspension.

Warning

If a student's cumulative GPA dropped below a 2.0, and/or the student did not complete two-thirds (66.67%) of all attempted credits in a term, and the student is able to graduate within 150% maximum time frame limit, a student is able to receive financial aid while on financial aid warning status, but must meet SAP standards during that term of enrollment to remain eligible for subsequent financial aid.

Suspension

If a student did not meet SAP standards while in Warning or Probation status, or it is determined that the student will not be able to graduate within 150% maximum time frame limit, or a student in Financial Aid Academic Plan status fails to follow the plan, the student is not eligible to receive financial aid while on Financial Aid Suspension.

Probation

Only granted upon the approval of a Financial Aid SAP Appeal, probation status allows a student to receive financial aid for one term. The student must meet SAP standards by the end of that term to remain eligible for subsequent financial aid.

Probation with Academic Plan

Only granted upon the approval of a SAP Appeal with the condition the student follows a learning contract. The student is eligible to receive financial aid as long as the student continues to follow the academic plan and maintains Satisfactory Academic Progress.

Policy on Return of Title IV Funds

Refunds

Federal regulations require TBCC to have a fair and equitable refund policy for students receiving financial aid who officially or unofficially withdraw from all classes. Withdrawing (or non-attendance) may result in financial debt for the student and may also make the student ineligible for future financial aid (including work study and loans). We strongly urge students to consult with a career education advisor and financial aid advisor to assist with decisions about withdrawing. TBCC's Refund policy is included in the Schedule of Classes in the section "Payment." The Schedule of Courses can be found at www.tillamookbaycc.edu. Hard copies are available at the Student Services Office and a copy is mailed to each residential listing in Tillamook, County.

Financial Consequences of Withdrawal or Passing No Classes

Federal regulations assume that students earn financial aid over the course of a term by attending and participating in classes. Students cannot earn all their funds unless they maintain attendance and class participation for more than 60 percent of the term. This calculation counts all calendar days including the first and last day of each term, weekends and holidays. "No passed classes" is defined at TBCC as W, NP, F, AUD and drops.

The portion of financial aid grants and loans funded, which must be returned to the financial aid accounts, will be determined on the student's date of withdrawal as identified by the college based on one of the following:

- The date the student submits the completed Withdrawal form, or
- The midpoint of the term, if the student didn't officially withdraw, or
- A date documented by the college.

Calculating the Percentage of the Enrollment Period Earned:

Divide the number of days attended by the number of days in the term (including weekends and holidays). Calculation of the portion of financial aid earned up to the 60 percent point in time begins by

1. Subtracting the percentage earned from 100 to determine the percentage of unearned aid. If withdrawal occurs after the 60 percent date, the student earned all of the financial aid received and no refund will be required.
2. Multiply the total federal financial aid by the calculated percentage unearned. This reflects the total amount of unearned federal aid.
3. Subtract the unearned amount of institutional costs from the total amount of unearned aid, and this will equal the amount of federal financial aid the student will be responsible for repaying.

The student will be notified in writing identifying the portion of unearned aid the student is responsible to repay.

Additional Financial Aid Information

Repeated Courses

A student may receive financial aid for a repeated course under these conditions:

- Once for a previously passed class (A, B, C, D or P)
- Until student receives a passing grade for a non-completed or non-passed class (F, NP)
- If allowed by the college as published in the current course catalog

Transfer Credits

Transfer credits and non-traditional credits (including AP, CLEP, IB and Military) taken at an accredited institution that are officially accepted towards a student's degree or certificate will not be used in calculating financial aid SAP, but will count towards the 150% timeframe credit limit.

Consortium Agreements

Students enrolled in more than one institution under consortium agreements are subject to the home institution's SAP policy. When TBCC is the home institution, credits earned at the host institution will be included in calculation of financial aid SAP and the 150% maximum time frame credit limit.

Maximum Time Frame Eligibility

Federal regulations require students to complete their degree or certificate within 150% of the credits required for their program of study. For example, if an associate degree requires 90 credits, a student must complete the degree within 135 attempted credits. All attempted credits are counted in the

maximum timeframe calculation (including unearned, repeated, and transfer credits) even if financial aid is not received or there are extenuating circumstances for not completing those credits. Up to 24 credits of pre-collegiate education (less than 100 level) will be excluded when calculating maximum time frame eligibility. Student records will be evaluated to determine if the student is able to complete their degree or certificate within the maximum time frame allowed. When it is determined a student will not complete their program within the 150% credit limit, the student will be suspended from receiving financial aid. The 150% maximum credit rule is applicable to students who change their major or pursue double majors and second degrees.

Financial Aid Eligibility Appeals

Reinstatement of Financial Aid Eligibility

Students who do not meet SAP while on probation will no longer be eligible for financial aid. Financial aid eligibility may be reinstated when the student has achieved Financial Aid Good Standing by raising their cumulative GPA to a 2.0, and has achieving a cumulative completion of two-thirds (66.67%) of all credit hours attempted.

Students who do not successfully complete credits may be required to return financial aid as stated in Federal requirements. Learn More about Repayment of Financial Aid Funds.

Appealing Maximum Time Frame Extension

Students need to complete a program of study within 150% of the credits required. Students have the right to request an extension of their financial aid eligibility once per year.

Students must complete a Time Frame Extension Appeal form and include an academic plan. **Completion of the appeal form does not guarantee reinstatement of financial aid.**

While on a Time Frame Extension Appeal students must:

- Follow the academic plan taking only courses required for the degree or certificate
- Maintain a cumulative GPA of 2.0
- Successfully complete all courses listed on their academic plan.

Students must meet the requirements of the approved time frame appeal or they will no longer be financial aid eligible. If a time frame extension appeal is denied a student may submit a written request for review of the appeal to the Director of Student Services. If the Director of Student Services upholds the denial decision, the student may not submit any additional requests for funding.

Financial Aid Programs Available to Students

Grants:

1. Federal Pell Grant

- Federal Pell Grants provide funding to students who meet certain eligibility criteria, according to federal guidelines. The amount awarded to students is determined by their Expected Family Contribution (EFC) and enrollment. Pell Grants are prorated based on a student's enrollment.

2. Federal Supplemental Educational Opportunity Grant (SEOG)

- SEOG is awarded to Pell-eligible students with exceptional need, according to federal and institutional guidelines. Funding is limited to eligible students enrolled at least half-time who meet TBCC priority timelines.

3. Oregon Opportunity Grant

- The Oregon Opportunity Grant is awarded to eligible Oregon residents enrolled at least half-time (6 credits or more). Grants are adjusted with level of enrollment.

4. Oregon Promise

- The Oregon Promise Grant is available to recent Oregon high school graduates and GED recipients who enroll in an Oregon community college within six months of graduation.

Loans

Students not eligible for grants or scholarships and requiring additional funds to meet educational expenses, may request a direct student loan. Student loans are available to students and families to borrow money for assistance with funding educational needs.

William D. Ford Federal Direct Stafford Loan

- The most utilized loan program is the William D. Ford Federal Direct Student Loan. Under this program, monies are borrowed by the student to pay for their educational expenses.

What is a Federal Direct Stafford Loan?

- The Federal William D. Ford Direct Student Loan is a funding source for students enrolled at least half-time (6 credits) and is made available through the U.S. Department of Education. Direct loans are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. If students qualify for a subsidized loan, the federal government pays interest on the loan while the student continues to be enrolled in any accredited degree program at least half-time. An unsubsidized loan is an additional resource, not awarded on the basis of need. Once disbursed, students receiving an unsubsidized loan are responsible for the accruing interest from the time the loan is disbursed until it is paid in full. Borrowers may choose to pay the interest or allow it to accumulate. If allowed it to accrue, the interest will be capitalized--that is, the interest will be added to the principal amount of the unsubsidized loan and will increase the amount to be repaid. TBCC encourages students to pay the interest as it accumulates, thus reducing the student's long term debt.

How Much Can I Borrow?

- **Dependent undergraduate students enrolled at least a half-time may borrow up to:** $5,500 if you are a first-year student (0 - 45 credits earned) or $6,500 for second-year studenta (46+ credits earned).
- **Independent Undergraduate Students enrolled at least a half-time may borrow up to:** $9,500 for first-year (0 - 45 credits earned) or $10,500 second-year (46+ credits earned)

Note: Amounts noted above are maximum annual amounts available. Federal regulations prohibit students from borrowing more than the published cost of attendance minus any other financial aid the student is receiving. Thus, students may receive less than the annual maximum amounts.

Veteran Services

Veterans Educational Benefits

Veterans, disabled veterans and dependents of certain veterans may be eligible for educational benefits from the Veterans Administration (VA). To determine your eligibility for benefits, please contact the VA directly at -888-GI-Bill1 or www.ebenefits.va.gov

Section 301 of Public Law 115-251 Official School Catalog Addendum

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal

State of residence).

- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E), who lives in the state in which the institution is located (regardless of his/her formal state of residence).

The policy shall be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

Section 702 of the Choice Act

(As Amended by Public Law 114-315 December 16, 2016) Effective July 1, 2017, Tillamook Bay Community College will uphold Public Law 114-315, as it amends 38 U.S.C. § 3679c (disapproval of courses), by charging the following individuals a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Oregon while attending a school located in Oregon (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.

VA regulations require the following:

- Veterans receiving VA educational benefits while attending TBCC are required to obtain official

transcripts from ALL previously attended schools and submit them to TBCC's Registrar's Office for review of prior credit.

- ALL transcripts, including Joint Service Transcripts, must be received by TBCC no later than the completion of the first term of attendance. Enrollment in subsequent terms will be permitted once this requirement is met.
- Veterans receiving VA educational benefits must maintain a minimum 2.0 grade point average in their declared major for satisfactory academic progress, in accordance with the academic policies described in this catalog.
- Veterans receiving VA educational benefits are cautioned that receipt of such grades as W (withdrawal), NP (no pass), F (failing grade), or a decrease in credits during the semester may result in a reduction of benefit payments or possible termination of benefits.
- Veterans receiving VA educational benefits must assume responsibility for notifying TBCC's SCO of any changes in their schedule each quarter.

The Tillamook Bay Community College (TBCC) Veterans Service Office is located in Student Services on the main campus. Students utilizing VA educational benefits for the first time or are Veteran transferring to TBCC from another college, are encouraged to contact TBCC's VA School Certifying Official (SCO) for information and to schedule an intake session. The SCO may be reached at (503) 842-8222, ext 1145.

These new requirements will ensure our nation's recently discharged veterans, and their eligible family members, will not have to bear the cost of out-of-state charges while using their well-deserved education benefits.

Disabled Oregon Veterans

Tillamook Bay Community College shall waive tuition (not covered by any other agency or government-sponsored program) of veterans who are identified as disabled (fifty percent or more) while participating as a result of military service and who listed Oregon as their permanent residence at time of discharge.

Dependents of Fallen or 100% Disabled Oregon Service Personnel

Tillamook Bay Community College will provide a tuition waiver to the spouse and children age 23 and under (including adoptive and step-children) of all branches of the United States Armed Forces of United States Coast Guard who:

- Died while on active duty, or
- Died as a result of a military service-connected disability, or
- Is 100% permanently disabled as a result of a military service-connected disability as certified by the U.S. Department of Veterans Affairs.

Additionally, the student must be a resident of TBCC District at the time of application for a waiver. The spouse of the fallen service member must initiate the request for a waiver within ten years of the determination of death or 100% disability. The spouse will lose eligibility upon remarriage. Dependent children must initiate this benefit prior to age 23.

The tuition waiver is available to students admitted to a degree program at TBCC.

Students receiving Veterans Educational Benefits must adhere to TBCC's Satisfactory Academic Progress policy.

Students with Disabilities

Tillamook Bay Community College's student services staff collaborate with students, staff, faculty, and community members to create inclusive, equitable, diverse, and sustainable learning environments for all. Tillamook Bay Community College provides a wide range of in-class and campus access services to students who experience documented disabilities. The department is a resource for creative problem-solving to enhance access in the areas of admission/ registration assistance, advising, and advocacy accommodations for classes, including:

- Test accommodations (extended time, reduced distraction, reader, scribe)
- Alternate format (computer text with digital audio, Braille)
- Technology (computer software and hardware and other devices)
- Service Providers (video-remote interpreting services, classroom aide)
- Accessibility information, maps, and basic mobility orientation.

Application Process

The TBCC disability services advisor works closely with students to learn about their particular needs. TBCC's goal is to provide students with resources, accommodations, strategies and support to improve access to the learning environment.

Students requesting accommodations are required to submit an application and accompanying documentation which confirms the disability, and then schedule a student-intake appointment with the disability services advisor to discuss possible accommodations.

Use the following checklist to guide the process:

1. Complete a Disabilities Intake form **Disability Services Intake (pdf)**
2. Complete and save the form electronically or complete a hard copy of the form, and mail, fax or

submit it directly to the Student Ser-vices Office. If you would like assistance completing the form, come to Student Services for one-on-one help.

3. Submit appropriate disability documentation which describes how your disability affects you in the learning environment. This may include any of the following:
    a. Copies of medical records
    b. Evaluations or diagnostic reports by a qualified professional
    c. A copy of a high school IEP document that includes assessments completed within the previous three years.
4. Make copies of all documents for your records. Submit all forms to Tillamook Bay Community College, Student Services, 4301 Third Street, Tillamook, OR 97141, fax to (503) 842-8334 or email to caraelder@tillamookbaycc.edu (this email address is protected from spambots. You need JavaScript enabled to view it).

Students are responsible for initiating the accommodation request process. These steps should begin immediately after registration for classes and before the term begins. Schedule an appointment to discuss specific needs and to request accommodations prior to each term. Disability services is available through the Student Services Office at (503) 842-8222 ext. 1140.

Documentation Requirements

- All documentation must be administered within the last three years
- All documentation must be on file before services are provided
- Any statement(s) submitted from a qualified professional regarding the disability, must be typed on the professional's letterhead, identify the professional's title / credentials and signed accordingly
- All students must be registered for classes before services are provided
- All documentation requires the physician or other qualified professional to provide the following:
    - Clear statement of diagnosis;
    - Symptoms the student displays which meet criteria for the diagnosis; ·· Status of the student's condition (static or changing);
    - Summary of assessment procedures;
    - Academic impact of the disability on the student; and
    - Suggested reasonable accommodations which are supported by the diagnosis

Accommodations (not special education) are provided so students with disabilities can access and participate in the educational programs or courses attended by other students. Specialized (individualized) instruction is not provided. A phone equipped with a TTY (for hearing/ speech impairments) is available (503) 842-2467.

Tillamook Bay Community College - Students with Disabilities

Confidentiality

Information about your disability is considered a highly confidential part of your educational records which is protected by federal law (Federal Family Education Rights and Privacy Act of 1974).

It is the policy of Tillamook Bay Community College and its Board that there will be no discrimination or harassment on the grounds of race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veterans in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission nor to participation in career and technical education programs. Persons having questions about nondiscrimination should contact:

- Title II and Title IX Coordinator, Pat Ryan, Director - Facilities, Human Resources, Safety, 4301 Third Street, Tillamook, Oregon, Room 122, Phone (503) 842-8222, ext. 1020 or TDD (503) 842-2467
- Section 504 Coordinator, Rhoda Hanson Director of Student Services, 4301 Third Street, Tillamook, Oregon, 97141 Room 116, Phone (503) 842- 8222, ext. 1110

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Communication Policy

Student Emails & Web Portals

Tillamook Bay Community College will use electronic communication methods to conduct official and legal college business. Students are responsible to check their TBCC email and the TBCC student portal (MyTBCC) for information from the college.

Academic Regulations

Grade Guidelines

Grade Policies

Graduation

Transcripts

Credit for Prior Learning

Grade Guidelines

Roles and Responsibilities

Students shall be responsible for reading about and selecting a grading system option for each course they take at TBCC as a condition of completing their registration for courses either on-line or in-person. Students shall be responsible for ensuring the accuracy of their final grades on their academic transcripts.

Students shall be responsible for reading about and making any permitted changes to their grading system option selection subsequent to their registration.

Students receiving financial aid should consult a financial aid advisor prior to taking any steps described herein.

Faculty inform students regarding their standing in class, existing petition processes for extraordinary situations, and refer students to other appropriate advisors for issues outside the classroom related to tuition, financial aid, and graduation.

Faculty record earned grades for students according to each student's choice as described herein.

Traditional Graded System

The traditional grade system uses "A," "B," "C," "D," and "F," as defined under grade definitions. If available, students may select this grade system option at registration or change to this grade system option at any time during the first 80% of a course's term by completing the approved registration process. Degree or certificate requirements may only allow specific grade system options.

Pass/No Pass System

This grade system uses "P" and "NP" as defined under grade definitions. Transfer students should be

aware that four- year institutions limit the number of pass/no pass credits that may be applied to a degree and frequently recalculate the student's grade point average by weighting each "P" as if it were a "C" or "D" and each "NP" as if it were an "F" from the traditional graded system. If available, students may select this grade system option by completing a Grade Option form at Student Services at any time during the first 80% of a course's term. Degree or certificate requirements may only allow specific grade system options.

Grade Definitions

A: Superior – Honor grade indicating excellence. Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: superior examination scores, consistently accurate and prompt completion of assignments, ability to deal resourcefully with abstract ideas, superior mastery of pertinent skills, and excellent attendance. Probable success in a field relating to the subject or probable continued success in sequential courses.

B: Above average – Honor grade indicating competence. Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: high examination scores, accurate and prompt completion of assignments, ability to deal well with abstract ideas, commendable mastery of pertinent skills, and excellent attendance. Probable continued success in sequential courses.

C: Average – Standard college grade indicating successful performance. Earned as a result of a combination of some or all of the following as outlined by the Instructor in the course handout: satisfactory examination scores, generally accurate and prompt completion of assignments, ability to deal with abstract ideas, fair mastery of pertinent skills, and regular attendance. Sufficient evidence of ability to warrant entering sequential courses.

D: Substandard but receiving credit – Substandard grade indicating the student has met only minimum requirements as outlined by the Instructor in the course handout. Earned as a result of a combination of some or all of the following: low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; irregular attendance; insufficient evidence of ability to make advisable the enrollment in sequential courses. Does not satisfy requirements for entry into courses where prerequisites are specified.

F: Failure – Non-passing grade indicating failure to meet minimum requirements as defined by the Instructor in the course handout. Earned as a result of some or all of the following: non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; repeated absence from class. Does not satisfy requirements for entry into courses where prerequisites are specified. Faculty must record the last date attended for students that earn an "F."

P: Pass – Acceptable performance. A grade of "P" represents satisfactory achievement which would have been graded "C" or better under the traditional grading system. The "P" grade is disregarded in the computation of the TBCC grade point average. This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course's term.

NP: No pass – Unacceptable performance. A grade of “NP” represents unsatisfactory achievement which would have been graded “D” or lower under the traditional grading system. The “NP” grade is disregarded in the computation of the grade point average. Faculty must record the last date attended for students that earn an “NP.” This grade is available only when a student has selected the pass/no pass grade system option during the first 80% of a course’s term.

Mark Definitions

SC: Satisfactory completion – Mark used when a student satisfactorily completes Continuing Education Units (CEU’s) or Basic Skills courses.

NSC: Not satisfactory completion – Mark used when a student does not satisfactorily complete Continuing Education Units (CEU’s) or Basic Skills courses.

I: Incomplete – At the time final course grades are recorded, the instructor may, with the consent of the student, record an “I” mark and grant additional time for the completion of a minor but essential requirement for the student who is otherwise making satisfactory progress. This shall only be done by signed written agreement with a requesting student, and a copy shall be left on file with the Registrar. Such written agreements shall describe the missing requirement, the basis for the requirement’s evaluation, the effect on the final grade computation and the completion date (within one year) for that requirement. If no replacement grade for an “I” mark has been provided by the course instructor within one calendar year, the “I” mark will change to “F.” This mark does not entitle the student to repeat a course without paying tuition. It may be impossible to receive this mark in some courses where, for example, equipment usage is required.

W: Withdrawal – This mark is to be used only by the Student Services Office when the student has completed the official withdrawal process after the published drop deadline and before the published withdraw deadline.

CIPR: Course In Progress Re-register – A mark used only for designated classes. To receive credit, a student must re-register because equipment usage is required. This may include courses in modular or self-paced programs. This mark may also be used in a skills based course to indicate that the student has not attained skills required to advance to the next level. If the course is not completed within a year, the “CIPR” changes to an “AUD” (Audit) on the transcript unless the course is repeated and a grade earned.

CIP: Course in Progress – A mark used only for designated classes in modular programs or in self-paced programs that do not conform to the normal academic calendar. If the course is not completed within a year, the “CIP” changes to an “F.” A student does not need to re-register for the course.

AUD: Audit – This mark may be used only by the Student Services Office. The “AUD” mark, when allowed, permits a student to attend a course without receiving a grade or credit for the course even though tuition and fees must be paid. To be assigned an “AUD” (Audit) mark, a student must obtain permission from their Instructor and notify Registration prior to the published drop deadlines. Subject area committees may specify whether this mark is available for each course in its control. Auditing a course does not satisfy requirements for entry into courses where prerequisites are specified.

Tillamook Bay Community College - Grade Guidelines

NS: No Show – This mark is assigned by faculty before the published drop deadlines to indicate that a student has never attended class. These students will be dropped by Student Services. If faculty fail to assign an NS mark to students who never attend class and if those students fail to drop or withdraw before the published deadlines, then they will earn a grade of F or NP according to the grade system option for the course.

R: Repeated – This mark may be used only by Student Services. See “Repeated Courses.”

NG: No Grade Reported

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Grade Policies

Repeated Courses

TBCC Policy No. 431

All grades earned will appear on the transcript. The most recent grade earned for a course will be calculated into the GPA and the total credit hours earned; all other grades earned for that course will be excluded from the GPA and the credit hours earned. If a course can be taken more than once for credit, the oldest grade for that course will be excluded only when the repeat limit is exceeded. See the financial aid section for more information about repeated courses and financial aid.

Grade Changes

A student who feels that the grade posted on their transcript is not accurate should contact his/her instructor to discuss the reason for his/her concern. A disputed grade may be corrected by the instructor through a grade change request submitted by the instructor of record to the registrar. All grade change requests must be submitted by the instructor within one year of the end of the course, including grade changes made as a result of resolving a disputed grade. If a grade dispute cannot be resolved with the instructor, the student may follow the student grievance or complaint procedures. If the instructor is no longer employed by TBCC and, following a good faith effort to contact the instructor, the instructor is not available for consultation, grade changes can be made by the chief academic officer providing there is sufficient evidence to make the change.

Computing Grade Point Averages

Grade points are computed on the basis of 4 points for each credit of “A,” 3 points for each credit of “B,” 2 points for each credit of “C,” 1 point for each credit of “D,” and zero points for each credit of “F.” Grades of “P” and “NP” and marks of “SC,” “NSC,” “I,” “W,” “X” (no longer available for use), “CIP,” “CIPR,” “R,” “NS,” and “AUD” are disregarded in the computation of the grade point average. The

grade point average is the quotient of the total points divided by the total credits in which “A,” “B,” “C,” “D,” and “F” are received.

Time periods referring to “published drop deadlines” and “published withdraw deadlines” are different for each term.

Adding or Dropping a Course

TBCC Policy No. 436

Courses may be added or dropped online at www.tillamookbaycc.edu by clicking on the link to MyTBCC during the regular registration period or by filing a Registration & Change Form with Student Services. The first week of the term courses must be dropped by filing a Registration & Change form with Student Services.

The deadline to drop and have charges removed varies by course length and type. The drop deadline for credit courses is published in the quarterly Schedule of Classes. Students receiving financial aid should check with their academic and/or financial aid advisor before dropping a class. Dropping or withdrawing from a class can affect your financial aid eligibility.

Dropping Courses

Prior to the published drop deadlines, students may drop any registered course by completing the official drop process. Such action by the student will result in no charges for the course or courses (or reimbursement if charges have already been paid); the course or courses shall be removed from their transcript.

Withdrawing from Courses

You may formally withdraw from courses by filing a Withdrawal form with Student Services. If you have applied for financial aid or veterans’ benefits, you must also notify the appropriate office of your intentions to withdraw.

Official Withdrawal from College

Withdrawing will result in a grade of “W” appearing for the course or courses on your transcript. The student’s withdrawal date is based on the date that the college is provided with “official” notice of withdrawal. Official notice occurs when the Student Services Office is notified of intent to withdraw.

Unofficial Withdrawal

An unofficial withdrawal takes place when a student does not provide the college with official notification. Students who stop attending without formally withdrawing will receive the grades assigned by their instructors and will be responsible for payment of tuition and fees. The date of withdrawal for

Title IV purposes will be based on the best available academic record. A withdrawal date will be determined by the college when one of these four instances occurs:

- The date the student begins the college's withdrawal process (described in the Schedule of Classes).
- The date the student officially notified in writing the registrar of intent to withdraw.
- The midpoint (50%) of the term if the student withdraws without notifying the college.
- The last due date of attendance at an academically-related activity as documented by the college.

Attendance

TBCC Policy No. 430

Students are expected to attend all classes in which they are enrolled. Repeated absences will affect a student's grade. Students are responsible for dropping or withdrawing from registered classes by completing the official drop/withdraw process. Students who stop attending and who fail to drop or withdraw from a class by the published deadlines may earn a grade of "F" or "NP" according to the grade system option selected by the Student. Students having excessive absences and who fail to drop or withdraw from a class by the published deadlines may earn a grade of "F" or "NP" according to the grade system option selected by the student. Faculty must record the last date attended for students that earn an "F" or "NP." By the end of the first week of the term, faculty is required to assign a mark of "NS" (see "Marks") and deny access to any students that do not attend during the fi week of the term. Faculty may assign a mark of "NS" (see "Marks") and deny access to any registered students if they do not attend the first class session. Students that fail to attend or stop attending classes and fail to drop them within the published drop deadlines will be responsible for the associated tuition and fees.

Permissible Student Load

Students are allowed to enroll in a maximum of 19 credit hours. Special permission must be obtained from the chief academic officer to increase registration above 19 credit hours. Student will need a registration form signed by the CAO.

Cancelled Classes

The college reserves the right to cancel a course that does not meet the minimum enrollment established by the college. Charges for cancelled courses will be automatically reversed.

Honors

TBCC Policy No. 435

The college will recognize academic excellence in students pursuing a declared major, who have earned a 3.5 or higher GPA on a minimum of 12 graded credits (excluding pass/no pass), in a given term and is making Satisfactory Academic Progress as defined by the college.

Term Honors

Honors List 3.5 – 4.00

Graduation Honors

- Highest Honors 3.75 - 4.00 (cumulative grade point average awarded upon graduation or certification)
- All transcripted certificates are eligible for highest honors.

Students using credits from other institutions are eligible for highest honors only if both their Tillamook Bay Community College GPA and their cumulative (all credits from all sources) GPA are 3.75 or better.

Standards for Student Academic Progress

TBCC Policy No. 433

The Satisfactory Academic Progress policy is monitored at the completion of each term of enrollment. The following standards must be met to continue to stay in academic good standing:

Students enrolling for an associate degree, certificate or diploma must achieve Satisfactory Academic Progress. This means that each term a student must:

- Maintain a cumulative grade point average of 2.0 or higher, and
- Successfully complete two-thirds of attempted credits each term.

The following rules also apply:

- Classes taken for audit will not be considered when determining eligibility, and
- Incomplete (I) grades are considered as "failures to complete" unless and until changed to passing grades.

Not Meeting Satisfactory Academic Progress

Students who fail to maintain Satisfactory Academic Progress (SAP) shall be assisted by the college to return to Good Academic Standing. Unsatisfactory Academic Progress stages are as follows:

1. **Warning** – Student's cumulative GPA dropped below a 2.0, and/ or student did not complete two-thirds (66.67%) of all attempted credits in a term. Students are strongly encouraged to seek

assistance to improve their GPA or completion of courses. Enrollment in courses is available while in the Warning stage.

2. **Probation** – Student's cumulative GPA is below 2.0 and/or the student did not complete two-thirds (66.67%) of all attempted credit for a second term. The student is in Probation status. He/she will not be allowed to register until an appeal has been completed and the appeal has been approved.
3. **Probation – Probation with Academic Plan** – A student who successfully appeals his/her SAP status will be placed on Probation status for one term. At the end of the Probation term, the student's academic standing and progress will be evaluated. If the student has a cumulative GPA of 2.0 or higher and has satisfactorily completed enough credits to complete two-thirds of his/her courses, Good Standing will be re-established for the student.
4. **Suspension** – Student did not meet SAP standards while in Warning or Probation status. Student is not eligible to receive financial aid while on Financial Aid Suspension. A student may appeal the suspension status by developing a career education plan and appeal, which will be reviewed by the chief academic officer and the director of student services. Suspension status is removed by approval by both the chief academic officer and director of student services. If no career education plan and suspension appeal is filed or if the appeal is denied, the student will only be allowed to enroll at TBCC after at least one year's suspension and with the completion of the suspension appeal process.

Graduation

A complete listing of TBCC degree and certificate programs and transfer disciplines is found on the Degrees, Certificates & Apprenticeships page of this catalog.

To earn an associate degree or a certificate, students must meet the requirements in the catalog that is current when they earn their first credit(s) at TBCC, unless they choose to meet the requirements of a later catalog. However, students who do not earn at least one TBCC credit each academic year lose the right to meet the requirements of their original catalog. They must then meet requirements of the current catalog at the time they resume work on their degree or certificate at TBCC, or a later catalog. If a student has not been consecutively enrolled (earning at least one credit per academic year) at the time of degree or certificate completion, he/she must meet the requirements of the most current catalog.

Students at TBCC will receive degrees and/or certificates based upon an institutional awarding standard. The college will grant degrees and/ or certificates upon completion of requirements for the student's recorded program of study. Opting out of an institutional award requires completing the appropriate request through the Student Services Office. Multiple credentials may be institutionally awarded within a student's program of study.

An edition of the TBCC catalog is valid for six academic years. However, some programs may impose shorter time limits on accepting credits for degree or certificate requirements.

A formal commencement ceremony is held at the end of spring term. All students graduating in the current academic year (fall, winter, spring and summer) are eligible to participate if they have applied by the deadline and the application has not been denied. Information regarding cap and gown purchases is emailed to students who have applied and is also available at the TBCC Student Services Office or by contacting Student Services at (503) 842-8222 ext. 1100 or studentservices@tillamookbaycc.edu.

Graduating students will receive diplomas by mail from TBCC eight to ten weeks after the degree or certificate has been awarded. The diploma will be mailed to the address of record for the student.

Please contact the Student Services Office if there is an address change. Students must clear all debts to the college before their degree or certificate will be awarded.

Transcripts

Official transcripts include the college seal and the signature of the Registrar. To be considered official most colleges, universities, and employers require transcripts to be submitted in the original sealed envelope or through secure electronic exchange.

An official transcript may be requested online at www.getmytranscript.com or through TBCC Student Services: 4301 Third Street, Tillamook, OR 97141.

Withholding Transcripts

If a student owes money to the college for any reason (tuition, fines etc.) the college will hold the student's official transcript until payment is made in full.

Non-Traditional Credit

In most cases of non-traditional credit, a student must have an established TBCC transcript before the credit can be recorded. Non-traditional credit may not be used to establish the residency requirement. After evaluation the non-traditional credit will be recorded on the student's transcript. A maximum of 25% of required credit hours for a certificate or degree may be recorded through this process.

Keep in mind, no student may graduate with less than the required number of credits. Credit may be given for equal course work, but it may not be waived.

Credit for Prior Learning

College Level Entrance Examination Program (CLEP)

Students enrolled at TBCC may receive credit for certain college courses by submitting official scores from the College Level Entrance Examination Program (CLEP). TBCC accepts CLEP scores for some, but not all, subject areas. Further information on how and where CLEP exams may be taken can be found at the following website: www.collegeboard.com/testing/

Military Service Credit

TBCC awards college credit for military training and coursework based on ACE (American Council on Education) credit recommendations included in military transcripts. This is done at the discretion of TBCC career technical faculty and transfer credit evaluators. Transcripts from Community College of the Air Force and the Defense Language Institute, which are regionally-accredited institutions, are processed as standard transfer credit.

Military Service Physical Education Credit

Students who do not submit a transcript for evaluation may earn two credits of physical education credit upon the submission of a DD214 along with the military credit request form.

Student Rights & Responsibilities

Student Rights and Responsibilities

Code of Student Conduct

Academic Integrity Policy

Student Rights and Responsibilities

It is the responsibility of each student to observe college rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community.

General Policies

A student's registration obligates him/her to comply with the policies and regulations of the college. TBCC will restrict a student's admission to or registration with the college and will withhold degrees, and official transcripts as prescribed by the college and/or state guidelines if a student fails to meet financial obligations to the college or for other legal reasons.

TBCC is granted the right by law, to adopt such rules as are deemed necessary to govern its operations.

Students have the right to participate in formulating and reviewing policies and rules pertaining to student conduct and, to the extent permitted by law in the enforcement of all such rules.

Right to Freedom from Harassment & Discrimination

The college's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or discrimination of any member of the college community based on his/ her race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veteran status. The prohibition against harassment or discrimination based on the use of native language does not require the college to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The college also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.

Therefore, it is the responsibility of every member of the college community to strictly comply with this policy. This includes notifying each employee/student of his or her rights and responsibilities under TBCC's student rights and responsibilities and sexual harassment policies. Management staff will be held accountable for taking reasonable action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a college employee, representative, or student is encouraged to file a complaint with the director of facilities, safety, and human resources. Non-affirmative action complaints are to be filed in accordance with the student grievance procedure.

Right to Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, Tillamook Bay Community College students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the college.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the college administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the college.

Right to Protection from Improper Academic Evaluation & Improper Disclosure of Students' Views, Beliefs, & Associations

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the grievance procedure only if the student believes that these standards and criteria were not followed by the instructor, or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views, beliefs, and

political associations which staff members acquire in the course of their association with students is to be considered confidential.

Right of Access to, & Protection from Improper Disclosure of Student Records

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or advising files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, College policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the college requires advising services and career education plans for degree-seeking students. The confidentiality of student record information obtained by advising services will be strictly maintained, except when Tillamook Bay Community College is legally permitted to disclose student record information.

Right to Form Student Organizations

Students may form student clubs and organizations under the provisions of the Associated Students of Tillamook Bay Community College (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of TBCC may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the college.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

Right to Sell & Distribute Materials & Engage In Fund-Raising Activities

Students have the right to engage in legal incidental sales of personal property in private transactions. TBCC has not designated any facilities for this purpose, however, except for the use of designated college bulletin boards.

All fund-raising activities for any student group must be approved by the chief finance officer and the director of development and college advancement, and coordinated with the Tillamook Bay Community College Foundation.

All merchandise, periodicals, magazines, and books offered for commercial sale may be sold only through the college store except when within college policy and approved by the chief finance officer and the director of development and college advancement. All free publications not in violation of state laws, federal laws, and/ or college rules, such as books, magazines, newspapers, handbills, leaflets and similar materials may be distributed on campus. Any persons desiring to distribute publications shall first register with the chief finance officer and the director of development and college

advancement so that reasonable areas and times can be assured and the activities of the college will not be interfered with.

All handbills, leaflet newspapers, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

Printed materials shall not be placed on any vehicle parked on campus.

Right of Access to College Facilities

Students have the right of access to college facilities, subject to ordinary schedules and policies and regulations governing the use of each facility. When using these facilities, the student has the responsibility to respect these regulations and to comply with the spirit and intent of the rules governing facility use. Chartered ASTBCC student clubs have free access to facilities unless additional services (custodial, campus safety, etc.) are required.

When faced with a situation which he/she determines is likely to or does disrupt the order of the college, threatens the health and welfare of the college community, or that interferes with the ingress and/or egress of persons from college facilities, the college president or designee shall have the authority to:

Prohibit the entry of any person or persons, or to withdraw the license or privilege of any person or group of persons to enter or remain upon any portion of a college facility; or

Give notice against trespass by any manner specified by law to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering into or remaining within a college facility.

Any student(s) disobeying a directive given by the college president or designee, pursuant to the statements above, shall be subject to disciplinary action and/or criminal trespass laws.

Right to Student Publications

Student publications and student press provide for free and responsible discussion of topics and for intellectual exploration. The responsibility for developing, administering and reviewing procedures for the operation of college-sponsored student publications is delegated to the student publications committee. Editors are protected from arbitrary suspension and removal due to editorial policy or content. Editors and staff of student publications are guided by the professional standards of the Oregon Code of Journalistic Ethics, related Oregon Revised Statute and by other state or federal laws.

Code of Student Conduct

General Policies

Admission to TBCC carries with it the presumption that the student will conduct him/herself as a responsible member of the college community.

Thus, when a student is admitted to and/or enrolled at TBCC, the student likewise assumes the obligation to observe standards of conduct which are appropriate to the pursuit of educational goals.

Students shall generally have an opportunity to participate in the formulation of policies and rules pertaining to student conduct and, to the extent legally permitted, in the enforcement of such rules. TBCC administration and its Board, however, retain the authority to create and enact college policy.

Programs based on contracts with government agencies or external funding sources operated outside of the campus may adopt separate conduct procedures consistent with TBCC's code of student conduct, the program's goals, and the principle of due process for all parties.

TBCC may take appropriate disciplinary action when student conduct deemed by a college director or chief academic officer or designee to be disruptive to the operation of the college, or constitutes one or more of the behaviors identified below.

Violations

Disciplinary action may result from the commission of any of the actions listed herein, or any violation of civil or criminal law while on college property or while engaged in any college activity:

- Academic cheating or plagiarism or aiding or abetting cheating or plagiarism, which may also result in academic penalties under the college's academic integrity policy.
- Furnishing false information to the college with the intent to deceive the college or any person or agency.

- Forgery, alteration, or misuse of college documents, records, or identification cards whether in written or electronic form.
- Unauthorized use or access of college electronic communications media, equipment, files or data or failure to comply with TBCC terms of usage.
- Abuse, harassment, intimidation, or threatening of a student, staff member, vendor, visitor, or invited guest of the college.
- Malicious destruction, damage, or misuse of college or private property (including library materials).
- Theft or conversion of college property.
- Failure to comply with the lawful directions of college personnel acting in performance of their duties.
- Unwanted contact or communication of any nature with another student or a staff member after being advised by a college official or the other student that such contact or communication is unwelcome.
- Any behavior that is disruptive to the educational process of the college as determined by a college official.
- Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the college who is in the discharge or conduct of his/her duties or studies.
- Possession, consumption, being under the influence or furnishing of alcoholic beverages (as identified by federal or state law) on college-owned or controlled property or at college or student organization supervised functions, except as provided by rules and procedures of the TBCC Board of Education.
- Possession, consumption, being under the influence or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or hereinafter amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
- Failure to disperse when an assembly is ordered to disperse by college officials.
- Failure to comply with a notice against trespass.
- Failure to comply with the following rules regarding firearms and weapons:
    - The use, carrying, exhibiting, or displaying of any weapon (as defined by Oregon Revised Statute 161.015), or facsimiles thereof, is prohibited on or in college facilities, except as provided by Oregon law or when approved by college administration for official college activities.
    - Explosives, incendiary devices, or any facsimiles thereof are prohibited on or in college facilities, except as provided by Oregon law, or when approved by College administration for official college activities.

The above rules do not apply to equipment or materials owned, used, or maintained by the college, used by the college or under college direction, nor to law enforcement officers or campus security personnel.

Violations of published college regulations, including those related to entry and use of college facilities, the rules in this section, and any other college regulations which may be enacted.

Conduct that substantially interferes with the college's educational responsibility of ensuring the opportunity for all members of the college community to attain their educational objectives, or the college's subsidiary responsibilities, which may include, but are not limited to: record-keeping, providing miscellaneous services, and sponsoring out -of-class activities, such as lectures, concerts, athletic events, and social functions.

If a student is charged or convicted of an off -campus violation of the law, the matter shall be no cause for disciplinary action by the college unless there is a reasonable possibility, as determined by a director or the chief academic officer, that the behavior is substantially likely to disrupt the educational process of the college.

Sanctions

The college Board has directed the college president, pursuant to ORS 341.290, to establish administrative rules to govern the college and its students, and to administer disciplinary action. Sanctions shall be primarily administered by the college director or officer deemed most appropriate in relation to the violation. Generally, safety violations will be directed to the director of facilities, safety, and human resources, student conduct and academic progress violations will be directed to the director of student services and academic integrity violations will be directed to the chief academic officer. The director of student services, the director of facilities, safety, and human resources or the chief academic officer may impose the following sanctions for violations of the code of student conduct:

- Expulsion from TBCC (i.e., permanent removal of the privilege to attend TBCC);
- Suspension from TBCC for a definite period of time and/or pending the satisfaction of conditions for re-admission, (i.e., suspension of the privilege to attend TBCC);
- Removal from class(es) for which the student is currently registered;
- Restitution for damages;
- A specified period of college and/or community service;
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college;
- Disciplinary admonition and warning.
- Any other sanction the college deems educationally appropriate.
- The parents or guardian of any student under 16 years of age who receives a sanction under the

code of student conduct shall be notified.

Type of Violation / Suspension	Initial Review	First Appeal	Final Appeal
Student Conduct	Director of Student Services	Chief Academic Officer	College President
Safety	Director of Facilities, Safety, & Human Resources	Director of Student Services	College President
Academic Integrity	Chief Academic Officer	Director of Student Services	College President
Academic Progress	Director of Student Services	Chief Academic Officer	College President

Disciplinary Due Process Hearing Procedures

In keeping with the educational purposes of the college, disciplinary actions other than those requiring expulsion are intended to be remedial rather than punitive. Often disciplinary proceedings will be conducted informally between the student(s) and the designated college official listed above.

Classroom Conduct

Each faculty member is responsible for conduct in class and is authorized to take such steps as are necessary when behavior of a student interrupts the normal class procedure. When behavior is so serious as to result in expulsion from the class, the faculty member may remove the student from class for one day and may also require the student to meet with the instructor and/or chief academic officer to identify and set conditions for his/her return to the class. Permanent removal of a student from a class or classes may only be imposed by the designated college official listed above in section C or designee pursuant to the provisions of the code of student conduct.

Student Conduct

Students in violation of institutional regulations or civil or criminal law shall be so informed.

During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or college property, or which relate to or interfere with the orderly operation of the college, as determined by the director of student services or designee.

The student has the right to appeal any disciplinary (as distinct from academic) action to the president solely on the basis of alleged procedural violation(s). If a violation is found to have occurred, the President will remand the case to the director of student services or designee for reprocessing.

No disciplinary sanction shall be imposed unless the student has been notified of the charges against him/her and the nature and source of the evidence. In cases in which the college does not intend to suspend or expel a student, the source of information may be kept confidential if, in the discretion of the designated college official listed above in section C or his/her designee, he/she believes that revealing the source would create a risk of physical or emotional harm to the source, or might otherwise have a chilling effect on enforcement of these rules. A student subject to these sanctions will be allowed to present his/her case to an appropriate college official and to have an advisor of his/her choice present. Advisors are not permitted to present the case but may advise the student.

Both the college and the student may seek legal advice at their own expense, but, to avoid an adversarial situation, neither the college nor the student will be represented by an attorney during any meeting or hearing involving the college and the student. The student may withdraw from college of his/ her own volition at any time during the disciplinary process. Disciplinary sanctions may still be assessed, however, if the student withdraws from the college prior to the completion of the disciplinary process, or elects not to participate in disciplinary proceedings.

Formal Resolution

In cases that are not resolved informally, the director or officer shall use the following hearing procedure:

Step 1: At an initial conference with the director or officer as designated in section C the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. The college retains the right, upon learning new information and giving notice to the student, to revise the proposed maximum penalty.

Step 2: The student must submit all of his/her evidence within seven calendar days of the initial conference.

Step 3: After considering the evidence in the case and interviewing persons as appropriate, the director or officer, may take one of the following actions:

- Terminate the proceedings, exonerating the student.
- Dismiss the case after appropriate counseling and advice.
- Impose an appropriate sanction as described above.

The student shall be notified in writing of the decision of the director or officer.

Step 4: The student may appeal a sanction imposed if the student feels that additional information is available that has bearing on the situation. The student may file this appeal by bringing the additional information to the designated director or officer.

If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the president or designee within seven calendar days of the decision. The president or designee shall render a decision regarding the alleged violation of due

process within seven calendar days of its filing.

Readmission after Suspension

A student suspended from the college may be readmitted only on written petition to the director or officer with responsibility over the issue leading to the suspension. Petitions must, if applicable, indicate how specific reinstatement conditions have been met and reasons which support reconsideration. The director or officer or designee shall convey his/her decision in writing to the student; and in the case of non-readmission, shall express his/her reasons in writing. If the student decides to appeal the decision, a first appeal may be made to the designated director or officer. The director or officer shall convey his/her decision in writing to the student and shall express his/her reasons for the decision. The director or officer sends his/her report to the college president. The decision of the college president is final.

Records

Records of all disciplinary actions shall be kept as part of the student record by the director of student services in accordance with the state archival policies.

Academic Integrity Policy

Introduction

Students of Tillamook Bay Community College are expected to behave as responsible members of the college community, and to be honest and ethical in their academic work. Tillamook Bay Community College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research, to present the words, ideas, data, or work of another as one's own, or to cheat on an examination corrupts the essential process of higher education.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

1. Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
2. Students may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
3. Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations
4. Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus

Forms of Academic Dishonesty

TBCC Policy No. 434

Actions constituting violations of academic integrity include, but are not limited to:

- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.
- **Cheating:** the use or attempted use of unauthorized materials, information, or study aids; or an act of deceit by which a student attempts to misrepresent academic skills or knowledge; unauthorized copying or collaboration.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- **Academic Misconduct:** the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.

If a student is found guilty of violating academic integrity, any one or a combination of the following penalties may be imposed by the faculty member:

- Verbal or written warning.
- A grade of "F" or "NP" for the assignment, project, or examination.
- The following penalty may be imposed by the faculty member only after a hearing conducted by the chief academic officer:
    - A grade of "F" or "NP" for the course, overriding a student withdrawal from the course.

The chief academic officer may also issue the following disciplinary sanctions, in accordance with the code of student conduct:

- Disciplinary admonition and warning.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
- Suspension from TBCC for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College).
- Expulsion from TBCC (i.e., removal of the privilege to attend Tillamook Bay Community College).

Academic Dishonesty Complaint and Hearing Procedures

The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, usually by writing down the time, date, place, and a description of the act.

The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

The faculty member provides the student an opportunity to explain the incident.

The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of the TBCC Academic Integrity policy.

The faculty member may resolve the matter informally by determining an appropriate course of action, which may include a verbal or written warning, or a grade of "F" or "NP" on an assignment, project, or examination, or no further action. If the accused student contests the faculty member's decision, a hearing with the chief academic officer (CAO) may be requested in writing to the CAO within 10 days of the time the student is notified of the faculty member's decision. A hearing requested by a student under this section is informally conducted by the CAO, who may take steps he or she deems appropriate to resolve the conflict.

If the faculty member wishes to initiate further action (e.g. assign a lower grade or a grade of "F" or "NP" for the course), the student is entitled to a hearing with the CAO. The faculty member submits a copy of the Academic Dishonesty Report form and any additional evidence to the CAO within 10 days of the alleged act of academic dishonesty, which initiates the hearing process.

Within 10 days of receiving an Academic Dishonesty Report form, the CAO notifies all parties in writing of the date, time and location of the hearing. At the hearing, the student meets with the faculty member and CAO to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise the student but not present the case. If the student misses the hearing, the faculty member and CAO may proceed with the process to completion. The CAO will consider any evidence submitted within seven days of the hearing, and interview persons as warranted. The CAO determines if the action recommended by the faculty member is appropriate.

Within 10 days of the hearing, the CAO sends a written notification of the results to the student and faculty member.

Within 10 days of the notification the student may submit a written appeal to the director of student services for a first appeal. The director shall review all information of the case. The director may hold an additional hearing if deemed necessary. The director of student services shall convey his/her decision to the student within 10 days of the appeal.

If the student decides to appeal the decision on the basis of alleged violation of due process, he or she may do so by filing a written appeal with the president or designee within seven calendar days of the decision. The president or designee shall render a decision regarding the alleged violation of due process within seven calendar days of its filing.

Tillamook Bay Community College - Academic Integrity Policy

For each decision conveyed to the student the CAO or officer sends a final report to the college president. The chief academic officer or director of student services may also issue the following disciplinary sanctions, in accordance with the Code of Student Conduct:

- Disciplinary admonition and warning,
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college,
- Suspension from Tillamook Bay Community College for a definite period of time. (i.e., suspension of the privilege to attend Tillamook Bay Community College), or
- Expulsion from Tillamook Bay Community College (i.e., removal of the privilege to attend Tillamook Bay Community College).

Sources

With permission, contents of this policy were adapted from "Academic Honesty" and "Academic Dishonesty," Oregon State University, Corvallis, Oregon; and "Student Rights & Responsibilities: Scholastic Ethics Code," Pima Community College, Tucson, Arizona.

Type of Grievance	Contact	Contact Information	Steps of Grievance with college employee	Steps for Grievance with a student
Disability Related	Rhoda Hanson	rhodahanson@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative	Step 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Chief Academic Officer
			Step 3: Appeal to the College President	Step 3: Appeal to College President
Sexual Harassment	Rhoda Hanson	rhodahanson@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative	Step 1: Communicate with college representative
			Step 2: File	Step 2: File

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			grievance with the Director of Facilities, Safety, and Human Resources	grievance with Director of Student Services
			Step 3: Appeal to the College President	Step 3: Appeal to College President
Harassment based on race/ethnicity/ national origin	Pat Ryan	patryan@tillamookbaycc.edu 503-842-8222 ext. 1020	Step 1: Communicate with college representative	Step 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Director of Student Services
			Step 3: Appeal to College President	Step 3: Appeal to College President
Other Harassment	Rhoda Hanson	rhodahanson@tillamookbaycc.edu 503-842-8222 ext. 1110	Step 1: Communicate with college representative	Step 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Director of Student Services
			Step 3: Appeal to College President	Step 3: Appeal to College President
Academic Grievance	Teresa Rivenes	teresarivenes@tillamookbaycc.edu 503-842-8222, ext. 1030	Step 1: Communicate with college representative	
			Step 2: File grievance with Chief Academic Officer	

			Step 3: Appeal to College President	
Freedom of Expression	Teresa Rivenes	teresarivenes@tillamookbaycc.edu 503-842-8222, ext. 1030	Step 1: Communicate with college representative	
			Step 2: File grievance with Chief Academic Officer	
			Step 3: Appeal to College President	
Discrimination	Pat Ryan	patryan@tillamookbaycc.edu 503-842-8222 ext. 1020	Step 1: Communicate with college representative	Step 1: Communicate with college representative
			Step 2: File grievance with Director of Facilities, Safety, and Human Resources	Step 2: File grievance with Director of Student Services
			Step 3: Appeal to College President	Step 3: Appeal to College President
Improper Academic Evaluation	Teresa Rivenes	teresarivenes@tillamookbaycc.edu 503-842-8222, ext. 1030	Step 1: Communicate with college representative	
			Step 2: File grievance with Chief Academic Officer	
			Step 3: Appeal to College President	

Consumer Information

Grievance Procedure
Alcohol and Controlled Substances
Mandatory Reporting
Drug Free Workplace/School Policy
Copyright Laws
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Communication Policy
Children on Campus
Animals on Campus
General Disclosures
Disclosure of Information Contacts
Disclosure Statement
Confidentiality
Student Right-to-Know
SAVE Act Policies and Procedures

Grievance Procedure

Introduction

Students enrolled at TBCC may use the grievance procedure to challenge decisions and/or actions taken by college faculty and staff that are alleged to violate their rights as defined in the college catalog. This procedure does not apply to any other dispute. Any other complaint about college services, programs, or activities not addressed in the college catalog or policy should be put in writing and sent to the director of student services.

Programs based on contracts with government agencies or external funding sources may adopt separate grievance procedures consistent with TBCC's Grievance Procedure, the program's goals, and the principle of due process for all parties.

The student will be allowed to have an advocate of his/her choice (such as a TBCC advisor, or student government representative) present in meetings throughout the grievance process. Advocates are not permitted to present the case, but may advise the student. Both the college and the student may seek legal advice at their own expense; however, neither the college nor the student shall be represented by a lawyer during any grievance meeting or hearing involving the college and the student.

Concerns involving harassment or discrimination on the basis of race, religion, color, national origin, disability, sex, sexual orientation, age, height/ weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or veterans status should be directed to the appropriate college administrator. Concerns involving harassment or discrimination by a college staff member should be directed to the Director of Human Resources, Facilities, and Safety. Concerns involving harassment or discrimination by a student should be directed to the director of student services.

Grievance Process

Step 1: Communicate with the Faculty/Staff Member: The student must directly communicate with the faculty/staff member involved within 30 calendar days of the event which is the subject of the

grievance. Otherwise the student forfeits the right to grieve the issue.

The student is encouraged to put the grievance in writing, including a specific description of the issue, the reasons the student believes his/her rights have been violated as defined in the college catalog, and a proposed remedy.

Step 2: Communicate with the Director of Student Services or the Chief Academic Officer: In cases where the problem is not resolved through direct communication with the faculty/staff member involved, the student may submit a Grievance Form obtained from the chief academic officer (CAO) or the director of student services with supporting evidence, to the CAO or director within 14 calendar days of the communication with the faculty/ staff member. The CAO or director will review the grievance.

Within 14 calendar days, the CAO or director will objectively investigate the grievance, consult and share appropriate information with all involved parties, consider relevant evidence, and render a decision in writing to the student and the college president.

Step 3: Appeal to the College President: The student may appeal the decision in Step 2 if:

1. TBCC procedures were not followed or
2. There is relevant evidence that was not available during Step 2. An appeal must be made within 14 calendar days to the college president. The student must submit written justification for further review and provide evidence that there are grounds for the appeal.

The president will objectively investigate how the grievance process was conducted in Step 2, consult with all involved parties, and consider relevant evidence that was not available or not considered during Step 2, and render a decision in writing. The decision will be final and not subject to appeal.

Reporting, Recording, and Maintaining Records

When the grievance is concluded, all documentation shall be forwarded to the director of student services, who will maintain them as part of student records in accordance with the state archival policies.

Out of State Academic Student Complaint Procedure

In compliance with the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) conducted a Negotiated Rule Making Process in 2010, and institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

It is recommended that students taking online classes at TBCC first pursue their concerns locally. Students taking online classes at TBCC who reside out-of-state should follow the grievance procedures to resolve concerns as outlined above. This procedure does not apply to any other dispute.

Any other complaint about college services, programs, or activities not addressed in the student rights section of the college catalog should be put in writing and sent to the director of student services, who will forward the complaint to the appropriate administrator. Complaint forms are available at the Student Services Office located at 4301 Third St., Tillamook, OR 97141.

Concerns involving harassment or discrimination on the basis of race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or race, religion, color, national origin, disability, sex, sexual orientation, or veteran status, should be directed to the appropriate office. Concerns involving harassment or discrimination by a college staff member should be directed to the Affirmative Action Office. Concerns involving harassment or discrimination by a student should be directed to the director of student services. .

If after following the college's procedure the issue cannot be resolved internally and the student seeks additional resolution, students can refer to the appropriate state agency or accrediting body.

TBCC is regionally accredited by the Northwest Commission on Colleges and Universities (NWCU). Information regarding their complaint process can be found on the NWCCU website.

Students may also contact the Oregon Department of Community Colleges and Workforce Development (CCWD) by phone at 541-947- 2401 or by email to donna.j.lewelling@state.or.us.

Consensual Relationships

It is the policy of TBCC that all employees and students enjoy a positive and productive work and learning environment, free from all forms of discrimination, including sexual harassment. This objective is promoted by professionalism in the relationships that faculty and staff have with students. These relationships are intended to foster free and open exchange of ideas, productive learning, and the work that supports these relationships.

In addition, those who supervise or evaluate the work of students must be perceived to be making their decisions fairly and without favoritism. This responsibility is potentially jeopardized when faculty/staff enter into consensual romantic relationships with their students.

Faculty and staff are cautioned that consensual romantic relationships with their students can prove to be unwise and problematic, and should be avoided. When consensual romantic relationships occur, questions of fairness, favoritism, and coercion arise:

1. Such relationships may undermine the real or perceived integrity of the supervision provided, and the particular trust inherent in the student-faculty relationship.
2. Relationships in which one party is in a position to review the work, or influence the career of the other, may provide grounds for complaint when that relationship appears to give undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others.
3. Such relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. While some relationships may begin and remain harmonious, they are

susceptible to being characterized as unprofessional and disrespectful to others.

Therefore, faculty/staff should not engage in consensual romantic relationships with their current students.

If a faculty or staff member has a pre-existing consensual romantic/ sexual relationship with a student, the student should be discouraged from enrolling in courses taught by the instructor or entering into work situations in which she/he would be supervised by the staff member. If the student does enroll in the course or work for the staff member, the faculty/staff member should remove him/herself from academic or professional decisions concerning the student.

Should a romantic/sexual relationship between a faculty/staff member and his/her student lead to a sexual harassment charge, the college is obligated to investigate and resolve the charge in accordance with the complaint procedure in the Sexual Harassment Policy (Article 322).

Alcohol and Controlled Substances

Student Violations:

Possession, consumption, being under the influence or furnishing of alcoholic beverages (as identified by federal or state law) or marijuana on college-owned or controlled property or at college or student organization supervised functions, except as provided by rules and procedures of the TBCC Board of Education.

Possession, consumption, being under the influence, or furnishing of a narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 (is now law or hereinafter amended), except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

Possible Student Penalties

- Expulsion from TBCC (i.e., permanent removal of the privilege to attend TBCC)
- Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for readmission, (i.e., suspension of the privilege to attend TBCC)
- Removal from class(es) for which the student is currently registered
- Restitution for damages
- A specified period of college and/or community service
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college
- Disciplinary admonition and warning
- Any other sanction the College deems educationally appropriate.

Smokeless/Tobacco-Free Environment

TBCC is committed to providing a safe and healthy environment for its employees, students, and visitors. In light of the U.S. Surgeon General's findings of exposure to second-hand tobacco smoke and use of tobacco pose significant health hazards, Tillamook Bay Community College has established a smokeless and tobacco-free environment. Consequently, in accordance with Board Policy 204, the use, distribution, or sale of tobacco, e-cigarettes, any smoking device, or carrying of any lighted smoking instrument, on college premises is prohibited. In addition, possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Tillamook Bay Community College grounds and property. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, in vehicles on facility grounds on all campuses, including satellite properties.

Guidelines

A. For the purpose of this administrative rule, smoking and "tobacco" include but are not limited to cigarettes, cigars, smokeless tobacco, chew tobacco, e-cigarette, and vaporizers.

B. All college employees, students, visitors and contractors are required to comply with this administrative rule, which shall remain in force at all times.

C. No tobacco-related advertising or sponsorship shall be permitted on TBCC property, at college-sponsored events or in publications produced by the college, with the exception of advertising in a newspaper or magazine that is not produced by Tillamook Bay Community College and which is lawfully sold, bought or distributed on campus property. For the purposes of this administrative rule, "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

Cessation Information or Programs

Smoking cessation programs are available for students and employees through the college and community agencies. Information about smoking cessation is available from student services.

Consequences of Violating Policy

1. Students and employees who repeatedly violate this policy may be subject to a minimum fine of $50 and /or disciplinary action to correct any violation and prevent further occurrences.
2. Employees who are not compliant with this policy should be reported to the director of facilities, human resources and safety and will be subject to disciplinary action per the college's policy manual.
3. Students who are not compliant with this policy should be reported to the director of student services and will be subject to disciplinary action per the Student's Rights and Responsibilities policy.
4. Visitors and volunteers will be made aware of this policy through college signage and/or at the time of volunteer orientation. Visitors and volunteers who are not compliant with this policy should be reported to the director of facilities, human resources and safety and may be subject to sanctions.
5. Vendor and contractors will be made aware of this policy through the purchasing department, through their annual contracts and/or requests for proposals. Vendors and contractors who are not compliant with this policy should be reported to the Director of Facilities, Human Resources and Safety and may be subject to sanctions.

Tillamook Bay Community College - Alcohol and Controlled Substances

Additional resources

National organizations and Websites*

In addition to the American Cancer Society, other sources of information and support include:

Centers for Disease Control & Prevention (CDC)
Office on Smoking and Health
Toll-free number: 1-800-232-4636 (1-800-CDC-INFO)
Web site: www.cdc.gov/tobacco
Offers information on tobacco, smoking, and quitting. Main site at www.cdc.gov has health information on many other wellness and prevention topics.

National Institute for Occupational Safety and Health
Toll-free number: 1-800-232-4636
Web site: www.cdc.gov/niosh
Offers information by phone and Web on workplace safety topics, and can look into potential hazards in workplaces if asked by employers or employees.

*Inclusion on this list does not imply endorsement by the American Cancer Society.

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Mandatory Reporting

All TBCC employees are required by Oregon law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. This duty is personal to the individual college employee and applies twenty-four hours-a-day, seven days-a-week whether or not the employee is on work time. College employees must immediately report to DHS or local law enforcement when the employee has “reasonable cause to believe” that any child with whom the employee comes in contact with has suffered abuse, or that any person with whom the employee comes in contact with has abused a child.

Multnomah County DHS: 1-877-302-0077 • Tillamook Police: 503-842-2522 In addition, college employees and students must report to the college director of facilities, safety and human resources instances of inappropriate conduct when they witness, receive a report of, or have reason to believe an instance of child abuse has occurred. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the college, or while members of the faculty, staff or student body are participating in a college-connected activity off campus. Reporting to the designated college official does not satisfy the legal duty to report to DHS or local law enforcement.

Definitions

Abuse:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;
- Any mental injury to a child, which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;

- Sexual abuse;
- Sexual exploitation, including:
  - Contributing to the sexual delinquency of a minor;
  - Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;
  - Negligent treatment or maltreatment of a child;
  - Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child’s health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child’s health or safety.

Child: an unmarried person who is under 18 years of age.

Law enforcement agency:

- a city or municipal police department;
- a county sheriff’s office;
- the Oregon State Police; or
- a county juvenile department.

Legal Reference

ORS 419B.005 to 419B.050

TBCC Sex Offender Notification Procedures

Information regarding registered sex offenders may be obtained from the Oregon State Police (503-378-3720) and requesting the Sex Offender Unit. In accordance with the Clery Act, the Campus Crime Statistics Act, and the Campus Crimes Prevention Act, Tillamook Bay Community College periodically receives Sex Offender Notifications from Tillamook County and the State of Oregon for students who are enrolled at TBCC.

Notification Process

1. Sex offenders are recommended to attend TBCC by a County parole or probation officer after

consultation with the Director of Student Services and it is determined by both the officer and the Director that TBCC is an appropriate educational setting for the candidate. The director will be in contact with the student's parole officer to learn the conditions of his/her probation/parole/post-prison supervision, if any.

2. Upon receipt of notification that a sexual offender will be a TBCC student, the director of student services will determine if the person is enrolled in classes at TBCC by checking TBCC's Student Information System (Jenzabar).
3. Additional communication between TBCC and the student's parole officer or supervisor will be through and the responsibility of the director of student services or designee. The director of student services may include College Leadership Team members based on the individual student situation.
4. If any restrictions or conditions exist for the student, the director of student services will place a registration hold on the student's record until such time as all restrictions or conditions have been met.
5. If, as a condition of probation, parole, or supervision, the sex offender is precluded from having contact with minors; the student's schedule will be reviewed by the director of student services to determine if there are minor students enrolled in courses that would violate the terms or conditions as set in the probation, parole, or supervision documentation. If there is a conflict TBCC may deny enrollment to the student to specific courses on that basis. The Director of Student Services will set and notify the student of any appropriate facility restrictions and behavioral expectations which apply to all TBCC campuses, centers, and courses.
6. The director of student services will notify administration, staff and instructors of the enrollment of a registered sex offender if the Director and/or TBCC's leadership team determines such notification is consistent with TBCC's educational mission and the best interest of TBCC.

Drug Free Workplace/School Policy

TBCC recognizes controlled substance abuse as illegal and interfering with effective teaching, work, and the development of a safe and healthy environment for learning. The college has a fundamental legal and ethical obligation to prevent controlled substance abuse and to maintain an alcohol/drug-free work and educational environment.

See the college website, www.tillamookbaycc.edu for detailed information on drugs and their harmful effects, counseling and assistance programs, state and federal laws, and college policies pertaining to the illegal use of drugs.

A. Alcohol, Marijuana, and Controlled Substances

The manufacturing, distribution, dispensing, possession or use of alcoholic liquor, intoxicants, marijuana or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the college buildings or on the college premises or while performing any duties for the college, is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation program.

All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the director of facilities, human resources and safety within five (5) days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.

Employees may seek referral assistance from the director of facilities, human resources and safety in connection with alcohol or drug-related problems. Reasonable efforts shall be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as ground for dismissal. Such requests shall not, however, excuse violations prohibited by this policy.

The consumption of alcoholic beverages by an employee at a social function held in relation to an employee's work for the college does not, by itself, constitute a violation of this policy, provided the employee remains in compliance with all state or local laws and other provisions of this policy.

B. Student Violations:

Possession, consumption, being under the influence or furnishing of alcoholic beverages (as identified by federal or state law) or marijuana on college-owned or controlled property or at college or student organization supervised functions, except as provided by rules and procedures of the Tillamook Bay Community College Board of Education.

Possession, consumption, being under the influence or furnishing of marijuana, a narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 (is now law or hereinafter amended), except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

C. Student Penalties:

1. Expulsion from Tillamook Bay Community College (i.e., permanent removal of the privilege to attend Tillamook Bay Community College)
2. Suspension from Tillamook Bay Community College for a definite period of time and/or pending the satisfaction of conditions for readmission, (i.e., suspension of the privilege to attend Tillamook Bay Community College)
3. Removal from class(es) for which the student is currently registered
4. Restitution for damages
5. A specified period of college and/or community service
6. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college
7. Disciplinary admonition and warning
8. Any other sanction the college deems educationally appropriate.

The preceding is from TBCC policy Article 312 Drug Free Workplace/ School Policy. This information is also available in hard copy from Student Services.

Copyright Laws

The TBCC library supports compliance with copyright law for the protection of the institution and of employees as both creators and users of copyright protected works. The college requires TBCC faculty, staff and students to observe federal law regarding the use of copyright protected materials.

The issue of P2P file sharing is receiving increasing attention in the U.S. and around the world. P2P file.sharing is not itself illegal. However, it is often used for unauthorized downloading and uploading of copyright-protected material such as music, video games, computer software and photographs. Several courts have determined that substantial P2P file sharing of copyright-protected works generally does not fall within the fair use defense.

Students who engage in substantial P2P file sharing of copyright-protected materials may be subject to serious liability. Colleges are under no obligation to accept responsibility for, or to help defend, the activities of students in illegal file sharing.

Reproducing, republishing or redistributing the work of a copyright holder without permission, may be violating or infringing on the holder's rights under the copyright act.

If the copyright holder has registered the work with the U.S. copyright office prior to the infringement, the copyright holder may sue for compensation. Court-ordered compensation may include damages such as lost profits from the infringing activity or statutory damages ranging from $ 250 to $150,000 plus attorney fees for each infringing copy. Higher damages may be awarded if the court feels the infringement was committed "willfully."

Acceptable Use of Computing Resources

The unauthorized use of resources is prohibited and, in many cases, may be in violation of the law. Unauthorized use includes, but is not limited to, the following types of activities:

A. Harassment or threats to specific individuals, or a class of individuals:

- Transmitting unsolicited information containing obscene, indecent, lewd, lascivious material or other material which explicitly or implicitly refers to sexual conduct.
- Using e-mail, newsgroups, or other social media to threaten or stalk someone.
- Transmitting unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of prohibited discrimination.

B. Interference or impairment to the activities of others:

- Creating, modifying, executing, or retransmitting any computer program or instructions intended to: (a) obscure the true identity of the sender of electronic mail or electronic messages, such as the forgery of electronic mail or the alteration of system or user data used to identify the sender of electronic e-mail; (b) bypass, subvert, or otherwise render ineffective the security or access control measures on any network or computer system without the permission of the owner; or (c) examine or collect data from the network (e.g., a “network sniffer” program).
- Allowing unauthorized persons or organizations access to computer accounts or TBCC network resources. Users are responsible for the appropriate use of all college computer access and accounts assigned them and must take all reasonable precautions, including password maintenance and file protection measures, to prevent unauthorized use. Users must not share passwords with anyone else or provide access to network resources to unauthorized persons.
- Communicating or using any password, personal identification number, credit card number, or other personal or financial information without the permission of its owner.

C. Unauthorized access and use of the resources of others:

- Use of college computer resources to gain unauthorized access to resources of this or other institutions, organizations, or individuals.
- Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
- Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data, and electronic mail) from any network system or files of other users without prior authorization.
- Making unauthorized copies of copyrighted materials. Users should assume all software, graphic images, music, and the like are copyrighted. Copying, downloading, or peer-to-peer file sharing of copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment

D. Damage or impairment of college resources:

- Use of any resource irresponsibly or in a manner that adversely affects the work of others. This includes intentionally, recklessly, or negligently (a) damaging any system (e.g., by the introduction

of any so-called “virus,” “worm,” or “trojan-horse” program), (b) damaging or violating the privacy of information belonging to others, or (c) misusing or allowing misuse of system resources.

- Use of college resources for non-college related activities that unduly increase network load (e.g., non-business or -education related email, chain mail, network games, and spamming).

E. Unauthorized commercial activities:

- Using college resources for one’s own commercial gain, or for other commercial purposes not officially approved by the college, including web ads.
- Using college resources to operate or support a non-college related business.
- Use of college resources in a manner inconsistent with the college’s contractual obligations to suppliers of those resources or with any published college policy.

F. Violation of city, state, or federal laws:

- Pirating software, music, and images.
- Affecting or receiving unauthorized electronic transfer of funds.
- Disseminating child pornography or other obscene material.
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

When inappropriate use of computer resources occurs

The use of college resources is a privilege. The resources have always been, and will remain, the property of the college.

It is each user’s responsibility to promptly report any violation of this policy to the IT director. Reports of unauthorized use or misuse of computer resources will be investigated pursuant to standard college procedures. All illegal activities will be reported to local, state, or federal authorities, as appropriate, for investigation and prosecution. While the college desires to maintain user privacy and avoid the unnecessary interruption of user activities, the college, at the direction of the college president, reserves the right to investigate any suspected unauthorized or improper use of college resources (as described above). As directed by the college president, investigations may be initiated which could include the inspection of data stored or transmitted on the network. In the event that use is determined to be contrary to college policy or applicable law, appropriate measures will be taken. These measures may include, but are not limited to, permanent or temporary suspension of user privileges, deletion of files, disconnection from the TBCC network, referral to student or employee disciplinary processes, and cooperating with the appropriate law enforcement officials and government agencies.

Information on applicable laws and statutes

All users of the college computer and information resources are expected to be familiar with and to abide by college Policies, as well as local, state, and federal laws relating to electronic media, copyrights, privacy, and security.

In accordance with civil liability laws, persons found to have committed copyright infringement may be held liable for substantial damages and attorneys' fees. The law entitles a plaintiff to seek statutory damages of $150,000 for each act of willful infringement. In the cases filed by the riaa against students at Princeton, rpi, and Michigan Tech, the recording industry sued for damages of $150,000 for each recording infringed.

Copyright infringement also carries criminal penalties under the federal No Electronic Theft Act. Depending on the number and value of the products exchanged, penalties for a first offense may be as high as three years in prison and a fine of $250,000. TBCC is not the police; however, TBCC will cooperate with the law enforcement agencies when required.

As a condition of being granted internet and network access, employees of the college complete and sign a user agreement affirming an understanding and intention to abide by these acceptable use guidelines. A summary of these guidelines are also posted at various locations across campus where they are freely accessible by students and other non-employee users.

Questions relating to this policy

The examples of unauthorized use set forth above are not meant to be exhaustive. Whenever in doubt regarding an issue of questionable use, it is in the user's best interest to resolve the issue before pursuing any questionable use of college computing resources. Questions of appropriate use should be addressed to the IT department.

Copyright Permission Exceptions

Permission must be obtained from the copyright owner to copy, distribute, display or perform a copyrighted work unless its usage falls in one of the following exemptions.

Fair Use

To ensure a balance of the rights of copyright owners and the public interest, the law allows you to use copyrighted works without permission – regardless of medium – when evaluation of the circumstances suggests the use is fair.

This "fair use" provision of copyright law does not provide hard and fast rules to tell you whether a use qualifies as fair. Instead, the unique facts regarding a use lead you to a reasoned conclusion. There are four fair use factors that need to be considered in any fair use assessment. Examining the four fair use factors in some detail is helpful in assessing whether a particular use would be considered fair use by a court.

Fair Use Factors

1. PURPOSE AND CHARACTER: If your use is for teaching at a nonprofit educational institution, this is a factor favoring fair use. The scale tips further in favor of fair use if access is restricted to your students. However, nonprofit or noncommercial status does not guarantee application of fair use.
2. NATURE OF COPYRIGHTED WORK: Is the work fact-based, published or out-of-print? These factors weight in favor of fair use. The more creative the work, the stronger the copyright protection.
3. AMOUNT USED: Using a small portion of a whole work would weigh toward fairness. Sometimes it may be fair to use an entire work (such as an image) if it is needed for your instructional purpose.
4. MARKET EFFECT: A use is more likely to be fair if it does not harm the potential market for or value of the copyrighted work. Harm towards potential market for or value of can weigh more heavily against fair use than the other factors.

"To negate fair use," the Supreme Court has said that one need only to show that if the challenged use "should become widespread, it would adversely affect the potential market for the copyrighted work."

Consider each of these factors, but all of them do not have to be favorable to make your use a fair one. When the factors in the aggregate weigh toward fairness, your use is better justified. When the factors tip the scales in the other direction, your need to obtain permission from the copyright holder increases.

Face-to-Face Teaching Exemption

The Copyright Act permits the performance or display of copyrighted materials during face-to-face teaching activities without getting the author's permission. This exemption does not permit copying or distributing a work, only displaying or performing it within the confines of the face-to-face teaching environment.

Teach Act

The Technology, Education, and Copyright Harmonization (TEACH) Act amended the copyright law to extend the face-to-face teaching exemption to online provided that the following conditions are met.

1. The online instruction is mediated by an instructor.
2. The transmission of the material is intended for receipt by students enrolled in the course.
3. Measures have been employed to prevent "retention of the work in accessible form by recipients of the transmission… for longer than the class session."
4. Measures are in place that limit the transmissions of the material to students enrolled in the particular course and precludes unauthorized student retention and/or downstream redistribution "to the extent technologically feasible."
5. These parameters do not allow for entire hard copy textbooks to be digitized or materials that are produced by the copyright owner for online instructional sales.

6. Digitizing of analog works is permitted only if the work is not already available in digital form. These benefits are available to educators who comply with the many and diverse requirements of the copyright law.

Vaccination Policy

It is recommended that all students born on or after January 1, 1957 be appropriately immunized against measles, mumps, and rubella. It is recommended that all students be appropriately immunized against human papillomavirus, meningococcal disease, hepatitis B, tetanus, diphtheria, pertussis, influenza, varicella, polio, and hepatitis A in accordance with the recommendations of the Center for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). Students participating in practicum experiences in allied health, education, and early childhood education and intercollegiate sports are required to meet measles immunization requirements in community colleges.

Communication Policy

TBCC will use electronic communication methods to conduct official and legal college business. Students, faculty and staff are responsible to check their TBCC email and the TBCC student portal (MyTBCC) for information from the college.

Children on Campus

Children are defined as all persons under the age of 18 unless enrolled in a course.

A child on property owned or leased by the college must be enrolled in a course and/or under the direct supervision of the child's parent or guardian or college staff at all times.

Children of an enrolled student may not attend a course without the advance permission of the course instructor.

Children may not be present independently on property owned or leased by the college. College staff will take appropriate action, including, if necessary, the notification of law enforcement authorities, if a child is unattended on college property or in college facilities.

College staff, including instructors, may not bring children to their worksite except in the case of an emergency and with the permission of their supervisor.

Concerns regarding the presence of children on campus should be brought to the attention of the chief academic officer. TBCC Policy, Article No. 202.4

Animals on Campus

Animals in college buildings, classrooms, offices or grounds may cause health, safety, liability, sanitary, or custodial problems. Animals are permitted in college buildings if they are:

- Service animals that are specifically trained to perform tasks for students, staff or visitors with disabilities such as guiding people who are blind; alerting people who are deaf; pulling wheelchairs; alerting and protecting those who are having a seizure; or performing other special tasks. As defined by the ADA, animals whose function is to provide comfort or emotional support DO NOT qualify as service animals.
- Animals under the guidance and control of college staff for the purpose of research, instruction, or other endeavors related to the college mission.

Animals on college grounds shall be on leash or in a vehicle, and remain outside all buildings. Owners shall exercise responsibility for immediate clean up and proper removal of waste. TBCC policy, Article No. 202.5

General Disclosures

Affirmative Action

Tillamook Bay Community College subscribes to the terms of Title VI of Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 29 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, as well as laws of the state of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of race, religion, color, national origin, disability, sex, sexual orientation, age, height/ weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veterans status. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

Provisions

The Board agrees that the provisions of this policy statement shall be applied equally to all employees without discrimination as to race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or protected veterans.

Allegations

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of the TBCC Policy manual statement. Such complaints shall be processed through college affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318 Standards of Conduct.

Disclosure of Information Contacts

The Higher Education Act of 1998, as amended, requires disclosure of campus contacts for specific kinds of information to which students, prospective students, and employees may be entitled. TBCC provides this list with its admission materials, electronically, and in the Student Services Office. In addition, basic answers and contacts for further inquiry can be found on our website or elsewhere in this catalog.

Disclosure Statement

OAR 589.004.0400 authorizes TBCC to ask you to provide your social security number. The number will be used for reporting, research, and record keeping. Your number will also be provided to the State Department of Community Colleges and Work Force Development and the Oregon Community College Association. Oregon Department of Education gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research, and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and in other education programs.

The college may provide your social security number to the following agencies or match it with records from the following systems:

- State and private universities, colleges, and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Oregon Department of Education to provide reports to local, state and federal governments. The information is used to learn about education, training and job market trends for planning, research and program improvement.
- The Oregon Department of Revenue and collection agencies, only for purposes of processing debts, and only if credit is extended to you by the college.
- The U.S. Department of the Treasury, Internal Revenue Service, for the purpose of reporting tuition and related fees in compliance of the Tax Relief Act of 1997.
- American College Testing Services, if you take a placement test for educational research purposes.

Tillamook Bay Community College - Disclosure Statement

State and federal law protects the privacy of your records. Your number will be used only for the purposes listed above.

https://iq3.smartcatalogiq.com/catalogs/tillamook-bay-community-college/2018-2019/catalog/consumer-information/disclosure-statement[7/16/2026 8:21:11 AM]

Confidentiality

TBCC follows all applicable state and federal laws, rules and regulations that apply to student records. All information that is personally identifiable to any student will be kept confidential and will not be released, except upon prior written consent of the subject student or other order of a court of competent jurisdiction upon the lawful subpoena. Student information may be shared among college faculty and staff on an official (need to know) basis.

Students have certain rights with respect to student records under Public Law 93-380. These include:

- The right to inspect the educational records of the student.
- The right to challenge the accuracy of the records if they are believed to be misleading or to violate privacy or other rights of the student.
- Except as may be provided by law, the right to prevent the release of any or all information from the records to any other party. The college will not send transcripts or copies of other educational records to any other school, prospective employer, or other person without written request of the student.

Solomon Act

Federal law requires the college to provide student name, address, and telephone number to the military for recruiting purposes. If you would like your name withheld, call Student Services at (503) 842-8222 ext. 1100.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1. The right to inspect and review the student's education records within 45 days of the day the

College receives a request for access.

   a. Students should submit to the registrar, dean, or head of the academic department (or appropriate official) written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

   a. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Education; or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: **Family Policy Compliance Office,** U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Buckley Amendment

The Family Educational Rights and Privacy Act of 1974 (Statute: 20 U.S.C. 1232g; Regulations: 34CFR Part 99) also known as the Buckley Amendment is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. Certain directory information is excluded from this law and may be disclosed at the discretion of the college.

Directory Information

At its discretion Tillamook Bay Community College may provide Student Directory Information in

accordance with the provisions of the Family Education Rights and Privacy Act. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

The following directory information may be released by the director of student services or the chief academic officer at their discretion:

- Name
- Enrollment status
- Dates of previous enrollment
- Participation in officially recognized activities
- Date & type of certificate, degree, honors & awards received
- Address
- E-mail address
- Telephone number
- Pictures

Students may request that directory information not be disclosed by filing a restriction of directory information form, available in student services. The request to withhold information will remain in effect (even after you have stopped attending or have graduated from TBCC) until you request, in writing, that it be removed. Students who sign the request will not be listed in news releases concerning honor rolls, or in commencement related publications.

The college assumes that failure on the part of any student to specifically request the withholding of drectory information indicates individual approval of disclosure.

Student Right-to-Know

Graduation and Transfer Rates

TBCC's graduation rate, as reported to US Department of Education (pursuant to 34CFR 668.45) in the Graduation Rate Survey 2016, was 18%. This is the percentage of first time, full-time students who started college at TBCC in fall of 2013 and completed an intended degree here within three years, or 150% of the standard time. The successful transfer rate was 24% (not counting completers). Similar 2016 statistics for Oregon community colleges for all students as a whole had a graduation rate of 20%, and a transfer rate of 21%. TBCC's four- year averages graduation rate is 25%, compared to an Oregon average of 24%.

Annual Security Report

TBCC reports annual crime statistics in compliance with Section 485(f) of the Higher Education Act of 1965, otherwise known as the Clery Act. The Annual Campus Safety and Security Survey may be found on the TBCC website. For further details you may contact the Director of Human Resources, Facilities, and Safety at (503) 842-8222, ext. 1020.

SAVE Act Policies and Procedures

Campus Security Service

In accordance with its policy Tillamook Bay Community College and its Board prohibits discrimination, harassment, or acts of bodily injury to any person in which the victim is intentionally targeted because of the actual or perceived race, religion, color, national origin, disability, sex, sexual orientation, age, height/weight ratio, marital status, gender, gender identity, organizational affiliation, political affiliation or veterans status. In addition, Tillamook Bay Community College prohibits sexual assault, domestic violence, dating violence and stalking.

The office of facilities, human resources and safety, is responsible for all safety activities on campus and will provide appropriate assistance as needed. All Tillamook Bay Community College employees have the authority to ask persons for identification and to determine whether individuals have lawful business at TBCC. Criminal incidents are referred to the Tillamook Police Department who has jurisdiction on the campus.

For the purpose of campus security policies, all criminal actions occurring on campus property will be investigated by the Tillamook Police Department, including sex offenses. TBCC maintains a highly professional relationship and works closely with Tillamook Police when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, as deemed necessary. Tillamook Police Department regularly cruises the campus both during operational hours and after hours. They can be reached at (503) 842-2522. General facilities questions may be answered by the Director of Facilities, Human Resources, and Safety, Pat Ryan (503) 842-8222 ext. 1020 (office) or (503) 812-6404 (cell).

Crime Reporting

All employees, students, community members, crime victims and witnesses are strongly encouraged to immediately report crimes and campus safety related incidents occurring on property owned, leased, or otherwise controlled by TBCC to college authorities and the appropriate local law enforcement

agency depending on where the crime/incident occurs. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics**. To report an emergency dial 911** or Campus Safety at extension 1020 using any phone on campus. After receiving your call, Campus Safety will take the necessary action required to respond to the specific situation such as calling police, fire, or ambulance. All information of criminal actions will be forwarded to Tillamook Police Department.

To report a non-emergency, security or public safety related matter, call The office of facilities, human resources, and safety at (503) 842-8222 ext. 1020. Tillamook Police may be reached at (503) 842-2522.

An Incident Report should be completed and returned to the director of facilities, human resources, and safety in Room 122 within 24 hours of an incident. Incident Report forms are available on the TBCC website; Campus Safety page. Campus safety requires the combined efforts of staff, students and the community. Do your part by immediately reporting suspicious behavior, activity, or crimes to the director of facilities, human resources, and safety. Any suspicious activity or person seen in parking lots, or on campus, should be reported to Tillamook Police at 911 or (503) 842-2522 (non-emergencies), or Campus Safety at extension 1020. Criminal offenses may also be reported to one of the following authorities on campus who will in turn contact Tillamook Police Department or the appropriate local law enforcement.

Campus Safety	Pat Ryan	(cell) 503-812-6404 (office) 503-842-8222 ext.1020
Director of Student Services	Rhoda Hanson	(office) 503-842-8222 ext. 1110

TBCC encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Violations of the law will be referred to Tillamook Police and when appropriate, to the director of student services or the director of facilities, human resources and safety for review.

It is a victim's right to choose whether or not to notify and seek assistance from law enforcement or campus authorities as described above, but is highly encouraged to do so.

Obtaining Sex Offender Information

Under current Oregon law, sex offenders information can be obtained through the State of Oregon Sex Offender Inquiry System at http://www. oregon.gov/OSP/SOR/

Information on offenders registered in Tillamook County can be obtained also from the Tillamook County Community Corrections website at http://www.tillamooksheriff.org/

Emergency Notifications

The TBCC Emergency Notification System will be used to communicate messages to segments of or to the entire TBCC population as quickly as possible after confirmation is made that a legitimate

emergency or dangerous situation exists. The use of this system during a declared campus state of emergency must be authorized by TBCC's Office of the President, or designee.

Emergency notifications/timely warning may include but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, and hazardous spills affecting the entire campus
- Building evacuations and lock downs affecting the entire campus
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency

Emergency notifications are sent out via the TBCC website and FlashAlert which sends to devices selected by the recipient. TBCC users will be directed to evacuate the building if required via notification by email, landline phone, or cell phone. The Emergency Notification System is based on requests only from authorized personnel. Messages conveyed through the TBCC Emergency Notification System will include specific information regarding evacuation, building lock downs, and other pertinent information directly related to student and staff safety. Contact Campus Safety (503) 842-8222 ext. 1020, to provide any information you may have about an emergency.

Weather closures or other emergency closures are recorded on (503) 842-8222 ext. 1100, TBCC website, and FlashAlert.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the president or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail, voice mail, and FlashAlert emergency notification system to students and staff, as is deemed appropriate, excluding victim names to ensure confidentiality.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, hard copy notices may be posted in campus classrooms and in other prominent locations on campus. Timely warnings may include the following information:

- Information about the incident that triggered the warning
- Date, time and location of the incident
- Suspect information & description (if applicable and available)
- Who to contact at TBCC to report additional information about the crime to (usually Campus Safety at 503-842-8222 ext. 1020)
- Anyone with information warranting a timely warning should report the circumstances to Campus

Safety at (503) 842-8222 ext.1020 or in person to the Campus Safety Office in Room 122 of the main campus located at 4301 Third Street, Tillamook. Campus Safety will send a timely warning to the campus.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention and Response

TBCC prohibits sexual assault, domestic violence, dating violence & stalking. Sexual Assault is defined as any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by:

1. a current or former spouse or intimate partner of the victim,
2. a person with whom the victim shares a child in common,
3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence means violence committed by a person:

1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
    a. the length of the relationship;
    b. the type of relationship; and
    c. the frequency of interaction between the persons involved in the relationship.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Although the State of Oregon does not define "consent" in reference to sexual activity, below are boundaries to adhere to when engaging in sexual activities:

- Both parties show a clear and mutual understanding of exactly what they are consenting to.
- There is no coercion, force, threats, intimidation, or pressuring.
- Both parties express in words or actions a clear willingness to do the same thing, at the same

time, in the same way, with each other.

- **Silence does not equal consent.**
- Consent is not indefinite and consent may be withdrawn at any time. At any time sexual activity must cease unless and until additional effective consent is given.

If you are a survivor of domestic violence, dating violence, stalking, or a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. TBCC strongly advocates that a survivor of the above crimes report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Any of the crimes listed above should be reported directly to one of the following:

1. Call Tillamook Police by dialing 911
2. You may also contact Campus Safety by using one of the emergency phones located in classrooms and throughout the campus and dialing 1020. After receiving your call, Campus Safety will take the necessary action required to respond to the specific situation.

In the event a survivor is unable to report a sexual assault, domestic violence, dating violence or stalking crime, TBCC Safety will ensure that the survivor has available the necessary care deemed appropriate. TBCC Safety will also work with the appropriate law enforcement agency to ensure accurate and prompt reporting of the incident.

Filing a report with the above staff will not obligate the victim to prosecute; however, this will result in Campus Safety filing a report with the Tillamook Police Department.

Filing a police report will ensure that:

1. a survivor of sexual assault receives the necessary medical treatment and tests (at no expense to the survivor) providing the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a survivor of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
2. assure the survivor has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

If an offense occurs, these services are available for survivors:

Counseling & Survivor Advocacy:	
Tillamook County Women's Resource Center	503-842-9486
Tillamook Family Counseling Center	503-842-8201
Tillamook Department of Human Services	503-842-4453
National Domestic Violence Hotline	**1-800-799-7233**
Health Care:	

Tillamook County Health Department	503-842-3922
Tillamook Regional Medical Center	503-842-4444
Mental Health:	
Tillamook Family Counseling Center	503-842-8201

It is a survivor's right to choose whether or not to notify and seek assistance from law enforcement or campus authorities as described above, but is highly encouraged to do so.

Students or employees who report they have suffered sexual assault, domestic violence, dating violence or stalking shall be provided with a written explanation of their rights and options at the time of an incident. They will receive written notification of available counseling, health, mental health, victim advocacy, and other services which may be available—whether they are part of the on-campus community or live in the community.

The college will change a survivor's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available regardless of whether the survivor chooses to report the crime to Campus Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.

Bystander Assistance Guidelines

If you are a bystander to a domestic violence, dating violence, sexual assault or stalking incident, in order to try to prevent harm or intervene during such an incident, you should immediately call Tillamook Police at 911 or Campus Safety (Dial 1020 from any campus phone or 503-842-8222 ext.1020). If you witness something that does not look or sound right, don't hesitate to call. Even if the situation resolves before police or campus personnel arrive, it still needs to be documented. If, on the other hand the situation continues to escalate, police or Campus Safety needs to be notified as soon as possible. Do not get yourself involved in a suspicious or threatening situation; immediately call and indicate that it is an emergency.

Recognizing Abusive Behavior

Domestic violence and abuse can happen to anyone. If you or if you suspect someone you know suffers abuse, contact Tillamook Police, Campus Safety, or the director of student services.

Tactics abusers may use towards victims can include the following:

- Blaming the victim or others and making the victim feel it is the victim's fault for the abuser's violent behavior. Many abusers also deny that the abuse even occurred.
- Dominating the relationship including making all decisions, treating you like a child or his/her property.
- Intimidating the victim by using threatening looks or gestures. May also include smashing/breaking

things in front of victim. May show victim weapons abuser has, implying that there will be violent consequences.

Abusers are selective about whom they will abuse. They have the power to stop their abusive behavior, but choose not to do so unless it suits their purposes. They are also selective about the type of physical abuse they inflict so that it is on body parts that will not show.

If you suspect that someone you know is being abused, call Tillamook Police, Campus Safety or the director of student services. By speaking with the police or designated TBCC staff, they will be able to offer help to victims of abuse. If you are being abused, please contact any of the above staff. There is help and resources available to support you in this process.

Students or staff who have orders of protection, no contact orders, restraining orders, or similar lawful orders are encouraged to contact Campus Safety or the director of student services who will then be better able to respond in the event of an incident..

Victim's Rights

A student or employee who reports to TBCC that they suffered domestic violence, dating violence, sexual assault, or stalking incident, whether or not the offense occurred on or off campus, will be provided with a written explanation of victim rights outlining the following:

- Possible sanctions or protective measures that may be imposed following the final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.
- Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking incident has occurred including:
    - evidence preservation;
    - to whom to report the alleged offense;
    - notification of proper law enforcement authorities, including local police;
    - assistance available from campus authorities in notifying law enforcement;
    - declination of notifying authorities;
    - orders of protection, no contact orders, restraining orders, or similar lawful orders.

Procedures for TBCC disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, including:

- prompt, fair, impartial investigation/resolution;
- training officials have received who conduct investigations/hearing;
- accuser and accused rights, including:

    - who may accompany either party to meetings/proceedings;
    - being simultaneously informed of outcomes that include:
        - appeal procedures
        - changes in hearing results prior to finalization of results;
        - when results become final.

Information about how TBCC will protect the confidentiality of survivors, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by the law.

Notification to victims about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims, both on campus and in the community.

If requested, options and assistance for changing academic situations may be available.

Standards for Investigation & Disciplinary Action in Alleged Sex Offenses, Domestic Violence, Dating Violence & Stalking

TBCC disciplinary action in cases of domestic violence, dating violence, sexual assault or stalking shall be prompt and fair, with an impartial investigation and resolution. Conduct hearings shall be conducted by the director of facilities, human resources, and safety; and director of student services who have been trained on issues related to these crimes and how to conduct a hearing process that protects the safety of victims and promotes accountability. The standard of evidence used during conduct proceedings will be a reasonable preponderance of evidence gathered during the investigation of an incident.

In cases of alleged offenses, both accuser and accused are entitled to have others present during a conduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Both accuser and accused will be simultaneously informed in writing of the outcome of any campus conduct hearing brought alleging any of the above offenses.

Sanctions

The College Board has directed the college president, pursuant to ORS 341.290 to establish administrative rules to govern the college and its students, and to administer disciplinary action. Sanctions TBCC may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, and forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking are outlined in the Student Code of Conduct and may include but are not limited to:

- Disciplinary probation - A verbal or written warning by the appropriate College Administrator.
- Temporary exclusion - Removal from classes or privileges, for a specified period of time.

- Expulsion - Termination of student status
- Temporary or permanent trespassing from Campus or specific Facilities

Upon written request, TBCC will disclose to the alleged victim of the above crimes the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, TBCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

All college-related criminal actions, including sex offenses, domestic violence, dating violence, and stalking are reported to Campus Safety and are investigated in cooperation with Tillamook Police.

The college will change a victim's academic situation after an alleged offense listed above, if requested by the survivor and the changes are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations. In the event the accused or the survivor wants to appeal the results of a disciplinary proceeding, they may contact the chief academic officer.

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Course Descriptions

TBCC offers a mix of lower division credit and career technical education courses. Course prefixes for LDC and CTE courses are listed below (for example, all courses in Biology start with the "BI" prefix, while all courses in Business Administration start with the "BA" prefix. Note that courses numbered below 100 are not usually transferable. Check with a career education advisor to determine what courses apply to your degree.

Lower Division Collegiate (LDC) Course Codes

ART:	Art
BA:	Business Administration (except BA 255)
BI:	Biology
CG:	Career Guidance & Student Success
CH:	Chemistry
COMM:	Communications
EC:	Economics
ENG:	English
FN:	Foods & Nutrition (only 225 & 270)
G:	Geology
GEO:	Geography
GS:	General Science
HE:	Health
HST:	History
LIB:	Library
MTH:	Mathematics
MUS:	Music
PE:	Physical Education (except PE 10)
PHL:	Philosophy
PHY:	Physics
PS:	Political Science
PSY:	Psychology
SOC:	Sociology
SPA:	Spanish
WR:	Writing

(Only course numbers 100-299 are LDC at TBCC)

Career and Technical Education Courses (CTE)*

AG:	Agriculture
ANS:	Animal Science
APR:	Apprenticeship
CAS:	Computer Applications
CJA:	Criminal Justice
DRF:	Drafting
ELT:	Electrical Trades
EMS:	Emergency Medical Technician
ESR:	Environmental Studies
FN:	Foods and Nutrition
FOR:	Forestry
FST:	Food Science Technology
FW:	Fish & Wildlife
GT:	Green Technology
HORT:	Horticulture
IMT:	Industrial Maintenance Technology
LEAD:	Leadership
MCH:	Machine Manufacturing Technology
MP:	Medical Professions
NAT:	Natural Resources
SOIL:	Soil Science
WLD:	Welding Technology

*Many career and technical courses are applicable to the baccalaureate degree. Check with the BA/BS-granting institution.

AG - Agriculture

AG 101 - Orientation to Agricultural Careers (1)

This course provides an exploration of career opportunities in agriculture and natural resources. Students will have the opportunity to become aware of professional engagement opportunities within the fields and will begin developing an idea of what opportunities are available both on and off campus.

AG 111 - Computers in Agriculture (3)

Agriculture examples and problems utilized as a basis for the material in this course. Provides hands-on experience in the areas of word processing, e-mail, spreadsheets, data base, presentation and web site development.

AG 200 - Agricultural and Food Management (4)

This course is focused on economic and business principles applied to the management of firms in agricultural and food industries, including farms, ranches and nurseries, agricultural input suppliers, packers, shippers, processors and food manufacturers and distributors; firm-level goal-setting, information management and financial analysis. Recommended: RDWR 115 and MTH 70, or placement above these levels, and EC 201.

AG 201 - Agricultural and Food Marketing (3)

Organization and functions of agricultural and food markets both domestic and international; market channels and supply chains for various agricultural commodities and food products; role of agribusiness, cooperatives, and government in marketing decisions. Recommended: RDWR 115 and MTH 70, or placement above these levels, and EC 201.

AG 211 - Survey and Construction (3)

Land measurement and leveling as applied to agricultural uses. Concrete and agricultural building construction including the use of construction power tools, selection of materials and cost estimating.

AG 221 - Metals and Welding (3)

Practices of metal working including the use of metal working machines, metal identification, heat treating and metal properties. Fabrication of metals including arc and oxy-acetylene welding and cutting. Additional supply may be required.

AG 225 - Organic Waste Management (2)

Management and treatment of animal manure and organic waste, i.e., bio-waste. Provides insight and hands-on experience in the functionality of environmental technologies for the treatment of bio-waste.

AG 280 - Cooperative Education in Agriculture (3)

Students earn credit for learning from practical experience at a worksite related to their major or career goal. Appropriate work experiences provide opportunities for new learning and skill development.

ANS - Animal Science

ANS 121 - Introduction to Animal Science (4)

Principles of breeding, physiology, nutrition and management as they apply to modern livestock and poultry production.

ANS 215 - Beef/Dairy Industries (3)

Introduction to beef and dairy industries; history, current industry status, and demonstration and practice of basic husbandry skills. Prerequisite: ANS 121.

ANS 220 - Introductory Horse Science (3)

Provides a broad view of equine science, including evolution, general health, behavior and nutrition, form to function, current industry information and general management. Recommended: RDWR 115 and MTH 70, or placement above these levels.

ANS 230 - Dairy Cattle Evaluation (3)

Phenotypic evaluation of dairy cattle in relation to the productive life of the animals as well as efficiency and the economic impact on dairy producers. Labs consist of students spending time cow-side evaluating animals via knowledge gained from lectures. Cow anatomy will be mastered, value of type traits will be learned, differentiation of dairy breeds will be understood, and oral presentation skills honed. Prerequisite: ANS 121. Recommended ANS 215.

ANS 231 - Livestock Evaluation (3)

Visual appraisal of market and breeding classes of beef cattle, sheep, and swine. Live animal and carcass comparisons. Prerequisite: ANS 121. Recommended: ANS 215, ANS 230.

APR - Apprenticeship

APR 100 - Exploring Trades & Apprenticeship (1)

Explores career opportunities within the Trades. Includes traditional careers and new opportunities in fields such as Renewable Energy and Sustainability. Introduces resources for assisting students in identifying skills needed to succeed in these fields.

APR 102 - Industrial Safety (OSHA) (3)
APR 105 - Industrial Safety (OSHA) (4)

Provides an introduction to the essential skills needed to maintain safety in industrial workplaces. Includes information regarding general accident prevention

APR 106 - Hand Tool Safety (1)

Develops understanding of the hand tools and power tools used in the construction trades. Identifies commonly used hand/power tools, selecting the correct tool to complete assigned projects and working in a safe and competent manner. Emphasizes safety and care of tools.

APR 108 - Rigging, Lifting and Safety Inspection (3)

Provides instruction in fundamental rigging skills, including industrial knots, rigging calculations, rigging and hand signals, gear selection, overhead crane operation, and lift operation. Inspection, safety, and practical applications are stressed.

APR 109 - Industrial Hydraulics I (3)

Provides instruction in reading and developing an understanding of hydraulic theory, analysis of fundamental hydraulic schematics, troubleshooting common hydraulic problems and maintaining hydraulic systems used in a variety of production applications.

APR 111 - Shielded Metal Arc Welding (E7024) (4)

Covers uses, safety, nomenclature, equipment operation, set-up and shutdown procedures and welding- related math and science for Shielded Metal Arc Welding and Oxy-acetylene Cutting.

APR 118 - Bearings, Seals and Lubrication (3)

Provides an introduction to bearings, seals, and lubrication types and techniques used in industry to develop skills in diagnosis, inspection, and repair of moving parts.

APR 121 - Introduction to Electricity and Circuits (3)

Covers general atomic theory, electron flow in conductors, calculation of Ohms law when determining the values of voltage, current, resistance and power in series, parallel and combination electrical circuits. Covers sizing and the application of conductors and the concept of Voltage Drop in electrical circuits. Additional supply fee may be required.

APR 122 - AC/DC Motor Principles (3)

Covers the basic principles of alternating current, direct current, and electromagnetism as applied to generators, and alternating current and direct current motors, including the concepts of inductance, inductive reactance, capacitors, capacitive reactance. and their effects upon alternating current circuits. Prerequisite: APR 121. Additional supply fee may be required.

APR 123 - AC Theory for Motors/Transformers (4)

Focuses on alternating current power distribution, transformers, motors, storage cells, solid state semiconductor devices, and Delta/Wye three phase motor winding connections as applied to the heavy industrial environment. Prerequisite: APR 122. Additional supply fee may be required.

APR 124 - Electrical Systems Operations (3)

Covers use of alternating current measure instruments, test equipment, advanced motor theory, blueprint reading, electrical related materials, AC systems, advanced transformer theory, lighting, grounding and bonding, contractors, relays and general installation requirements to meet code specifications. Prerequisite: APR 123. Additional supply fee may be required.

APR 125 - Electrical Circuits Wiring Methods (3)

Covers residential and commercial lighting, fixtures, and ballast in detail. Includes conductor selection, overcurrent, protection, motor maintenance, calculations, controls, troubleshooting, services, construction upgrades, wire methods, tagout, lockout and appliances. Covers series, branch, and parallel circuits in detail, and the basic use of a multimeter to check for voltage, current, and resistance. Prerequisites: APR 124. Additional supply fee may be required.

APR 126 - Electrical Systems Installation/NEC (3)

Covers standby electrical systems, temporary electrical services, fire alarm systems, specialty systems, advanced controls, heat tracing, freezing protection, installation practices, and what constituties a low voltage and limited energy circuit as per the NEC and the requirements for each. Prerequisites: APR 125. Additional supply fee may be required.

APR 127 - Basic Programmable Controllers (PC's) (2)

Develops the student's understanding of the complete operation of a variety of programmable controllers. The applications, operations, and programming of P.C.s are the areas of study with the main emphasis on programming (computers will be used as programmers). This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes.

APR 128 - Intermediate Programmable Controllers (2)

Presents advanced features of programmable controllers, including designing, monitoring, and editing programs with practical hands-on experience. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes.

APR 129 - Blueprint Reading (4)

Covers the language of blueprints including lines, views, dimensioning, print organization, welding symbols and structural shapes.

APR 130 - Applied Industrial Technology Mathematics (4)

Provides exposure to practical math most commonly encountered in industrial settings. Concepts covered will include: fractions, decimals, units, conversions, measurements, using equations to calculate area and volume, basic algebra and trigonometry. Utilizes real-world scenarios that require application of gained math skills in order to find a solution.

APR 134 - Manufacturing Processes I (4)

Technical elective course in the Associate of Applied Science Degree in the machine Manufacturing Technology program. An introductory course in material removal operations emphasizing drilling, milling and lathe processes with emphasis on production speeds and feeds.

APR 200 - Pumps and Valves (3)

Provides instruction in how to troubleshoot and maintain industrial pumping systems. Content includes alignment procedures, rebuild methods, installation of packing and seals for pumps and valves and selecting pumps for specific applications.

APR 201 - Electrical Motor Controls (2)

Provides knowledge and skills needed to design, install, maintain, service and troubleshoot electric motors. Focuses on the operation and installation of control systems, specifically motor starters and controllers. Electromagnetic controls, motors and transformers will also be covered. Lab activities will utilize electrical test equipment to analyze electric motor control malfunctions. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. APR 201 and ELT 201 cannot both be taken for credit. Prerequisite: APR 121.

APR 205 - Introduction to Pneumatics (2)

Provides an introduction to operating a pneumatic system, including maintenance and rebuilding procedures. Analysis of pneumatic schematics is included.

APR 209 - Pipefitting (3)

Examines the essential operations to assemble and maintain piping and other mechanical systems. Practical applications are stressed in this course.

APR 210 - Proportional Hydraulics (3)

Examines the industrial applications of proportional hydraulics theory, application, troubleshooting, and repair of these advanced hydraulic applications.

APR 221 - Advanced AC Circuitry (3)

Includes the theory of alternating current and power. Also includes alternating current, resistance in AC circuits, inductance and inductive reactance, capacitance and capacitive reactance, power factor correction, power in AC circuits, vector analysis and three phase connections and calculations. Prerequisites: APR 124. Additional supply fee may be required.

APR 222 - Hazardous Locations (3)

Includes introduction to hazardous locations, Class I, II, III installations, commercial garages-repair and storage, aircraft hangers, gasoline dispensing and service stations, bulk storage plants, finishing processes and health care facilities. Prerequisite: APR 221. Additional supply fee may be required.

APR 223 - Motor Control Operations (3)

Reviews basic motor controls and progresses to moderately complex machine controls. Includes fundamentals of motor control, control of motor starting, control components, programmable controllers, pilot devices, control circuit diagrams, solid state logic and diagrams, development of control circuits and troubleshooting electrical controls. Prerequisite: APR 222. Additional supply fees may be required.

APR 224 - Electrical Code/Level 1 (4)

Emphasizes the use and understanding of the National Electrical Code. Assists plant maintenance electricians in preparing for the state electrical exam. Topics include grounding, motors, wiring methods, overcurrent protection, branch circuits, calculations, feeders and specialty codes. Prerequisite: APR 223. Additional supply fee may be required.

APR 225 - Electrical Code/Level II (4)

Emphasizes the use and understanding of the NEC. Topics include cable, raceway, busway, cablebus, switches, panel boards, lighting, heating equipment, transformers and the taking of practice exams. Prerequisites: APR 224. Additional supply fee may be required.

APR 226 - Electrical Code - Level III (4)

Emphasizes the use and understanding of the NEC. Topics include code articles, OARs, supplemental code reference materials, calculations and practice exams. Completion of the series prepares the student apprentice to become a licensed Manufacturing Plant Electrician Journey person. Prerequisite: APR 225. Additional supply fee may be required.

APR 229 - Techniques of Preventive Maintenance (3)

Examines the development and implementation of a preventive maintenance program using proven actions and procedures and common computer software. Provides instruction in concepts of quality, value, industrial standards, and "lean manufacturing" methods involving the improvement of industrial efficiency and production. Also covers the use of statistical process control to improve maintenance and production processes.

APR 230 - National Electrical Code I (3)

Instructs the electrical professional where and how to find required information in the NEC book, demonstrating how the various articles work together to provide complete information on a subject. Most code articles (90 through 450) will be explained in detail. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Additional supply fees may be required.

APR 231 - National Electrical Code II (3)

Prepares electricians for state examination as prescribed by Oregon State Building Codes Division. Includes code explanations and applications. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Additional supply fees may be required.

ART - Art

ART 101 - Understanding Architecture (4)

Introduces aesthetic, historical, and critical issues of architecture. Presents buildings, gardens, fountains, malls and public spaces in terms of experiencing, appreciating and understanding roles of architecture in the urban world and as reflections of human interaction with the socio- political and physical environment. The series 101, 102, 103 may be taken in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required

ART 102 - Understanding the Visual Arts (4)

Introduces aesthetic, historical, and critical issues of the visual arts. Presents aspects of drawing, painting, sculpture and craft in terms of experiencing, appreciating and understanding their roles in our lives. The series ART 101, 102, 103 may be taken in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required.

ART 103 - Understanding New Media Arts (4)

Introduces aesthetic, historical, and critical issues of new media arts and design. Presents aspects of printmaking, photography, graphic design, video, film, performance, installation, and other forms of time-based art in terms of experiencing, appreciating, and understanding their roles in our lives. The series ART 101, 102, 103 may be taken in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required.

ART 115 - Basic Design - 2D Foundations (3)

Introduces two dimensional black and white foundations with studio experience centered on creative problem solving. Develops perceptual awareness and understanding. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques, and projects to explore black and white design concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, and,117 may be taken in any sequence. Additional supply fee may be required.

ART 116 - Basic Design-Color Foundations (3)

Introduces color foundations with studio experience centered on creative problem solving. Develops perceptual awareness and understanding. Establishes critical skills and personal artistic vision. Investigates a broad range of materials, techniques, and projects to explore color design concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, and 117 may be taken in any sequence. Additional supply fee may be required.

ART 117 - Basic Design-3D Foundations (3)

Three-dimensional foundations with studio experience centered on creative problem-solving, developing perceptual awareness and understanding, and establishing critical skills and personal artistic vision. Uses a broad range of materials, techniques, and projects to explore three-dimensional design concepts with reference to historical and contemporary perspectives. Basic Design series 115, 116, 117 may be taken in any sequence. Additional supply fee may be required.

ART 131 - Introduction to Drawing (3)

Explores basic perceptual drawing techniques and tools as well as the development of the language of drawing in historical and contemporary contexts. Develops critical skills for sighting, measuring, designing, and constructing in drawing. May be taken three times for credit. Additional supply fee may be required.

ART 181 - Painting I (3)

Explores basic studio painting techniques, materials, and concepts while addressing historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Recommended: ART 116. Additional supply fee may be required.

ART 198 - Special Topics in Art (1)

A variable topics course offering special classes and workshops in art and in art history. Course affords novel opportunity to explore out-of-the-ordinary skills, themes, and subjects including art travel. Additional supply fee may be required.

ART 204 - History of Western Art I (4)

Examines visual art and architecture as a reflection of human interaction with the socio- political and physical environment of a particular era. Objectives center on viewing, analyzing, and comparing many art forms in a historical context, and covers the Paleolithic, Ancient Near Eastern, and Aegean cultures, beginning about 30,000 BCE. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

ART 205 - History of Western Art II (4)

Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing, and comparing many art forms in a historical context, and covers Late Antiquity, Early Christian, and Medieval periods, beginning about 500 BCE. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

ART 206 - History of Western Art III (4)

Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment. Focuses on viewing, analyzing, and comparing many art forms in an historical context, and covers the Renaissance and Baroque periods, beginning about 1300 CE. Prerequisites: RDWR 115, and MTH 20 or placement above these levels.

ART 210 - Women in Art (4)

Covers the work of women artists from antiquity to the present. Examines works of the most important women artists from each period in relation to the changing roles of women in society and to the canon of art history. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

ART 212 - Modern Art History - Early 20th Century (4)

Explores early 20th century revolutions in science and technology, psychology and philosophy. Examines visual art and architecture as a reflection of human interaction with the socio-political and physical environment, and to gain insight into our modern world. Focuses on viewing, analyzing, and comparing many art forms in a historical context. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

ART 231 - Drawing (3)

Deepens basic perceptual drawing techniques and tools as well as the understanding of the language of drawing in historical and contemporary contexts. Further develops critical skills for sighting, measuring, designing, and constructing in drawing. Prerequisite: Three terms of ART 131 or instructor permission. May be taken three times for credit. Additional supply fee may be required.

ART 270 - Printmaking (3)

Explores printmaking processes, techniques, and concepts while addressing historical and contemporary issues. Develops creative problem solving by utilizing monoprints, relief and basic intaglio processes. Includes critiques, discussions, and presentations to establish critical skills necessary to evaluate prints, explore artistic intent, examine aesthetic and structural solutions, and expand perceptual awareness. This is the first course of a two-course sequence. Recommended: ART 115, 116 and 131. May be taken three times for credit. Additional supply fees may apply.

ART 279 - Experimental Media (3)

Students introduced to and explore ways of seeing and creating that acknowledge personal artistic intentions. Studio experience examines various 2-D and 3-D experimental media and processes used to develop and encourage creative problem solving. The conceptual framework for critical analysis is structured with regard to contemporary and historical art making. Course intended for students willing to formulate their own artistic directions. May be taken 3 times for credit. Additional supply fee may be required.

ART 281 - Painting II (3)

Explores ways of seeing and elaborates on developed painting techniques, materials, and personal practice while relating to historical and contemporary issues. Presents a conceptual framework for critical analysis along with basic art theory. Prerequisites: Three terms of ART 181 or instructor permission. May be taken three times for credit. Additional supply fee may be required.

ART 284 - Water Media I (3)

Explores basic studio watercolor painting techniques, materials, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with basic art theory. May be taken three times for credit. Recommended: ART 131. Additional supply fee may be required.

ART 287 - Water Media II (3)

Explores intermediate and more advanced studio watercolor painting techniques, materials, personal practice, and concepts while addressing historical and contemporary issues to increase visual literacy. Presents a conceptual framework for critical analysis along with advanced art theory. Prerequisite: Three terms of ART 284 or instructor permission. May be taken three times for credit. Additional supply fee may be required.

BA - Business Administration

BA 101 - Introduction to Business (4)

Surveys the field of business including topics such as management, finance, marketing, production, operations, global business, small business, and other areas of general business interest. Recommended: RDWR 115 and MTH 20 or placement above these levels.

BA 111 - Introduction to Accounting (3)

Presents double-entry accounting as related to service and merchandising business. Covers accounting cycle, including journaling, posting to the general ledger, preparation of financial statements, petty cash, bank reconciliations, combined journals, special journals, and payroll. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 114 - Financial Survival (1)

Provides basic information and strategies to empower individuals to make positive decisions about funding their education and establishing control over their financial lives, leading to financial independence and reduced life stress. Topics include student financial aid and funding college, budgeting, wise use of credit, controlling debt, basic financial planning, effective financial decision making, and avoiding financial mistakes and pitfalls. BA 114 and CG 114 cannot both be taken for credit. Prerequisite: RDWR 90 and MTH 20 or placement above these levels.

BA 120 - Project Management Fundamentals (3)

Foundational course in project management. Students gain a thorough grounding in project management principles and techniques, including project life cycle, chartering, stakeholder management, work/ task breakdown, network diagram and critical path, contingency planning, resource allocation, and project monitoring and reporting. Prerequisites: RDWR 115 and MTH 20 or placement above these levels. Recommended: BA 101.

BA 131 - Introduction to Business Technology (4)

Explores computer concepts and the use of information technology in business organizations including the use of word processing, spreadsheet, and presentation software. Includes introduction to hardware, software, databases, system development, and tools that businesses use for communication and collaboration. Recommended: RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 150 - Introduction to Entrepreneurship (3)

Introduces students to the process for launching a business by providing a learning combination of classroom sessions and real-world experiences. The ultimate goal is to prepare individuals to launch a real business. Recommended: RDWR115, and MTH 20 or placement above this level.

BA 177 - Payroll Accounting (3)

Learn fundamental skills and basic knowledge in the area of business payroll. The focus of this course is primarily in payroll and personnel record keeping. Includes calculation of gross pay using various methods, Social Security and Medicare taxes, federal and state income taxes, federal and state unemployment taxes, journaling and posting payroll entries, and completing various federal and state forms. Prerequisites: BA 111 or BA 211 or instructor permission. Recommended: MTH 20 and computer experience.

BA 203 - Introduction to International Business (3)

Explores processes of international trade, whether the company is an importer, exporter, or a multinational firm. Forms a basis for further study and specialization in the international business field. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 205 - Business Communication (4)

Introduces students to prevalent practices for written and oral business communication by exploring the message delivery, audience, communication process development, and specific forms of communication methods. Explores the use of current technology, library sources, and internet resources to collect, create, revise, and design business documents such as letters, memos, e-mail, minutes, instructions, reports, and resumes. Recommended: RDWR 115 and MTH 20 or placement above these levels; BA 131; CAS 133.

BA 206 - Management Fundamentals (3)

Introduces business management theory, including the basic functions of planning, organizing, leading, and controlling as well as factors contributing to change in current management approaches. Recommended: RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 207 - Introduction to E-Commerce (4)

Presents concepts and skills for the strategic use of e-commerce and related information technology from three perspectives: business-to-consumers, business-to-business, and intra-organizational. Examination of e-commerce in altering the structure of entire industries, and how it affects business processes including electronic transactions, supply chains, decision making and organizational performance. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 208 - Introduction to Nonprofits and Philanthropy (4)

Surveys the role of the nonprofit and voluntary organizations in American society including the history, theory, and challenges of the third sector. Includes a service learning project where students serve as philanthropists to their local community. Recommended: BA 101. Prerequisites: RDWR 115 and MTH 20 or placement above these levels

BA 211 - Principles of Accounting I (3)

Introduces financial accounting theory, including the accounting cycle, analysis and recording of transactions, and reporting financial information in accordance with generally accepted accounting principles. Recommended: MTH 60, MTH 60Z or MTH70 and BA 111. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 212 - Principles of Accounting II (3)

Continues the presentation of accounting fundamentals introduced in BA 211. Introduces statement of cash flows and financial statement analysis. Prerequisite: BA 211.

BA 213 - Managerial Accounting (4)

Covers accounting information from management perspective for planning, performance evaluation, and for decision making purposes. Includes cost concepts, product costing, cost-volume-profit relationships, profit planning, variance analysis, responsibility accounting, and capital budgeting. Prerequisites: BA 211.

BA 214 - Lean Manufacturing and Process Control (3)

Provides instruction in concepts of quality, value, industrial standards, and "lean manufacturing" methods involving the improvement of industrial efficiency and production. Also covers the use of statistical process control to improve maintenance and production processes. Prerequisites: MTH 60 or MTH 60Z or placement above this level, or IMT 103.

BA 215 - Basic Cost Accounting (3)

Covers cost accounting concepts, application, and techniques employed in the accumulation and reporting of manufacturing cost data. Particular attention shall be paid to job order costing, process costing, joint and by-product costing, standard costs, budgeting and analysis of variances. Prerequisite: BA 211.

BA 218 - Personal Finance (3)

Studies role of the consumer in our economy, problems of financing family and individual needs, including budgeting, banking relationships, charge accounts, installment buying, insurance, wills, real estate investing, and personal taxes. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 222 - Financial Management (3)

Covers basic financial concepts and practices and includes analysis of company resources, types and sources of financing, forecasting and planning methods, and the roles of the money and capital markets. Recommended: BA 212; MTH 60, MTH 60Z or MTH 70. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 223 - Principles of Marketing (4)

Presents a general knowledge of marketing emphasizing marketing mix elements and target markets for consumer and industrial products, marketing strategies, customer behavior, market planning and promotion. Recommended: RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 224 - Human Resource Management (3)

Introduces how human resources management addresses human behavior, employment, employee development, performance appraisal, wage and salary administration, employment and job rights, discipline and due process, and labor-management relations. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 226 - Business Law I (4)

Discusses fundamental concepts, principles, and rules of law that apply to business transactions including the function and operation of the courts, business crimes, torts, contract law, intellectual property, and the application of the Uniform Commercial Code to business activities. The course provides the student information about the difference between trial courts and appellate courts, public law and private law, civil law and criminal law. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 227 - Business Law II (3)

Discusses fundamental concepts, principles, and rules of law that apply to business organizations. Includes agency, property law, sales transactions, partnerships, corporations, and government regulations. Recommended: BA 226. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 228 - Computer Accounting Applications (3)

Introduces double-entry, full integrated computerized general ledger software. Topics include general ledger, accounts receivable, accounts payable, payroll, fixed assets, bank reconciliations, and inventory. Recommended: BA 111 or BA 211 and CAS 133. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 234 - International Marketing (3)

Covers nature and concepts of international marketing including techniques for identifying potential markets and assessing uncontrollable elements such as economic, political, and socio-cultural environmental factors. International marketing strategies related to product/service, pricing, promotion, and distribution are examined. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 238 - Sales (3)

Offers a blend of practicality and theory on industrial, commercial, retail sales. Demonstrates and practices basic sales techniques, explores communication and motivation as they relate to selling, and examines the function of sales relative to the total marketing program. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 239 - Advertising (3)

Covers the basics of planning, creating, using, and placing advertising in the business world. Reviews entire field of advertising as basis for students who select advertising as a career or as an integral part of a marketing program. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

BA 250 - Small Business Management (3)

Designed for students and prospective small business owners and managers. It emphasizes the general functions, procedures, and specific subject areas related to initiating, organizing, and operating a successful small business. It specifically prepares the student to develop a business plan for opening a business. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 251 - Office Management (3)

Introduces organizing, planning, leading, and controlling functions of an office and the role and responsibilities of the office manager. Recommended: BA 206. Prerequisite: BA 101

BA 256 - Income Tax (3)

Introduces preparation of federal individual and sole proprietorship income tax returns. Provides brief overview of partnership and corporate returns.

BA 277 - Business Ethics (4)

Explores contemporary ethical theories and issues, including corporate social responsibility, that arise in business management, marketing, accounting, and operations. Individual and corporate decision- making will be examined in a rational, responsible, and decisive manner within a global worldview. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 280 - Cooperative Education - Business Experience (3)

Offers relevant field experience in business environments in one of the following areas: bookkeeping, marketing, management, international business, advertising, banking, purchasing, investment, finance and customer services (sales or credit services). Allows exploration of career options. Course may be repeated for credit up to 12 credits. Prerequisite: Completion of 12 BA credits and instructor permission.

BA 285 - Human Relations in Organizations (3)

Explores interactions in organizations involving individual behavior, team dynamics, and organizational processes. Includes dynamics examining human perceptions, communications, group interactions, leadership, change, cultural diversity, ethics, and diversity. Recommended RDWR 115 and MTH 20 or placement above these levels; BA 101.

BA 290A - Business Seminar - Accounting (3)

Capstone course for all specializations in the Associate of Applied Science degree in Business Administration. Provides an opportunity for the student to demonstrate all they have learned in the areas of accounting, management, marketing and operations in the project communication and technology skills in the presentation. The result will be a great sample of work for the student's portfolio that can be used in seeking employment or career advancement. Required: 2nd year BA students and instructor approval. This course is part of the Accounting track in AAS Business Administration.

BA 290M - Business Seminar - Management (3)

Capstone course for all specializations in the Associate of Applied Science degree in Business Administration. Provides an opportunity for the student to demonstrate all they have learned in the areas of accounting, management, marketing and operations in the project communication and technology skills in the presentation. The result will be a great sample of work for the student's portfolio that can be used in seeking employment or career advancement. Required: 2nd year BA students and instructor approval. This course is in the Management track for the AAS degree in Business Administration.

BI - Biology

BI 101 - Biology (4)

Introduces the properties of life, morphology and physiology of cells, cell chemistry, energy transformation, homeostasis and vertebrate organ systems. A laboratory science course designed for non-biology majors, it is the first course of a three-course sequence. Prerequisites: RDWR 115 and MTH 20 or placement above these levels. Additional supply fee may be required.

BI 102 - Biology (4)

Second of a three-term laboratory science course sequence designed for non-biology majors. Presents protein synthesis, cell division, genetics, animal reproduction and development, and evolution. Prerequisite: BI 101. Additional supply fee may be required.

BI 103 - Biology (4)

Third of a three-term laboratory science course sequence designed for non-biology majors. Presents the evolutionary relationships among the kingdoms. Includes a comparison of biological systems across kingdoms. Prerequisites: BI 101 and BI 102. Additional supply fees may be required.

BI 112 - Cell Biology for Health Occupations (5)

Introduces the scientific method, while exploring cellular chemistry, cell structure and function, and the principles of inheritance, and laboratory methods. Includes topics and skills required to continue to Anatomy Physiology and Microbiology. Prerequisites: RDWR 115, MTH 60, MTH 60Z or MTH70 or placement above these levels. Additional supply fee may be required.

BI 160 - Ecology/Field Biology: Coast (2)

Field trip experience designed to introduce the relationships among plants, animals and the general geologic formation of various life zones for the Oregon Coast.

BI 204 - OSU Online
BI 211 - Principles of Biology I (5)

. Includes introduction to science, biochemistry, metabolism, the cell, molecular biology, and reproduction. First course of a three course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Recommended: High school biology and chemistry in the past seven years. Prerequisites: RDWR 115 and MTH 70 or placement above these levels. Additional supply fee may be required.

BI 212 - Principles of Biology II (5)

Includes inheritance, the genetic code, modern and classical genetics, evolution, diversity, and systematics. May include some dissection of plants and animals. The second course in a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 211.

BI 213 - Principles of Biology III (5)

Includes plant and animal anatomy and physiology,and individual, population, community and ecosustem ecology. The third course of a three- course sequence for students majoring in biology and the sciences, including pre-med, pre-dental, chiropractic, pharmacy and related fields. Prerequisite: BI 212. Additionanl supply fee may be required.

BI 222 - Human Genetics (3)

Presents the fundamentals of human genetics. Includes physical basis and mechanics of inheritance, probability, sex chromosomal abnormalities, autosomal anomalies, gene structure and function, molecular genetics, behavioral genetics, twinning and contemporary issues in human genetics. Prerequisites: BI 112 or (BI 101 and BI 102) or (BI 211 or BI 212).

BI 231 - Human Anatomy and Physiology I (4)

Introduces chemistry, cells, tissues, and the integument, skeletal muscular and excitable tissues. It is the first course of a three-course sequence. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological and computer-based exercises. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels, and BI 112. Additional supply fee may be required.

BI 232 - Human Anatomy and Physiology II (4)

Second of a three-course sequence. Covers the nervous, endocrine, and cardiovascular systems. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer work such as computer simulation exercises. Prerequisite: BI 231 with a "C" or better. Additional supply fee may be required.

BI 233 - Human Anatomy and Physiology III (4)

Third of a three-course sequence. Introduces the respiratory, digestive, urinary, and reproductive systems; metabolism, fluid, and electrolyte balance; embryology and genetics. Includes lecture complemented by laboratory work involving microscopy, animal dissection, physiological and computer-based exercises. Prerequisite: BI 232 with a "C" or better. Additional supply fee may be required.

BI 234 - Microbiology (5)

Lecture and laboratory cover: bacterial identification, morphology, metabolism and genetics; bacterial, viral, and parasitic relationships with human health and disease; and basic immunology. Laboratory stresses aseptic technique, bacterial identification and physiology using a variety of media, culturing techniques, and straining techniques. Recommended: BI 231. Prerequisites: BI 112 or (BI 211 and BI 212). Additional supply fee may be required.

CAS - Computer Applications

CAS 121 - Beginning Keyboarding (3)

Introduces students to the alphabetic portion of computer keyboard by touch and uses of the numeric portion of the keyboard. Recommended: Placement into RDWR 90

CAS 122 - Keyboarding for Speed and Accuracy (3)

Explores keyboarding accuracy while developing speed, confidence, and endurance; keyboarding by touch is essential. Recommended: Placement into RDWR 90.

CAS 133 - Basic Computer Skills/Microsoft Off (4)

Introduces the basic features of Microsoft Office, Windows basics, and file management. Develops familiarity with Word, Excel, Access, PowerPoint, email, and Internet basics. Covers components of the Internet and Computing Core (IC3) program content. Recommended: RDWR 115 and touch keyboarding.

CAS 140 - Beginning Access (3)

Introduces the basic features of Microsoft Access. Covers beginning database management concepts including tables, forms, reports, queries, and basic macros. Stresses a working knowledge of database management vocabulary. Emphasizes efficient use of Access toolbars and menus. Discusses database design issues.

CAS 170 - Beginning Excel (3)

Introduces the basic features of Microsoft Excel and spreadsheet concepts to design and create accurate professional worksheets for use in business and industry, and academic environments. Includes entering data; creating formulas; professional formatting; creating charts; creating, sorting, and filtering lists; creating and using templates; and working with functions. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it.

CAS 171 - Intermediate Excel (3)

Introduces advanced features of Excel to design and create accurate, professional worksheets for use in business and industry. Includes financial, logical, statistical, lookup, and database functions; pivot tables; "what-if" analysis with data tables; importing data; complex graphs; macros; and solver features. Focuses on ways to ensure accuracy including proofreading techniques and critical thinking to determine what data to present and how to present it. Prerequisite: CAS 170.

CAS 216 - Beginning MS Word (3)

Introduces the basics of Microsoft Word to create, edit, and print documents such as letters, memos, and manuscripts; produce multi-page documents; use headers and footers; and become familiar with the program's writing tools and basics of enhancing documents. Recommended: Type more than 25 words per minute; CAS 133; RDWR 115, MTH 20 or equivalent placement test scores. Audit available.

CAS 217 - Intermediate Word (3)

. Reviews the basic features and develops additional skill using MS Word. Enhance documents through special formatting features such as graphic lines and images, Word Art, and clipart; work with headers and footers in multi-page documents; create and format tables; use advanced merge; create documents with newspaper columns; and create and use fill-in forms. Recommended: Placement into RDWR 115; keyboarding 25 words per minute; CAS 216.

CG - Career Guidance & Student Success

CG 100 - College Survival and Success (3)

An exploratory course to provide information and techniques for accepting personal responsibility in areas like self-management, motivation, and goal setting for college success. Includes developing skills for navigating a culturally diverse learning environment and utilizing college resources.

CG 112 - Stopping Test Anxiety (1)

Provides strategies to overcome barriers to effective test-taking to improve overall test performance. Test preparation and test anxiety are examined.

CG 130H - Introduction to Today's Careers: Health (2)

Explores career opportunities in the health professions. The focus will be on the educational and licensing requirements, professional and ethical responsibilities, physical requirements, workplace environment and career pathways of each profession.

CG 140C - Career and Life Planning (1)

Provides students with the tools needed to make informed career decisions. Students will assess skills, values, interest, and personality toward making a career decision. Provides instruction on how to research career information, gain access to information materials, and methods of exploring careers.

CG 280A - Cooperative Education: Career Exploration (1)

Students earn credit for learning from practical experience at a worksite related to their major or career goal. Appropriate work experiences provide opportunities for new learning and skill development. May be repeated up to 12 credits.

CG 280B - CE: Career Exploration - Seminar (1)

The Co-op seminar supplements the Co-op work experience by offering a flexible menu of assignments from which to select a variety of activities. Includes video tapes, selected readings, workshops, lectures and a variety of career related exercises to enhance career development. Department permission required. Co-requisite: CG 280A. Course may be repeated.

CH - Chemistry

CH 104 - Allied Health Chemistry I (5)

. Includes general principles of chemistry; atomic structure, mole concept, chemical reactions, stoichiometry, and gas laws. This is the first course of a three course sequence. Designed for students in a health science program, e.g. Nursing, Medical Laboratory Technician, Vet Tech, or for a laboratory science elective. Prerequisites: RDWR 115, MTH 95 or placement above these levels. MTH 95 may be taken concurrently.

CH 105 - Allied Health Chemistry II (5)

Includes stoichiometry, gases, oxidation-reduction, acid-base concepts, equilibrium, physical and chemical properties of solutions, nuclear chemistry, and organic hydrocarbons. This is the second course in a three course sequence. Prerequisite: CH 104.

CH 106 - Allied Health Chemistry III (5)

Includes fundamental principles of organic chemistry and biochemical processes. This is the thrid course of a three course sequence. Prerequisite: CH 105.

CH 221 - General Chemistry I (5)

Introduces measurements, classification and properties of matter, nomenclature, atomic structure and modern atomic theory, periodic table and chemical periodicity, and chemical bonding. Recommended for chemistry and other natural science majors, and pre-professional majors in engineering, medicine and dentistry. (If students have not successfully completed a high school or a college chemistry class with a lab component in the last three years they are encouraged to complete CH 100 before registering.) This is the first course in a three course sequence. Prerequisites: RDWR 115, MTH 111 or placement above these levels. MTH 111 may be taken concurrently. Additional supply fee may be required.

CH 222 - General Chemistry II (5)

Introduces stoichiometry; chemical reactions and equations; thermo chemistry; physical states of matter including properties of gases, liquids, solids and solutions; an introduction to organic chemistry; and chemical kinetics. This is the second course in a three course sequence. Prerequisite: CH 221. Additional supply fee may be required.

CH 223 - General Chemistry III (5)

Introduces acid-base chemistry, ionic equilibria; electrochemistry; nuclear chemistry; thermodynamics; and descriptive chemistry topics. Special topics will be included as time and interest allows. This is the third course in a three course sequence. Prerequisite: CH 222.

CJA - Criminal Justice

CJA 100 - Professions in Criminal Justice (1)

Provides overview of the various careers in the public safety professions, including police, corrections, parole and probation, juvenile and adult casework, private security, loss prevention, and private investigator. Prerequisite: RDWR 115 or placement above this level.

CJA 101 - Cultural Diversity in CJ Profession (1)

Provides introduction and familiarization with communication styles, customs, language, and behavior patterns of various cultures, ethnic groups, and non-traditional populations as employed by and encountered by criminal justice professions. Includes police, corrections, parole and probation, juvenile and adult casework, private security, loss prevention, investigation, and 911 communications. Prerequisite: RDWR 115 or placement above this level.

CJA 102 - Oregon Physical Abilities Test (ORPAT) I (1)

Introduction to the assessment process used to evaluate police officer readiness in physical abilities necessary for satisfactory job performance. Students to identify areas needing improvement for personal physical conditioning to prepare for the actual assessment.

CJA 105 - Introduction to Criminal Justice System (4)

Provides an overview of the role of police in society, the US criminal court systems including state and federal as well as theories and current practices in correctional treatment, crime prevention, and contemporary criminal justice services. Includes examination of concepts related to law enforcement and a variety of topics related to police and authority. Also includes discussion of the roles and functions of those involved in the adjudication process and various court procedures.

CJA 114 - Introduction to the Juvenile Process (2)

Introduces history and philosophies of juvenile adjudication and corrections. Covers current programs in Oregon available to juveniles who are or have been involved in the justice system. Provides a focus on integrating theories of causation, juvenile law, and procedural requirements. Prerequisite: RDWR 115 or placement above this level.

CJA 115 - Introduction to Jail Operations (3)

Introduces jail operations including security, intake, classification, and other daily procedures concerning inmates. Problems and issues facing contemporary jails will be explored and possible solutions studied. Prerequisite: RDWR 115 or placement above this level.

CJA 202 - Oregon Physical Abilities Test (ORPAT) II (1)

This is the second part of the ORPAT preparation sequence. Students should be able to identify measureable growth in physical conditioning to ensure readiness for the ORPAT assessment. Areas include walking, climbing, carrying, running, vaulting, pulling, jumping, lifting, and pushing.

CJA 210 - Arrest, Search, and Seizure (3)

Covers issues and procedures regarding stops, frisks, searches, and seizures. The Fourth Amendment of the United States Constitution and Article 1, Section 9 of the Oregon State Constitution are discussed. Topics include stops, arrests, privacy issues, search warrants and warrantless searches, and seizures. Case law, current events, and statutory law from the Criminal Code of Oregon are reviewed. Prerequisites: CJA 100, CJA 105 and WR 121.

CJA 211 - Civil Liability and Ethics in Criminal Justice (3)

Explores the conduct and ethics of criminal justice practitioners that give rise to civil liability. Particular attention is paid to aspects of risk management to help prevent legal claims. Prerequisites: CJA 100, CJA 105 and WR 121.

CJA 212 - Criminal Law (3)

Introduces substantive criminal law including basic principles of criminal liability, constitutional aspects, defenses, and accomplice liability. Elements of specific crimes are covered and court decisions interpreting statues are analyzed. Prerequisites: CJA 111; WR 121.

CJA 213 - Evidence (3)

Explores the rules regarding the use of evidence according to state and federal laws. A wide variety of topics are introduced relating to evidence including collection, preservation, chain of custody, admissibility, and exclusion at trial.

CJA 214 - Criminal Investigation (3)

Introduces modern investigative methods, including the collection and preservation of physical evidence, scientific aids, sources of information, interviews, follow-up, and case presentation. Includes techniques of interview and interrogation. Prerequisites: CJA 105; WR 121.

CJA 217 - Interviewing and Interrogation (3)

Presents knowledge and working skills in the art of interviewing and interrogation. Prerequisites: CJA 100, CJA 105, WR 121.

CJA 218 - Criminal Justice Perspectives of Violence and Aggression (3)

Explores and analyzes violence and aggression as viewed from biological, psychological, psychiatric, and sociological perspectives. Emphasizes episodically violent individuals, their detection, treatment methods, and violence prevention in the area of crisis intervention. Presents the tools and techniques of crisis intervention through discussion, demonstrations, simulation, and role playing. Prerequisites: CJA 100; WR 121.

CJA 225 - Criminal Justice and the U.S. Constitution (3)

Provides a broad overview of United States Constitutional Law as it relates to professions in the criminal justice field. Focuses on those Articles and Amendments related to criminal justice that limit government authority. Prerequisites: CJA 105 and WR 121.

CJA 230 - Police Report Writing (4)

Course is designed to teach students police report writing skills. Emphasized are techniques appropriate to narrative structures necessary for operational police reports. Included are legal aspects, content, organization, and grammar. The focus is to produce a quality police report capable of withstanding courtroom scrutiny. Prerequisite: CJA 210 and CJA 212.

CJA 243 - Narcotics and Dangerous Drugs (3)

Covers history and causes of narcotic and drug problems, how to identify drug addicts and drug abusers, and how to define and classify various types of narcotics and dangerous drugs. Includes laws and other controls and rehabilitation programs. Prerequisites: CJA 100; WR 121.

CJA 244 - Tactical Communication in Crisis Incidents (3)

Focuses on police intervention in the lives of people in the midst of an emotional or physical crisis in the manner designed to minimize or prevent violence while gaining control of the situation. Emphasized are verbal and non-verbal communication techniques and skills utilized to calm the client and gain compliance helping to lead to a successful and safe resolution. Prerequisites: RDWR 115 or placement above this level.

CJA 245 - Search Warrant Preparation (2)

Covers legal concepts in search warrant preparation and focuses on learning to draft legal documents comprised of probable cause statements and judicial orders. Particular attention is paid to strengthening legal writing and evidence gathering in preparation for warrant application. Prerequisites: CJA 210.

CJA 246 - Fish and Wildlife Enforcement (3)

Covers fish and game laws and their relation to wildlife management. Focuses on enforcement processes and techniques including investigation, fish and wildlife forensics, evidence handling, proper citation, and report completion in preparation for courtroom presentation. Prerequisites: CJA 105 and WR 121.

CJA 254 - Leading Police Resilience (4)

Introduces a multi-disciplinary approach to managing the police-citizen encounter through enhancing personal, organizational and community resilience. Covers issues related to contemporary law enforcement culture, leadership and management, warrior ethos, ethics, personality, emotional and social intelligence, emotional regulation, stress management, and physical and mental fitness. Prerequisite: CJA 251.

CJA 260 - Introduction to Correctional Institutions (3)

Provides an overview of correctional facilities including prisons, jails, treatment and work release facilities. Introduces the effects of incarceration on inmates and their adaptive strategies. Introduces various intervention modalities and reintegration programs back into the community. Prerequisite(s): CJA 105 and WR 121.

CJA 262 - Introduction to Correctional Treatment (3)

Provides an overview of correctional treatment within the criminal justice system. Provides insight into the role and purpose of effective correctional treatment strategies and programs, including the responsibilities of providers and clients. Prerequisites: CJA 100 and CJA 105.

CJA 263 - Introduction to Corrections Casework (3)

Introduces the process of casework and case management in a correctional setting. Develops both a theoretical and practical base of knowledge to enable the student to develop counseling techniques. Prerequisites: CJA 100 and CJA 105.

CJA 280A - Cooperative Education: Criminal Justice (3)

Students participate with various public sector criminal justice agencies to learn about their structure and function. The field placement must be program-related. Department permission required prior to registration. Prerequisite: CJA 100 and CJA 105.

COMM - Communications

COMM 111 - Public Speaking (4)

Introduction to speechmaking based primarily on a traditional public speaking approach. Aids students in developing theoretical understanding and practical application of oral communication skills. Also includes techniques in controlling speech anxiety, how to structure and organize information to present to a variety of audiences, and physical and vocal delivery skills. Prerequisite: MTH 20 or placement above this level, and RDWR 115.

COMM 112 - Persuasion, Argumentation, and Debate (4)

Explores theories of persuasion. Develops skills of inquiry and advocacy through oral discourse, including critical analysis and rules of evidence. Practice in using, planning, delivering, and refuting persuasive arguments in a variety of extemporaneous formats. Through this course, students will learn how to more effectively influence others as well as how others are trying to influence them. Prerequisite: COMM 111.

COMM 140 - Introduction to Intercultural Communication (4)

Explores the nature and impact of different cultures on communication. Includes interactive relationship forms as the basis for global understanding in the classroom, business, or travel. Focus on processing messages with accelerating changes in political, economic, and immigration patterns through individual cultural perceptions. Understand and communicate with people of various cultures. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

COMM 214 - Interpersonal Communication: Process & Theory (4)

Introduces interpersonal communication in different contexts; focuses on message exchange in person- to-person interactions, emphasizing theoretical principles and their application. Emphasizes the development of various communication skills in interpersonal contexts. Prerequisite: RDWR 115, MTH 20 or placement above these levels.

COMM 215 - Small Group Communication: Process & Theory (4)

Problem solving aspects of small group activities. Includes process and task, leadership, verbal and non-verbal messages in the small group, norms and roles, conflict reduction, and decision making. Focuses on theory and practice. COMM 100 recommended. Prerequisites: RDWR 115, MTH 20 or placement above these levels

COMM 227 - Non-Verbal Communication (4)

Introduces the nonverbal aspect of communication as related to verbal communication. Emphasizes the theories and types of nonverbal behavior including influential factors such as: voice, body movement, eye behavior, touch, space, time, smell, and physical and social environments. Prerequisite: RDWR 115, MTH 20 or placement above these levels.

COMM 228 - Mass Communication (4)

Explores the symbiotic relationship of the mass media and society from a rhetorical perspective. Investigation into the technological advancements in mass communications and their subsequent affect on public discourse and the individual in society will be examined. Prerequisite: Placement into WR 121.

COMM 237 - Gender and Communication (4)

Examines the similarities and differences in male and female communication styles and patterns. Particular attention given to the implications of gender as social construct upon perception, values, stereotypes, language use, nonverbal communication, and power and conflict in human relationships. Discusses influence of mass communication upon shaping and constructing male and female sex roles. Course fulfills block transfer and cultural diversity requirements and is transferable to state four-year colleges and universities. Prerequisites: RDWR 115, MTH 20 or placement above these levels. Audit available.

DRF - Drafting

DRF 270 - SolidWorks Fundamentals (3)

Introduces SolidWorks software as a 3-D design tool. Covers creation, retrieval and modification of 3-D and layout drawings using basic SolidWorks commands. Includes skills needed to create parametric models of parts and assemblies; generate dimensioned layouts; and Bill of Materials of those parts and assemblies. Additional supply fee may be required.

EC - Economics

EC 200 - Introduction to Economics (4)

Covers six topics areas: Basic economic concepts, microeconomics, macroeconomics, history of economic ideas, international trade, and a variety of economic issues. Recommended for students who desire a one term survey course. Recommended: MTH 95. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

EC 201 - Principles of Economics: Microeconomics (4)

A study of the market system, involving the essentials of demand and supply analysis; competition and monopoly; labor markets; public policy towards business; distribution of income; international trade and commercial policy; comparative advantage, tariffs, and quotas. EC 201 and EC 202 together constitute the two term transfer sequence. Recommended: MTH 95. Prerequisites: RDWR 115 and MTH 70 or placement above these levels.

EC 202 - Principles of Economics: Macroeconomics (4)

Covers the overall economy. Includes the basic reasons for and the problems of recession, inflation, and stagflation; the use of monetary, fiscal, and income policies; and other economic management tools. Recommended: MTH 95; EC 201. Prerequisites: RDWR 115, MTH 60 or MTH 70, or placement above these levels.

ELT - Electrical Trades

ELT 110 - Electricity for Non-Electricians (2)

Practical hands-on application of electrical principles, practices, and codes to help non-electricians learn the basics of wiring that they encounter around the house. Safety practices will be emphasized as will basic electrical theory. After the first three class sections, there will be minimal theory or lecture and maximum practice using tools and materials that the homeowner will encounter in doing electrical work on his/her home. Additional supply fee may be required.

ELT 125 - Basic Programmable Controllers - (PC's) (2)

Develops the student's understanding of the complete operation of a variety of programmable controllers. The applications, operations, and programming of P.C.s are the areas of study with the main emphasis on programming (computers will be used as programmers). This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Additional supply fee may be required.

ELT 126 - Intermediate Programmable Controllers (2)

Presents advanced features of programmable controllers, including designing, monitoring, and editing programs with practical hands-on experience. This class can be used towards Continuing Education Units for Oregon State electrical licensing purposes. Prerequisites: ELT 125. Additional supply fee may be required.

ELT 199 - HMI Troubleshooting (2)

This class is designed for advanced PLC users and maintenance technicians working in a PLC based system. This course uses Wonderware's HMI (Human Machine Interface) software to utilize system-wide visualization for system analysis and troubleshooting. Technicians will learn to view and diagnose system breakdowns and performance issues remotely. Additional supply fee may be required.

ELT 225 - Advanced Programmable Controllers (2)

Covers advanced features of programming controllers including designing, monitoring, troubleshooting, and editing techniques with practical hands-on experience. This class can be used toward Continuing Education Units for Oregon State electrical licensing purposes. Prerequisite: ELT 126. Additional supply fee may be required.

ELT 230 - Automation Control Visual (2)

This class is designed for advanced PLC users and maintenance technicians working in a PLC based system. This is a technical course using Wonderware's HMI (Human Machine Interface) software to utilize system-wide visualization for system analysis and troubleshooting. Technicians will learn to view and diagnose system breakdowns and performance issues remotely. Prerequisite: ELT125. Additional supply fee of $50 is required.

EMS - Emergency Medical Technician

EMS 100 - Introduction to Emergency Medical Services (3)

Covers the roles and responsibilities of the EMT, emergency medical services system, medical-legal considerations, major incident response, hazardous materials awareness, and stress management.

EMS 105 - EMT Part I (5)

Part 1 of the 2-part Oregon EMT course. Develops skills for the recognition of symptoms of illness and injuries, and proper procedures of emergency care. Requires current HCP CPR card and completion (through state approved provider) of comprehensive criminal background check, 11-panel drug screen, and immunizations before placement into mandatory clinical observations and ambulance ride-along. Prerequisites: RDWR 115, MTH 20, or placement above these levels.

EMS 106 - EMT Part II (5)

Continues EMS 105, Oregon EMT preparation. Includes preparation for state and national certification exams. Requires current HCP CPR card. Requires completion of a criminal background check, 11-panel drug screen, and immunizations before placement into clinical sites. $147 cost is borne by student. Please contact Melani Gregory at 503-842-8222 x1320 or melanigregory@tillamookbaycc.edu for registration with authorized provider before placement into mandatory clinical observations and ambulance ride-along. Prerequisite: Successful completion of EMS 105 at TBCC within the last year. Additional supply fee may be required.

ENG - English

ENG 104 - Introduction to Literature (Fiction) (4)

Enhances enjoyment of various forms of fictional prose, increases understanding of the conventions of fiction and various forms of storytelling, and encourages exploration of the diversity of human experience. Prerequisites: RDWR 115 or placement above this level.

ENG 105 - Introduction to Literature (Drama) (4)

Enhances enjoyment of plays as literature, including tragedies and comedies; increases understanding of the conventions of drama and the theater; and encourages exploration of the diversity of human experience. Prerequisites: RDWR 115 or placement above this level.

ENG 106 - Introduction to Literature (Poetry) (4)

Enhances enjoyment of poetry, increases understanding of poetic elements, conventions and forms, and encourages exploration of the diversity of human experience. Prerequisites: RDWR 115 or placement above this level.

ENG 222 - Images of Women in Literature (4)

Explores images of women as they appear in a diverse range in texts from across a variety of cultures and historical periods. Focuses on how both men and women have imagined and represented femininity and femaleness in ways that challenge, reinforce, and/or reconfigure culturally-based perceptions, behaviors and practices. Prerequisite: RDWR 115 or placement above this level.

ENG 250 - Introduction to Folklore and Mythology (4)

Develops a cross-cultural perspective on myths, mythologies, and folklore from around the world. Explores different theories of the cultural meanings and functions of myth, past and present. Introduces various ways of interpreting and experiencing myth and folklore as texts with oral origins. Prerequisite: RDWR 115 or placement above this level.

ENG 253 - American Literature to 1865 (4)

Intro to the literature of the land which is now the United States from before European contact through the mid-nineteenth century. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished (the jeremiad, Native American oratory, the slave narrative, diary). Prerequisite: RDWR 115 or placement above this level.

ENG 254 - Survey of American Literature (4)

Introduces students to the literature of the land which is now the United States from the mid- nineteenth century to the present. The course revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Prerequisite: RDWR 115 or placement above this level.

ENG 260 - Introduction to Women Writers (4)

Explores women's writings and literary theory from diverse places and historical periods. Prerequisite: RDWR 115 or placement above this level.

ESR - Environmental Studies

ESR 171 - Environmental Science: Biological Perspectives (4)

Develops an understanding of environmental topics that are primarily biological in nature. Includes human population issues, matter and energy resources, ecosystems, environmental ethics, and food and land resources. The associated laboratories will illustrate these topics. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

ESR 173 - Environmental Science: Geological Perspectives (4)

Develop an understanding of environmental topics that are primarily geological in nature. Includes geology basics, soil resources, hydrogeology, nonrenewable mineral and energy resources, perpetual energy resources, and solid waste. The associated laboratories will illustrate these topics. Prerequisite: RDWR 115 and MTH 20 or placement above these levels.

FN - Foods and Nutrition

FN 225 - Nutrition (4)

Introduces components of an adequate diet, nutrient availability and utilization. Analyze dietary intake and compare to current scientific guidelines. Examines peripheral factors influencing diet such as global and local issues, culture, environment, and elements of food safety. Strong background in life sciences recommended. Prerequisites: WR 121, MTH 60, MTH 60Z, MTH 70 or placement above these levels; and BI 231.

FOR - Forestry

FOR 111 - Introduction to Forestry (3)

Introduces forest resources in the world; forests and human well-being; where and how forests grow; environmental and human values; products, characteristics, and uses; basic elements of use, planning, and management. Interpretation of forestry literature; professional origins in the U.S are also explored. Field trips required.

FOR 222 - Elementary Forest Survey (4)

Introduction to theory and practice of surveying methods and measurements as applied to the specifics of forestry problems and their solutions. Recommended: RDWR 115 and MTH 70, or placement above these levels.

FOR 240 - Forest Biology (4)

Provides a broad foundation in biology that is relevant to many natural resource issues. Examines biology at multiple levels of organization, from molecules to the biosphere.

FOR 241 - Dendrology (5)

Learn to identify the principal forest trees of North America, and the principal trees and shrubs of the Pacific Northwest, including the ranges over which they grow, important ecological characteristics, and principal uses. Also learn about forested regions of the world, and the structure and function of forest plants. Audit available.

FOR 251 - Recreation Resource Management (4)

Overview of recreation resource management including study of land and water resources used for outdoor recreation. This course explores aspects of recreation management in terrestrial and marine settings including a historical overview, the role of various agencies and interest groups, issues currently confronting these stakeholders, ecological impacts of recreation, and contemporary management approaches for addressing topics such as satisfaction, crowding, and conflict. Recommended: RDWR 115 and MTH 70, or placement above these levels.

FST - Food Science Technology

FST 101 - Food Science Orientation (1)

For food science majors. Orientation and academic guidance toward career planning in food science and technology. Audit available.

FST 212 - Dairy Processing (2)

Methods of processing and preserving milk and milk products and related unit operations. Audit available.

FST 213 - Cheese Making Laboratory (1)

Laboratory and field work to carry out basic cheese making procedures including fermentation, coagulation, cutting curd, cooking curd, and forming a finished cheese. Field trip required. Audit available.

FST 251 - Introduction to Wines, Beers, and Spirits (3)

A descriptive introduction to the history, science, sensory, economics, and societal aspects of alcoholic beverages. Prerequisites: High school biology and chemistry. 21 years of age or older. Audit available.

FW - Fish & Wildlife

FW 107 - Fisheries and Wildlife (1)

Information relevant to academic pathways and career planning in the fields of fisheries and wildlife. Graded P/N.

FW 251 - Principles of Fish and Wildlife Con (3)

History of conservation and natural resource use; ecological principles, and social and economic limitations of conservation; principles and practices of wildlife and fisheries management; role of research in management. Recommend: one course in introductory biology. Audit available.

GEO - Geography

GEO 106 - World Regional Geography (4)

Examines the human, cultural, and environmental geographic issues that shape the world's regions. Includes information on spatial patterns of economic development, natural resource uses, international trade, populations and migration, transportation, and cultural landscapes. Analyzes each region as part of the larger global community, with a specific emphasis on current issues and trends. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

GEO 265 - Introduction to GIS (3)

Introduction to the appropriate use and potential applications of geographic information systems (GIS) and related technologies (GPS and remote sensing) in forest management and operations planning and problem solving. Students are presented with lectures and exercises that cover a wide range of GIS and GIS-related topics and issues including spatial database creation, structure, analysis, and modeling. Recommended: RDWR 115 and MTH 70, or placement above these levels.

G - Geology

G 160 - Geology: Oregon Coast (2)

Designed to introduce the relationships between the biology and geology of the Oregon Coast. Additional supply fee may be required.

G 201 - Introduction to Physical Geology (4)

Introduces physical geology, which deals with minerals, rocks, internal structure of the earth and plate tectonics. Includes weekly lab. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

G 202 - Physical Geology (4)

Focuses on geologic processes acting on creation of land forms, including mass wasting, streams, glaciers, deserts, beaches, groundwater, and use of topographic maps. Includes a weekly lab. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

G 203 - Historical Geology (4)

Introduces historical geology which deals with geologic time, fossils, stratigraphic principles, and the geologic history of the North American continent. Includes weekly lab. Recommended: G 201, G 202 or GS 106. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

G 207 - Geology of the Pacific Northwest (3)

Introduces the regional geology of the Pacific Northwest with emphasis on Oregon geology. Includes basic geologic principles, earth materials and geology of Pacific Northwest provinces. Prior geology coursework strongly recommended. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

G 208 - Volcanoes and Their Activity (3)

Covers the origin, activity, products, classification, and hazards of volcanoes. Prerequisites: RDWR 115, MTH 60 or MTH 70, or placement above these levels.

G 209 - Earthquakes (3)

Covers the nature and origin of earthquakes, the characteristics of seismic waves, how earthquakes are measured, the hazards of earthquakes and the historical and geological record of earthquakes. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels.

GS - General Science

GS 106 - Physical Science (Geology) (4)

Covers minerals, rocks, volcanism, earthquakes, plate tectonics, erosion and deposition by wind, glaciers and streams, weathering, fossils and geologic history. Includes weekly lab. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

GS 107 - Physical Science (Astronomy) (4)

Surveys astronomy to include historical development of the universe, earth as a planet, earth's moon and planets of the solar system, the sun, stars, and galaxies. Includes required lab activities. Prerequisites: RDWR 115, MTH 60 or MTH 60Z or placement above these levels. Additional supply fee may be required.

GS 108 - Physical Science (Oceanography) (4)

Covers the chemical, biological, physical and geological nature of the oceans. Includes required lab activities. Prerequisites: RDWR 115, MTH 60, MTH 60Z, 70 or placement above these levels. Additional supply fee may be required.

GT - Green Technology

GT 106 - Introduction to Green Technologies (3)

Students will be introduced to modern technologies and techniques that help to decrease the environmental impact of manufacturing and industry. Topics will include equipment, technology, energy production/consumption and waste disposal. In addition to college credit, this course will provide the training needed to take the MSSC Green Production Certification.

HE - Health

HE 110 - CPR/AED for Professional Rescuers and Health Care Providers (1)

Provides education and training in infant, child, adult CPR, AED, and Bag-Valve masks for people who are responsible for delivering emergency care and/or ensuring the public safety. Provides training in blood borne pathogens. Upon successful completion of this course, students may earn an American Red Cross CPR/AED for the Professional Rescuer and Health Care Provider certificate or equivalent American Health Association certificate. Recommended: RDWR 115 or placement above this level.

HE 112 - Standard First Aid and Emergency Care (1)

Describes emergency procedures and techniques of basic life support for adult, child, or infant victims of airway obstruction, respiratory arrest and/or cardiac arrest. Provides education and training in Automated External Defibrillator. Upon successful completion of this course, students may earn an American Red Cross Standard First Aid and CPR/AED Adult/ Child and Infant CPR certificate or American Health Association equivalent. Recommend: RDWR 115 or placement above this level. Additional $25 course fee is required.

HE 250 - Personal Health (3)

Explores current general health issues in emotional health and stress, physical fitness, nutrition, human sexuality, communicable and degenerative diseases, and drugs from a wellness perspective.

HE 295 - Health and Fitness for Life (2)

Explores the interrelationship of the five components of physical fitness, nutrition and stress management concepts and activities to increase individual health and wellness. Co-requisite: PE 295.

HORT - Horticulture

HORT 111 - Introduction to Horticulture (3)

Provides a broad view of the horticulture industry in Oregon. Introduces environmental factors important to plant growth. Covers basic principles of soils, media and plant nutrition. Discusses major components of horticulture industry including nursery and greenhouse, tree fruits, small fruits, vegetables and landscape. Presents scope of career opportunities in horticulture.

HORT 120 - General Viticulture (3)

Introduces grape growing. Covers botany, fruiting and rootstock cultivars; anatomy and physiology; history and distribution of grapes; vine classification; world growing areas, including latitude, climate and soils; and common diseases and pests. Audit available.

HORT 260 - Low Input/Organic Farming and Gardening (3)

Organic farming and gardening methods will be discussed in class and practiced in the field. The philosophical background of organic farming as well as the biological, environmental and social factors involved in organic food production are also covered. Emphasis will be on hands-on application of scientific principles to create sustainable food production systems. Recommended: RDWR 115 and MTH 70, or placement above these levels.

HST - History

HST 100 - Introduction to History (3)

Provides a general introduction to the nature and methods of history. Develops awareness of the importance of historical literacy and thinking. Develops intellectual and written communication skills applicable to the study of history and other academic disciplines, as well as a wide variety of professional pursuits. Covers various periods, areas, and fields of history through the use of historical case studies. Prerequisite: RDWR 90 or placement above this level.

HST 101 - Western Civilization: Ancient to Midieval (4)

Explores the ancient civilizations of Mesopotamia, Egypt, Greece and Rome. Covers development of Judeo-Christian beliefs, early Islamic civilization, the Byzantine Empire and the early medieval period. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

HST 102 - Western Civilization: Medieval to Early Modern (4)

Studies the High Middle Ages and early modern Europe, including the Renaissance, Reformation, Scientific Revolution, Enlightenment and the French Revolution. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

HST 103 - Western Civilization: Modern Europe (4)

Studies the history of the 19th and 20th centuries, including the Industrial Revolution, nationalism, imperialism, socialism, the Russian Revolution, Nazism, world wars and their aftermath. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

HST 104 - History of the Middle East (4)

Surveys the Middle East from ancient to modern times. Includes political, diplomatic, economic, social, religious and cultural themes. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

HST 107 - History of Korea and Japan (4)

Explores the history of Korea and Japan and their dynamic relationship from pre-history to modern times. Includes political, diplomatic, economic, social, religious, and cultural themes. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

HST 201 - History of the United States to 1840 (4)

Studies cause and effect, and significant trends and movements related to political, social and economic ideas and events from Colonial times to 1840. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

HST 202 - History of the United States from 1840-1914 (4)

Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1840 to 1914. History courses are non-sequential and may be taken in any term and in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

HST 203 - History of the United States from 1914 (4)

Examines cause and effect, and significant trends and movements related to political, social and economic ideas and events from 1914 to present. History courses are non-sequential and may be taken in any term or in any order. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

HST 240 - Oregon History (4)

Examines the rich and diverse history of Oregon including the significance of Oregon's frontier heritage and Oregon's role in American history from pre-European contact to the modern era. Explores economic, political, social, and cultural factors in terms of race, ethnicity, gender, class, and religion. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

HST 246 - Religion in the United States to 1840 (4)

Covers the basic features and effects of the Native American religious revitalization movements, European backgrounds of Christian denominations, development of different religious groups, church-state relations, the struggle for religious liberty, and how they shaped the beliefs, behaviors, and institutions of colonial America in the early United States. Prerequisites: RDWR 115 MTH 20 or placement above these levels.

HST 247 - Religion in the United States since 1840 (4)

Covers basic features of Native American religions, European backgrounds of Christianity, development of different religious groups in the United States and their impact on American life. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

HST 260 - History of Sexuality in America (4)

A historical approach to sexuality and gender relations in America, including the role of sex in Colonial conquest; Native American sexuality; sexual ethics in Puritan America; the relationship between sex, race, and slavery; utopian experiments in sexual and marital relations; the sexual double standard and Temperance movement; sexuality liberation, gay rights and feminism in the 1960's; the social effects of sexually transmitted diseases; and modern developments in sexuality. Key themes in the course will include the relationship between medical knowledge and sexual ethics; the evolution of social perceptions and communal regulation of normal and aberrant sexual behavior; and changing degrees of freedom and constraint in accepted sexual practice and gender roles. Prerequisites: WR 121, MTH 20 or placement above this level.

HST 280A - Cooperative Education: History (1)

Offers the chance to extend knowledge of history through work in settings which provide learning experiences supplementing classroom learning. Department permission required.

HST 280B - Cooperative Education: History Seminar (1)

Provides a forum in which to discuss work experiences with peers and instructor. Department permission required.

HST 285 - The Holocaust (4)

Introduces the aftermath of World War I and the rise of the Nazis, the historical roots of anti-Semitism, the evolution of the Final Solution and its coordination in Nazi-occupied Europe, the victims of Nazi policies, the camps, the perpetrators, bystanders, and the aftermath of the Holocaust. Prerequisites: RDWR 115 MTH 20 or placement above these levels.

HST 298A - Independent Study: History (2)

Offers advanced individualized study of history on a specified topic to meet special interests or program requirements. Involves completion of a project and readings on a topic approved by the instructor. May be taken three times for credit. Instructor permission required.

HST 299 - History of Sexuality (4)

A historical approach to sexuality and gender relations in America, including the role of sex in Colonial conquest; Native American sexuality; sexual ethics in Puritan America; the relationship between sex, race, and slavery; utopian experiments in sexual and marital relations; the sexual double standard and Temperance movement; sexuality liberation, gay rights and feminism in the 1960's; the social effects of sexually transmitted diseases; and modern developments in sexuality. Key themes in the course will include the relationship between medical knowledge and sexual ethics; the evolution of social perceptions and communal regulation of normal and aberrant sexual behavior; and changing degrees of freedom and constraint in accepted sexual practice and gender roles.

IMT - Industrial Maintenance Technology

IMT 100 - Exploring Manufacturing and Apprentice (1)

Explores career opportunities within the Trades. Includes traditional careers and new opportunities in fields such as Renewable Energy and Sustainability. Introduces resources for assisting students in identifying skills needed to succeed in these fields. Additional course fee of $15.

IMT 102 - Industrial Safety (OSHA) (4)

Provides an introduction to the essential skills needed to maintain safety in industrial workplaces. Includes information regarding general accident prevention. This course is a component of the Manufacturing Skills and Standards Council (MSSC) Certified Production Technician (CPT). A fee of $185.00 covers the eLearning modules and test fee.

IMT 103 - Applied Industrial Technology Mathematics (4)

Provides exposure to practical math most commonly encountered in industrial settings. Concepts covered will include: fractions, decimals, units, conversions, measurements, using equations to calculate area and volume, basic algebra and trigonometry. Utilizes real-world scenarios that require application of gained math skills in order to find a solution. Prerequisite: MTH 20 or placement above this level.

IMT 104 - Rigging, Lifting and Safety Inspection (3)

Provides instruction in fundamental rigging skills, including industrial knots, rigging calculations, rigging and hand signals, gear selection, overhead crane operation, and lift operation. Inspection, safety, and practical applications are stressed. Additional supply fee may be required.

IMT 105 - Industrial Hydraulics I (3)

Provides instruction in reading and developing an understanding of hydraulic theory, analysis of fundamental hydraulic schematics, troubleshooting common hydraulic problems and maintaining hydraulic systems used in a variety of production applications. Prerequisites: MTH 20 or placement above this level and IMT 204. Additional supply fee may be required.

IMT 106 - Hand Tool Safety (1)

Develops understanding of the hand tools and power tools used in the construction trades. Identifies commonly used hand/power tools, selecting the correct tool to complete assigned projects and working in a safe and competent manner. Emphasizes safety and care of tools. Additional course fee of $15.

IMT 118 - Bearings, Seals and Lubrication (3)

Provides an introduction to bearings, seals, and lubrication types and techniques used in industry to develop skills in diagnosis, inspection, and repair of moving parts. Additional supply fee may be required.

IMT 200 - Pumps and Valves (3)

Provides instruction in how to troubleshoot and maintain industrial pumping systems. Content includes alignment procedures, rebuild methods, installation of packing and seals for pumps and valves and selecting pumps for specific applications. Prerequisite: IMT 105, and Prerequiste/Corequisite IMT103. Additional supply fee may be required.

IMT 204 - Introduction to Pneumatics (2)

Provides an introduction to operating a pneumatic system, including maintenance and rebuilding procedures. Analysis of pneumatic schematics is included. Additional supply fee may be required.

IMT 209 - Pipefitting (3)

Examines the essential operations to assemble and maintain piping and other mechanical systems. Practical applications are stressed in this course. Additional supply fee may be required.

IMT 220 - Proportional Hydraulics (3)

Examines the industrial applications of proportional hydraulics theory, application, troubleshooting, and repair of these advanced hydraulic applications. Additional supply fee may be required.

IMT 222 - Lean Manufacturing and Process Control (3)

Provides instruction in concepts of quality, value, industrial standards, and "lean manufacturing" methods involving the improvement of industrial efficiency and production. Also covers the use of statistical process control to improve maintenance and production processes. Prerequisite: MTH 60 or MTH 60Z or MTH 70 or placement above this level, or IMT 103. This course is a component of the Manufacturing Skills and Standards Council (MSSC) Certified Production Technician (CPT). A fee of $185.00 covers the eLearning modules and test fee.

IMT 230 - Techniques of Preventive Maintenance (3)

Examines the development and implementation of a preventive maintenance program using proven actions and procedures and common computer software. Provides instruction in concepts of quality, value, industrial standards, and "lean manufacturing" methods involving the improvement of industrial efficiency and production. Also covers the use of statistical process control to improve maintenance and production processes. This course is a component of the Manufacturing Skills and Standards Council (MSSC) Certified Production Technician (CPT). A fee of $185.00 covers the eLearning modules and test fee.

LEAD - Leadership

LEAD 242 - Personal Leadership Development (3)

A foundational course for leadership development. In this course you will become familiar with foundational leadership ideas including relevant leadership theories, styles, approaches, traits, ethics, conflict management, and change. For each topic we will build upon theories to help you apply the concepts to your everyday life and leadership.

LIB - Library

LIB 101 - Library Research and Beyond: Find, Select & Cite (1)

Introduces the research process and essential research skills to find, select and cite the best information. Teaches identification of research topics, planning and carrying out the research process, and to identify and cite preferred sources of credible information. Prerequisite: placement into RDWR 115.

MCH - Machine Manufacturing Technology

MCH 102 - Introduction to Manufacturing (3)

This course includes an orientation to the use of personal computers; introduction to problem solving and laboratory procedures, a survey of common manufacturing processes, including a history of manufacturing technology; economic considerations associated with manufacturing; the influence of product design on process selection on manufacturing taxonomy, surface finish, tolerances, and functional specifications. The completion of the class and assessment will result in an MSSC certificate in Manufacturing Processes and Production. This course is a component of the Manufacturing Skills and Standards Council (MSSC) Certified Production Technician (CPT). A fee of $185.00 covers the eLearning modules and test fee.

MCH 121 - Manufacturing Processes I (4)

Technical elective course in the Associate of Applied Science Degree in the machine Manufacturing Technology program. An introductory course in material removal operations emphasizing drilling, milling and lathe processes with emphasis on production speeds and feeds. Prerequisite: MCH 102. Audit available.

MCH 130 - Machine Shop Trigonometry (3)

Introduces the rules, methods and procedures for using trigonometry formulas that deal with both the sides and the angles of the right triangle and oblique triangle to solve for the unknown parts. Additional course fee of $20.

MCH 135 - Basic Measuring Tools and Layout (3)

Covers use and applications associated with basic measuring tools including: the machinist's scale, dividers, telescoping gage, combination square, hermaphrodite caliper, surface gage, and surface finish gage. Introduces the proper techniques and applications of the basic transfer measurement and comparison tools in measuring holes accurately, scribing parallel lines, finding the center of round stock, determining the factors which contribute to the quality of surface finish, and practice in identifying surface finishes. Covers instruction and practice in cutting, filing, layout, scribing, use of gage blocks, and utilizing the height gage to accurately layout lines, angles and the location of part features. Introduces the proper use and applications of the hacksaw, scribe, dividers, prick punch, ballpeen hammer, combination square set, and height gage to produce the accurate layout of part features. Additional supply fees of $40.

MCH 220 - Manufacturing Processes II (4)

This course will provide the student with an introduction to the concepts and technologies from a designer's viewpoint of the principal manufacturing processes utilized by industry. Discussion subjects include the manufacturing system and its operating principles, casting, forming, material removal, welding, quality control, and advanced manufacturing processes, in a lecture/lab environment. Advanced Machining practices will be stressed.

MP - Medical Professions

MP 111 - Medical Terminology (4)

Covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Course taught by body systems. English communication skills necessary.

MTH - Mathematics

MTH 20 - Basic Math (4)

Covers fractions, decimals, percentages, integers, and measurements to write, manipulate, interpret, and solve application and formula problems. Introduces concepts of basic statistics. A scientific calculator is required. Prerequisites: Placement into MTH 20 and RDWR 90.

MTH 70 - Introductory Algebra (4)

Introduction to algebraic concepts and processes with a focus on linear equations and inequalities in one and two variables. Applications, graphs, functions, formulas, and proper mathematical notation are emphasized throughout the course. A scientific calculator is required. Prerequisites: MTH 20 and RDWR 90 or placement above these levels.

MTH 95 - Intermediate Algebra (4)

Explores functions graphically and symbolically with an emphasis on function notation. Investigate functions, equations, and graphs involving quadratic, rational, radical, and absolute value expressions. Technology is integrated throughout. Graphing calculator required. Prerequisites: MTH 70 and RDWR 115 or placement above these levels.

MTH 105 - Explorations in Mathematics (4)

Engages students in the discovery and exploration of selected non-traditional topics in mathematics. Possible topics include mathematics of social choice, geometry, statistics, probability, and discrete mathematics. Prerequisites: RDWR 115 and MTH 95 or placement above these levels.

MTH 111 - College Algebra (5)

Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. Prerequisites: MTH 95 and RDWR 115 or placement above these levels.

MTH 112 - Elementary Functions (5)

Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. Prerequisites: MTH 111; RDWR 115 or placement above these levels.

MTH 211 - Foundations of Elementary Math I (4)

Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Topics emphasized are problem solving, patterns, sequences, set theory, logic, numeration systems, number bases, arithmetic operations, and number theory. Various manipulative and problem solving strategies are used. Prerequisites: MTH 95 or higher; RDWR 115 or placement above these levels.

MTH 212 - Foundations of Elementary Math II (4)

Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore rational numbers (fractions, decimals, percents), integers, the set of irrational numbers, the set of real numbers, and simple probability and statistics. Prerequisite: MTH 211 and its prerequisite requirements. Audit available.

MTH 213 - Foundations of Elementary Math III (4)

Surveys mathematical topics for those interested in the presentation of mathematics at the K-9 levels. Various manipulatives and problem solving approaches are used to explore informal geometry, transformational geometry, and measurement systems. Prerequisite: MTH 211 and its prerequisite requirements.

MTH 241 - Calculus for Management, Life and Social Science (4)

Include limits, continuity, derivatives and integrals. Investigates applications from science, business, and social science perspectives. Graphing calculator required. Prerequisite: MTH 111.

MTH 243 - Statistics I (5)

Introduces displaying data with graphs, numerical descriptions of data, producing data, elementary probability, probability distributions, confidence intervals, and significance testing. Investigates applications from science, business, and social science perspectives. Graphing calculator required. Prerequisite: MTH 111.

MTH 244 - Statistics II (4)

Topics include confidence interval estimation; tests of significance including z-tests, t-tests, ANOVA, and chi-square; and inference for linear regression. Investigates applications from science, business, and social science perspectives. Graphing calculator with advanced statistical programs required. Prerequisite: MTH 243.

MTH 251 - Calculus I (4)

Includes limits, continuity, derivatives and applications of derivatives. Graphing calculator required. Prerequisites: MTH 112.

MTH 252 - Calculus II (5)

Includes antiderivatives, the definite integral, topics of integration, improper integrals and applications of differentiation and integration. Graphing calculator required. Prerequisite: MTH 251.

MTH 253 - Calculus III (5)

Includes infinite sequences and series (emphasis on Taylor series), an introduction to differential equations, and vectors in three space. Graphing calculator required. Prerequisite: MTH 252.

MTH 254 - Vector Calculus I (5)

Topics include multivariate and vector-valued functions from a graphical, numerical, and symbolic perspective. Applies integration and differentiation of both types of functions to solve real world problems. Students will communicate their results in oral and written form. Graphing calculator required; TI 89, TI 92 Plus or Voyage 200 recommended. Prerequisite(s): MTH 253 and its prerequisite requirements.

MUS - Music

MUS 105 - Music Appreciation (3)

Provides an introduction to understanding symphonic music in the vocal and instrumental genres from the ancient period through the contemporary music of our time. Class will be presented using a multi-media format. Prerequisite: RDWR 90 or placement above this level.

MUS 108 - Music Cultures of the World (3)

Examines musical cultures throughout the world with attention to cultural contexts and musical styles including but not limited to Africa, the Americas, Asia, Near East, Europe, and the South Pacific. Prerequisite: RDWR 90 or placement above this level.

MUS 205 - Introduction to Jazz History (3)

Covers the 90-year history of jazz, a truly American art form. Examines and analyzes eras, styles, and significant artists. Prerequisite: RDWR 90.

MUS 206 - Introduction to the History of Rock (3)

Introduces the history of rock music. Examines rock music's roots and development, its innovators and significant events through a cultural as well as musical perspective. Prerequisite: RDWR 90 or placement above this level.

- Agriculture, Natural Resources, or Forestry Elective (3-4)
- and
- Elective, General Education (4)
- GEN ED HST or EC (4)
- General Education, Arts and Letters (MUS 108 recommended for OSU transfer) (3-4)
- General Education, Social Science (SOC 206 recommended for OSU transfer) (4)
- General Education/Program Elective/Other Elective, (ENG 104 recommended for OSU transfer) (3-4)
- General Education/Program Elective/Other Elective, (ENG 106 recommended for OSU transfer) (3-4)
- General Education/Program Elective/Other Elective, (HST 203 recommended for OSU transfer) (3-4)
- or
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NAT - Natural Resources

NAT 201 - Managing Natural Resources for the Future (3)

Overview of the complexities involved in managing natural resources of the Pacific Northwest. Exposure to major natural resource issues of the region. Development of critical thinking skills useful in seeking solutions.

PE - Physical Education

PE 142A - Zumba Fitness I (1)

Introduces Zumba Fitness to improve health and overall wellness through structured group exercise. Promotes improvement of cardiorespiratory conditioning, muscle endurance and flexibility.

PE 142B - Zumba Fitness II (1)

Expands knowledge, application, and skills of Zumba Fitness. Continues fundamental techniques learned in Zumba Fitness I. Promotes continued improvement of cardiorespiratory conditioning, muscle endurance, and flexibility through the safe and proper skill of rhythmic exercise. Prerequisite: PE 142A or instructor permission.

PE 182A - Beginning Group Fitness (1)

Offers students knowledge and skills to keep fit for life. Teaches safe performance of movement and exercise in a progressive approach. Includes cardiovascular and muscular endurance, flexibility, and body composition. Aerobic training principles stressed using target heart rate and Borg methods.

PE 182B - Intermediate Group Fitness (1)

Offers students an opportunity to improve and/or maintain a high level of fitness. Includes cardiovascular endurance, muscular endurance, flexibility, and body composition. Recommended: PE 182A.

PE 182F - Boot Camp (1)

A group exercise class focusing on cardio respiratory fitness and muscular endurance using dumbbells and other equipment (physioballs, steps, etc.) This class concentrates on all key muscle groups, working toward muscle fitness and flexibility gains. This class is geared to those who enjoy high-intensity callisthenic training in a group class format. Audit available.

PE 295 - Health and Fitness for Life Lab (1)

Explores the interrelationship of the five components of physical fitness, basic nutrition concepts, and stress management activities to increase individual health and wellness through lab sessions, fitness assessments, and fitness program development. Co-requisite: HE 295.

PHL - Philosophy

PHL 201 - Being and Knowing (4)

Introduces metaphysics and the theory of knowledge via the works of important figures in the history of philosophy. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

PHL 202 - Ethics (4)

Studies attempts by philosophers to account for the difference between right and wrong, for the notion of moral obligation and to answer the question: How should we lead our lives? Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

PHY - Physics

PHY 101 - Fundamentals of Physics I (4)

Intro to Physics. Includes the study of mechanics, vectors, energy, simple machines, satellite motion, and the theory of special relativity. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

PHY 102 - Fundamentals of Physics II (4)

A conceptual study of physics. Topics include properties of matter, heat and thermodynamics, and atomic and nuclear physics. Prerequisites: PHY 101.

PHY 103 - Fundamentals of Physics III (4)

A conceptual study of physics. Topics include waves and sound, electricity and magnetism, and light and optics. Prerequisite: PHY 101.

PHY 201 - General Physics (4)

Introductory physics (algebra based) for science majors, pre-medical, pre-dental, pre-chiropractic and pre-physical therapy students. Topics include mechanics including statics, forces and motion energy, collisions, circular motion and rotational dynamics. Prerequisites/concurrent: MTH 111 and its prerequisite requirements. Audit available.

PHY 202 - General Physics (4)

Topics include mechanical properties of matter, heat, waves, sound and light. Algebra-based physics. Prerequisites: PHY 201 and its required prerequisites. Audit available.

PS - Political Science

PS 200 - Introduction to Political Science (4)

Students learn about basic political concepts and themes such as legitimacy, sovereignty, democracy, political culture and socialization, participation and rights, revolution and change as well as explore various ideas about governments and their structures and functions. Prerequisite: RDWR090; or placement above stated course levels.

PS 201 - US Government: Foundations and Principles (4)

Examines the development of constitutional traditions in United States. Includes topics such as free speech, equal rights under law, movements, interest groups, political parties, and elections in a democratic struggle for power. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

PS 202 - US Government: Institutions and Policies (4)

Examines the national institutions of United States politics including the Legislative, Executive, Judicial branches. Includes national policies, foreign policy, taxation, spending priorities, government regulations, and entitlements. PS 201, 202, and 203 need not be taken in sequence. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

PS 204 - Comparative Political Systems (4)

Covers the study of political systems in various countries. Includes such issues as policy- making, representation/participation, political culture, political economy and development, and governance. Countries chosen will represent various political systems including democracies, totalitarian regimes, dictatorships, post-communist systems in transition, newly industrializing and developing countries. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

PS 299 - Introduction to Political Science (4)

Students learn about basic political concepts and themes such as legitimacy, sovereignty, democracy, political culture and socialization, participation and rights, revolution and change as well as explore various ideas about governments and their structures and functions. Prerequisite: RDWR090; or placement above stated course levels.

PSY - Psychology

PSY 101 - Psychology and Human Relations (4)

Applies psychological principles to relationships in both personal and professional environments. Includes an overview of basic personality and social psychology concepts, as well as specific skill development in the areas of communication, listening, and conflict resolution. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

PSY 201 - Introduction to Psychology, Part I (4)

First term of a two-term sequence in introductory psychology covering the history of psychology, scientific methods, the brain, nervous system, sensation, perception, consciousness, human development, learning, memory, language, and cognition. Taught from a sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Meets cultural diversity requirements for Associate Degrees. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

PSY 202 - Introduction to Psychology, Part II (4)

The second term of a two-term sequence in introductory psychology, covering emotion, motivation, intelligence, personality theory, health psychology, abnormal psychology, therapies, and social psychology. Course taught from a sociocultural approach which assumes that gender, culture, and ethnicity are essential to understanding behavior, thought, and emotion. Meets cultural diversity requirements for Associate Degree. Recommended: PSY 201. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

PSY 215 - Human Development (4)

Surveys major developmental theories and patterns of change and continuity from birth to death in human subjects. Emphasizes biological, cognitive, and emotional development through the lifespan. Examines cultural influences on development. Recommended: PSY 201 or 202. Prerequisites: RDWR 115, MTH 20 or placement above these levels.

PSY 239 - Introduction to Abnormal Psychology (4)

Surveys the history, theories, diagnosis, etiology, and treatment of the major psychological disorders. Prerequisites: PSY 201 or PSY 202.

RDWR - College Reading and Writing

RDWR 115 - College Reading and Writing (5)

Focuses on expanding and improving reading rate, vocabulary, and comprehension of complex college level texts. Emphasizes critical thinking skills, information literacy, and introduces college level skills in reading critically, exploring ideas, and writing. Students will compose essays in support of a thesis, working through multiple drafts with time to separate the acts of drafting and revising. Students write 2000-2500 words of revised, final draft copy, including one essay that incorporates source materials and employs MLA citation and documentation. Students are required to attend lecture/lab for a minimum of two hours per week in the Writing Center/Studio to be scheduled at the beginning of the term to work on assigned supplemental material as directed by their instructor. The lab hours are a requirement for passing this course.

SOC - Sociology

SOC 206 - Social Problems (4)

Applies the sociological perspective to the study of social problems, including their identification, analyses of causes and consequences, and considerations of possible solutions. Explores topics such as inequality, poverty, crime and delinquency, substance abuse, discrimination, domestic violence, the environment, global stratification, and international conflict. Prerequisites: RDWR 115; MTH 20 or placement above these levels.

SOIL - Soil Science

SOIL 205 - Soil Science (4)

Introduction to the chemical, physical and biological nature of soils. Examines the functions of soil as a medium of plant growth, a recycling system for nutrients and wastes, a modifier of atmospheric chemistry, a habitat for soil organisms, a system for water purification, and an engineering medium. Field and laboratory projects provide an understanding of fundamental soil science principles and the impact of human activities on soil quality and sustainability. Field trips required.

SPA - Spanish

SPA 101 - First Year Spanish - First Term (4)

Emphasizes active communication in beginning Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Prerequisites: RDWR 115 and MTH 20 or placement above these levels.

SPA 102 - First Year Spanish - Second Term (4)

Continues the work of SPA 101. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Prerequisite: Completion of SPA 101.

SPA 103 - First Year Spanish - Third Term (4)

Continues the work of SPA 102. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Prerequisite: SPA 102.

SPA 201 - Second Year Spanish - First Term (4)

Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: Completion of first year Spanish at college level.

SPA 202 - Second Year Spanish - Second Term (4)

Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisites: SPA 201.

SPA 203 - Second Year Spanish - Third Term (4)

Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Prerequisite: SPA 202.

SPA 250 - Second Year Spanish, Part I (6)

Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Completion of SPA 250-251 is equivalent to SPA 201-202-203. Prerequisite: Completion of first year Spanish at college level.

SPA 251 - Second Year Spanish, Part II (6)

Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Completion of SPA 250-251 is equivalent to SPA 201-202-203.Prerequisites: SPA 250.

WLD - Welding Technology

WLD 102 - Blueprint Reading (4)

Covers the language of blueprints including lines, views, dimensioning, print organization, welding symbols and structural shapes. Additional supply fee may be required.

WLD 111 - Shielded Metal Arc Welding (E7024) (4)

Covers uses, safety, nomenclature, equipment operation, set-up and shutdown procedures and welding- related math and science for Shielded Metal Arc Welding and Oxy-acetylene Cutting. Additional supply fee may be required.

WLD 112 - Shielded Metal Arc Welding: Mild Steel (E7018) (4)

Develops knowledge and manipulative skills in the use of E7018 mild steel electrodes when performing various welds in the flat and horizontal positions. Welding applied math and science included. Additional supply fee may be required.

WLD 199 - Wire Welding I (3)

TBD

WLD 201 - Gas Metal Arc Welding/Gas Tungsten (3)

Students will be introduced to equipment and techniques of GMAW and GTAW welding process. Aluminum and stainless steel metals will be the primary focus including preparation, welder settings, and welding of various base metals. The course will follow AWS specifications. Additional supply fees may be required.

WLD 202 - Advanced Gas Metal Arc Welding (GMAW) (3)

This class will develop existing skills in MIG and TIG welding. The focus will be on weld preparation and technique. In addition to flat and horizontal surfaces, vertical, overhead and pipe welding will be added. The course curriculum follows the AWS specifications for qualification and certification. Completion of WLD 201 or instructor approved experience in GTAW/GMAW required. Additional supply fee may be required.

WLD 261 - Basic Fabrication I (4)

Develops fabrication knowledge and skills in selection and use of layout tools and equipment, to assemble a fabrication project from given specifications. Department permission required.

WLD 299 - Gas Metal Arc Welding/Gas Tungsten (3)

This class will develop existing skills in MIG and TIG welding. The focus will be on weld preparation and technique. In addition to flat and horizontal surfaces, vertical, overhead and pipe welding will be added. The course curriculum follows the AWS specifications for qualification and certification. Completion of WLD 199 or instructor approved experience in GTAW/GMAW required.

WR - Writing

WR 121 - English Composition I (4)

Focuses on academic writing as a means of inquiry. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisites: Placement into WR 121, or completion of RDWR 115.

WR 122 - English Composition II (4)

Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness, and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research, and information literacy. Prerequisite: WR 121.

WR 227 - Technical and Professional Writing (4)

Introduces technical and professional communications. Students compose, design, revise, and edit effective letters, memos, reports, descriptions, instructions, and employment documents. Emphasizes precise use of language and graphics to communicate complex technical and procedural information safely, legally and ethically. Prerequisites: WR 121.

252 - Imaginative Writing I (Introduction to Creative Writing) (4)

This course is designed to introduce students to the art and craft of writing as an artistic medium. By studying the basic elements of craft in poetry and fiction, reading and analyzing the work of professional writers, and completing your own creative projects, you will explore the fundamentals of creative writing, from meter and rhyme to metaphor and conceit, from character and setting to narrative voice and structure. Prerequisite: WR 121

253 - Imaginative Writing II (Creative Nonfiction) (4)

This course is designed to introduce students to the genre of Creative Nonfiction. They will learn the conventions and techniques of the genre through guided creative writing projects. Students will learn how to implement narrative, backstory, pacing, and characterization by reading the work of other students and published authors, whose work will serve as models for the students. The readings will include the various modes of the genre, such as autobiography/memoir, personal essay, nature and/or science writing, and literary journalism. Students will produce, workshop, and present their own works of creative nonfiction in class. Prerequisite: WR 121

- WR 254 (4)

This course is designed to introduce students to the genre of poetry. They will learn the conventions and techniques of the genre through guided creative writing projects. Reading professional poets, students will write poems that show an understanding of what choices are available to writers while exploring the fundamentals of craft such as meter, rhyme, conceit, and metaphor. Prerequisite: WR 121