



2021-2022 ACADEMIC CATALOG

 [bluecc.edu](http://bluecc.edu)

The *Academic Catalog* outlines, in detail, the requirements for the degree and certificate programs offered at Blue Mountain Community College.

Candidates for academic awards assume the responsibility of reading the catalog; adhering to all policies pertaining to degree and certificate completion; earning the minimum number of credits as outlined for a degree or certificate program; and achieving the specified minimum course grades and grade point averages required for the academic degree program or required for a certificate program.

### **Notification to all Applicants for Admission and Students**

This catalog is for information purposes and does not constitute a contract. This catalog expires and cannot be used for graduation after the end of spring term 2020. The requirements must be completed within five years of the beginning date of the catalog selected. Degree and certificate requirements must be from one catalog, which begins in the summer term and runs through the end of spring term of the next calendar year. All regulations and conditions other than those stated above are subject to change. Blue Mountain Community College reserves the right to make changes in this catalog as needs arise and to make final interpretations of the statements contained therein. Without notice the College reserves the right to change tuition, fees, and related requirements and regulations as prescribed by the Board of Education, the Higher Education Coordinating Council, or Legislative action.

### **Important Contacts**

Section 504 Coordinator - P.O. Box 100 - Pendleton, OR 97801 541-278-5965

Title II - Director of College Preparatory Programs - P.O. Box 100 - Pendleton, OR 97801 541-278-5795

**Blue Mountain Community College is accredited by the Northwest Commission on Colleges and Universities.**

BMCC is an equal opportunity educator and employer. To view BMCC's Equity and Non-Disclosure Policy [CLICK HERE](#).

## **Welcome to BMCC**

Blue Mountain Community College (BMCC) is a comprehensive community college committed to providing a premier learning environment and support for student success.

Program areas include:

- Career and Technical certificates and degrees
- College transfer degrees
- College preparatory and adult basic skills training
- Workforce development programs
- Continuing education
- Community education
- Early College Credit

BMCC offers students high-quality instruction, affordable tuition, small class sizes, and student support services such as tutoring, computer labs, academic advising, and disability accommodations.

Though its taxing district comprises Baker, Morrow, and Umatilla counties, BMCC serves all of northeastern Oregon - including Grant, Union, and Wallowa counties - through its locations in Pendleton, Hermiston, Baker City, Milton-Freewater, Boardman, La Grande and John Day. In addition, BMCC provides selected on-site services to the Confederated Tribes of the Umatilla Indian Reservation. BMCC uses distance education learning modalities to serve residents throughout the region, as well as a small number of students from around the world.

On average, BMCC employs 250 full-time and part-time persons, with an annual payroll of more than \$15 million.

In 2018-2019, BMCC enrolled 6,220 students, of which nearly 50% were seeking a certificate or associate's degree. Sixty percent of students received some form of financial aid in 2018-19, and the average financial aid award amount for students in 2018-19 was \$7,887. The BMCC Foundation awarded more than 227 different scholarships, totaling more than \$388,000 in 2018-19. Early College Credit classes are offered to area high school students; 11,250 credits were awarded to 1,340 students enrolled in college credit courses in 2017-2018. BMCC has also saved students more than \$500,000 annually in textbook costs thanks to the use of Open Education Resources in nearly a quarter of BMCC classes.

Typical of community college student populations, the average age of all BMCC students is 27. Student demographic data rely on self-reporting: 37% of students identified themselves as belonging to minority populations, and 3% students identified themselves as veterans. Class size is generally fewer than 30 students.

## **President's Welcome**

On behalf of the faculty and staff, it is my pleasure to welcome you to the BMCC family. Whether you are joining us for college preparation, to earn a degree or certificate, gain technical training or assistance with workforce development, or for personal enrichment or self-improvement, we look forward to helping you find success at BMCC. To assist you in achieving your goals, BMCC offers an extensive advising program that is structured to facilitate a smooth transition into college life and to chart a course toward the accomplishment of your educational objectives. BMCC provides guidance in identifying financial aid and scholarship options to help you afford your education. Please take advantage of these services and schedule an appointment with an advisor soon - it will greatly improve the quality and value of your time at BMCC. Our faculty and staff are committed to putting Students First. I also encourage you to enjoy your time at BMCC. We offer a variety of team sports, clubs, student government-sponsored events and cultural activities to enrich your experience and bring you closer to your fellow students and community. In the coming academic year, I look forward to meeting you and helping to make your experience at BMCC educationally and personally rewarding.

Mark Browning,  
President, Blue Mountain Community College

## **Board Welcome**

On behalf of the faculty, staff, and the Board of Education, it is my pleasure to welcome you to the BMCC family. Whether you are joining us for college preparation, to earn a degree or certificate, to gain technical training or assistance with workforce development or for personal enrichment or self-improvement, we look forward to helping you find success at BMCC.

You are joining us at an exciting time as we launch a new program in Medical Assisting and a non-technical credential in unmanned aviation vehicles/drones- two new opportunities that will meet the workforce needs of area employers.

This academic year, to better support student learning and success, we are launching Recruitment & Retention Experts, who will serve as a one-stop shop for prospective and current students.

For prospective students, our Recruitment & Retention Experts will help you stay on target to complete your goals at BMCC by assisting you with valuable learning and support resources such as peer tutoring, library services, and referrals to other professional services available to BMCC students.

We offer a variety of team sports, clubs, student government-sponsored events, and cultural activities to enrich your experience and bring you closer to your fellow students and community.

All of us at BMCC look forward to meeting you and helping to make your experience at BMCC educationally and personally rewarding.

Jane Hill  
Chair, Blue Mountain Community College Board of Education

# About Blue Mountain Community College

## History

Blue Mountain Community College was established on July 1, 1962, after winning an overwhelming five-to-one vote of confidence by the residents of Umatilla and Morrow counties.

The College opened its doors in September of that same year. Vocational-technical courses were initially taught at Pendleton's John Murray Junior High School; college transfer programs were added a year later. In 1965, BMCC moved the campus to the north hill overlooking Pendleton. Within 10 years, the original construction plans for the college were completed. In September 1992, the college purchased Columbia Hall in Hermiston to accommodate a growing student population in western Umatilla County. In October 1993, the College created a center in Milton-Freewater by leasing the former US Bank Building. In 1994, the Milton-Freewater Continuing Education Office and Basic Skills Center moved to the same location.

BMCC's distance education program continues to grow with over 380 courses available. Distance education delivery is now primarily Web-based. There are complete links to faculty instructors and other classmates through this model. Additionally, there are complete degree programs available to our students via distance education. In fact, all BMCC course offerings now have technology components incorporated into them so that students are exposed to and comfortable with the expanding technology that has become an everyday part of our lives.

In November 1998, the voters in Morrow and Umatilla counties passed a bond measure for facility expansion in district growth areas. The bond financed expansion of the centers in Hermiston and Milton-Freewater and the opening of the BMCC Morrow County Center in Boardman. The Pendleton campus expansion included new technical agriculture buildings, a new science and technology building, and the remodeling and upgrading of older facilities.

A ballot measure in March 2000 annexed Baker County into the BMCC district. Classes at BMCC Baker County began in the fall of 2000.

In 2011, BMCC opened the Eastern Oregon Higher Education Center in Hermiston. The project, five years in the planning, expanded access to postsecondary education for the residents of communities in west Umatilla, north Morrow, and east Gilliam counties. Upon the Oregon State Legislature's approval in June 2009 of \$7.4 million in lottery-backed bonds for the project, and with previously secured funds (including federal appropriations and private donations), BMCC began design and construction of the new building. The building opened for classes in September 2011. There are now nearly 2,000 students taking more than 100 sections of courses at this facility.

Blue Mountain Community College celebrated its 50th anniversary in October 2012. In May 2015, the voters of Morrow and Umatilla counties approved a \$23 million capital construction bond. These funds allowed the College to make efficiency improvements to HVAC and electrical systems and update safety, security and technology on the Pendleton campus. In addition, bond dollars funded the construction of the Workforce Training Center, which opened in April 2017 in Boardman. This facility replaced the old Boardman Center, and houses BMCC's Data Center Technician, Industrial Systems Technology and Early Childhood Education programs, as well as provides general and community education. In June 2017, BMCC opened the Precision Irrigated Agriculture Facility on the OSU Hermiston Agricultural Research & Education Center property in Hermiston. This facility has allowed further expansion of BMCC's Precision Irrigated Agriculture program an enhanced partnerships with OSU. In September 2017, BMCC opened a new agriculture facility on the Pendleton campus - the Facility for Agricultural Resource Management, or FARM. This facility expanded and enhanced BMCC's nationally-recognized agriculture, animal science and livestock programs. In addition, bond dollars funded the renovation of the Milton-Freewater Center during Summer 2017. BMCC would like to thank the voters of Morrow and Umatilla counties for supporting these projects.

## Living in Eastern Oregon

Many communities in the counties served by the College have unique seasonal festivals and historic architecture that reflect the spirit and history of the region. The world-famous Pendleton Round-Up celebrates the heritage of the West each September with rodeo competitions, community events, and pageants in Pendleton. This cowboy sport is also enjoyed at county fairs and other festivals throughout the region. The Hermiston FunFest, Baker City's Miners' Jubilee, and the Umatilla Landing Days Festival are a few of the many popular events that showcase local products and community pride. Farmers' markets are also a part of eastern Oregon culture. Beginning in the spring and continuing into fall, these weekly gatherings provide access to the freshest produce,

arts and crafts, music, and opportunities for visiting with neighbors and new friends.

Bordered by the Blue Mountains, the Columbia River, and rolling crop land, our district abounds in recreational attractions. The local area offers an abundance of year-round recreational sites, including state and national parks. The Umatilla National Forest, under the jurisdiction of the U.S. Forest Service, provides more than 1 million acres of wilderness recreation opportunities.

Skiing, snowboarding, fishing, hiking, rafting, and hunting are outdoor activities available to BMCC students, local residents, and visitors. There are also many golf courses, open roads for bicycling, and vibrant parks and recreation organizations providing intramural sports and activities that will keep people of all ages busy throughout the year.

Eastern Oregon has four distinct seasons with a very livable climate. Sun-filled summers see temperatures ranging from 73 to over 100 degrees, while winters average 33 degrees. Humidity is low, averaging 45 to 50 percent. Our dry climate produces about 13 inches of rain each year. Snow is close at hand for winter fun.

The closest major cities to the main campus in Pendleton are Boise, Idaho (223 miles), Portland (210 miles), and Spokane, Wash. (206 miles). There is a small regional airport in Pendleton that serves travelers commuting to and from Portland. Also available at a reasonable distance is the Walla Walla, Wash., airport and the Pasco, Wash., airport.

## Mission, Vision, & Core Values

- **Vision:** Blue Mountain Community College will be a recognized educational leader in achieving student success, completion, and advancement..
- **Mission:** Blue Mountain Community College provides responsive and high-quality innovative educational programs and services that promote personal and professional growth to strengthen our communities.
- **Core Themes:** Access to Quality Programs & Services; Opportunities for Students to Complete, Transfer & Advance; Encourage & Support a Culture of Learning; and Responsiveness to Community Needs
- **Values:** In support of our vision and mission, Blue Mountain Community College values:
  - **Integrity** that promotes trust, honest, ethical behavior, and professionalism.
  - **Communication** that is open, honest, and encourages a cooperative exchange of thoughts and ideas.
  - **Compassionate relationships** based on empathy, kindness, and reliability.
  - **Access** to all in an equitable manner.
  - **Respect** of all individuals for their uniqueness and diversity.
  - **Excellence** in an educational environment that engages, challenges, advances intellectual curiosity, and fosters lifelong learning.

## Strategic Plan & Goals - 2015-2020

The Blue Mountain Community College Board of Education reviews the 2015-2020 strategic plan on an annual basis and will accomplish the goals listed below. These goals were refreshed in 2017.

- BMCC is committed to providing a "Students First" learning environment.
- Relevant and dynamic BMCC curriculum.
- Continuous improvement based on evidence at BMCC.
- Diverse and high-quality BMCC workforce.

## Campus and Locations

Typical of many community colleges, Blue Mountain Community College has a main campus, five centers, two contract-out-of-district (COD) locations, and a distance learning delivery system to better serve students in the region. Students have access to the following services at all BMCC locations:

- Information for obtaining financial assistance (grants, loans, scholarships)
- Academic advising and degree planning

- Placement assessments in math, writing, and reading
- Courses, workshops, and other educational offerings
- Tutoring and/or academic assistance; computer labs
- Textbook purchases
- Disability accommodations

Each site offers services unique to its operation, but all enable students to access a variety of distance education and online courses.

## **BMCC CAMPUS**

### **BMCC PENDLETON**

P.O. Box 100 / 2411 N.W. Carden Avenue  
 Pendleton, OR 97801  
 Phone: 541-276-1260  
 Fax: 541-278-5871  
 Email: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

## **BMCC CENTERS**

### **BMCC BAKER COUNTY**

3275 Baker Street  
 Baker City, OR 97814  
 Phone: 541-523-9127  
 Fax: 541-523-9128  
 Email: [bmccbaker@bluecc.edu](mailto:bmccbaker@bluecc.edu)

### **BMCC HERMISTON (Eastern Oregon Higher Education Center)**

975 S.E. Columbia Drive  
 Hermiston, OR 97838  
 Phone: 541-567-1800  
 Fax: 541-289-2876  
 Email: [bmcchermiston@bluecc.edu](mailto:bmcchermiston@bluecc.edu)

### **BMCC Precision Agriculture Center**

2121 S. First St.  
 Hermiston, OR 97838  
 Phone: 541-289-2873  
 Email: [aleggett@bluecc.edu](mailto:aleggett@bluecc.edu)

### **BMCC MILTON-FREEWATER**

311 N. Columbia  
 Milton-Freewater, OR 97862  
 Phone: 541-938-7176  
 Fax: 541-938-3763  
 Email: [bmccmiltonfreewater@bluecc.edu](mailto:bmccmiltonfreewater@bluecc.edu)

### **BMCC WORKFORCE TRAINING CENTER (Morrow County)**

P.O. Box 939 / 251 Olson Rd  
 Boardman, OR 97818  
 Phone: 541-481-2099  
 Email: [BMCCMorrowCounty@bluecc.edu](mailto:BMCCMorrowCounty@bluecc.edu)

## **BMCC CONTRACTED OUT OF DISTRICT LOCATION (COD)**

### **BMCC GRANT COUNTY**

835-B S. Canyon Blvd.  
John Day, OR 97845  
Phone: 541-575-1550  
Fax: 541-575-2920  
Email: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

### **BMCC UNION COUNTY**

708 K Ave, #49  
La Grande, OR 97850  
Phone: 541-215-0305  
Email: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

## **Accreditation**

### **Regional Accreditation**

Blue Mountain Community College is 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 the 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](http://www.nwccu.org)

### **Program Accreditation**

Programs at the college are approved by the Oregon Department of Education, to offer education and training under the various public laws pertaining to financial assistance to veterans.

- **A.A.S. Nursing program:** fully approved by the Oregon State Board of Nursing.
- **Certificate Emergency Medical Technician program:** courses are accredited by the Oregon Department of Education.

## **Equity and Non-Discrimination Policies**

### **Public Notification of Non-Discrimination in Educational Programs**

It is the policy of the Blue Mountain Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators, Room M-4B Morrow Hall, Blue Mountain Community College, 2411 NW Carden, Pendleton OR 97801, Phone: 541-278-5947. Email: cfellows@bluecc.edu. For hearing impaired assistance please call Oregon Relay at 7-1-1.

## **Photo/Video Release Policy**

Blue Mountain Community College (BMCC) uses photographs, photographic images, names, and audio and video recordings of employees and students for general publicity in publications, on its website, on social media, in public relations, promotions, publicity, and advertising, etc.

BMCC does not collect release forms from its students, employees, or guests for the use of images or films taken in public places on campus. Any employees, students (or the parents or guardians of such persons, if under age 18), or guests who do not want to be photographed or recorded, or to have their names, voices, or biographical materials used in connection with any such recording, must notify the Public Relations Office at BMCC.

In addition, employees, students, and guests who do not want to be photographed or recorded, and who have notified the Public Relations Office in writing, are responsible for removing themselves from the area in which photographing/recording is occurring, or notifying the camera operator of their opt-out status. Failure to do so may result in the individual's inclusion in a photograph or recording; it will be deemed equivalent to a release, and will allow the college to use that photograph or recording as it chooses.

Click here to access the Photo Opt Out Release form The form is the second page of this document.

## **Non-Credit Workforce Development and Community Education Programs**

### **Continuing and Community Education**

Continuing Education is for everyone! Learn valuable professional development skills or pursue your personal interests or passions. Our noncredit courses are affordable and we provide a variety of options. Financial aid does not apply and coursework cannot be applied to programs of study that require academic credits. Continuing Education courses are available entirely online or you can enroll in a campus-based class or at one of our Centers. Learn more by visiting [bluecc.edu/learnmore](http://bluecc.edu/learnmore).

### **College Preparatory Programs**

The College Preparatory Department includes the following program areas: adult basic education (ABE), general educational development (GED) preparation, English language acquisition (ELA), and the JOBS program. For more information about any of these programs call 541-278-5795 or visit us on the Web at [www.bluecc.edu](http://www.bluecc.edu).

### **Adult Basic Education (ABE)**

Adult Basic Education classes provide instruction for adult learners in the foundational skills of reading, writing, and math to help them transition into the labor market, higher academics, or vocational training. ABE classes are available to students who have GED credentials or high school diplomas, but have been away from academics for an extended time. ABE programming is available at BMCC in Pendleton, Hermiston, Baker City, Milton-Freewater, and Boardman.



## **General Educational Development (GED)**

General Educational Development classes are offered for students who want to obtain a GED credential, which is a recognized high school diploma equivalent. Students earn the GED when they receive passing scores on the battery of four exams: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. At BMCC, students can earn college credit while studying for GED certification; the student preparation schedule includes basic math, writing, and reading courses that are tied to college credit. GED programming is available at BMCC in Pendleton, Hermiston, Baker City, Milton-Freewater, and Boardman.

GED instruction is also available for Spanish-speaking students who want to prepare for and take the GED exams in Spanish. Spanish GED programming is available through BMCC in Hermiston and Umatilla.

Online GED Academy is a study site offered as an alternative to students who want to study at their own pace. Online GED Academy is an intuitive and interactive skill-building tutorial, facilitated by a BMCC GED instructor. The site is designed to increase technology skills and help students study for the GED exams.

ABE and GED instruction are also available through BMCC at the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

Students who earn a GED may participate in the BMCC commencement exercises held in June. Information on participation in graduation ceremonies is available at [www.bluecc.edu/academics/departments/college-preparation/ged-preparation](http://www.bluecc.edu/academics/departments/college-preparation/ged-preparation).

Information on the GED test can be accessed at [www.ged.com](http://www.ged.com).

A high school release is required for students 16 and 17 years old. Information on testing and school release may be obtained from the BMCC testing center in Pendleton at 541-278-5931.

## **English Language Acquisition (ELA)**

English Language Acquisition instruction is offered to all levels of non-English speaking students who wish to improve their ability to read, write, listen, and speak in English. ELA programming is available through BMCC in Pendleton, Hermiston, Irrigon, Milton-Freewater, and Boardman.

College Preparatory Department offices are located in Pendleton, on the upper level of Morrow Hall. Contact the College Prep Program Assistant at 541-278-5795, or the College Prep Program Director at 541-278-5795. The College Prep Department is located in Morrow Hall, M-200.

## **Job Opportunities and Basic Skills for Oregon's Future (JOBS)**

JOBS for Oregon's Future is the state's employment and training program for people on public assistance. Through a contract with the Oregon Department of Human Services Self-sufficiency office, BMCC provides JOBS Program services in Umatilla and Morrow Counties. JOBS services may include individualized guidance and small group classes in employment assessment, intensive work-search assistance, training in workplace basics and work ethics certification, employment stabilization services and life skills. Clients receiving help through the Temporary Assistance for Needy Families Program (TANF) may be eligible for JOBS Plus services, which place people in limited-duration training positions with private employers. The JOBS Program works closely with BMCC's College Preparatory Department, as well as with other BMCC educational services, in order to help JOBS clients meet their goals. The JOBS Program is located at BMCC Hermiston, BMCC Milton-Freewater, and WorkSource Oregon in Pendleton. For more information, please contact the JOBS Program manager at 541-289-2822/541-276-9050 x230.

## **Small Business Development Center (SBDC):**

BMCC's SBDC is part of America's SBDC network that includes 19 centers in Oregon and nearly 1,000 centers across the country. Our SBDC is funded by the college, the US Small Business Administration (SBA), the Oregon Business Development Department and local public and private supporters.

Our premier service is free, confidential, one-on-one business advising by experienced business owners. In addition, training and resources are available to assist small business owners in every aspect of business development and management - many offered online as workshops, webinars, or complete courses.

Our business advisors meet with SBDC clients by phone call or video conference. To take advantage of all the network has to offer, clients don't even have to leave their home or office.

The services of the BMCC Small Business Development Center are available year-round to new or experienced business owners in Baker, Umatilla and Wallowa counties. Clients range from students planning their first business to owners and managers of companies with hundreds of employees. Visit <http://www.bizcenter.org/> for an overview of programs or [www.bizcenter.org/small-business-development-centers/pendleton](http://www.bizcenter.org/small-business-development-centers/pendleton) to register for our services.

## Contact Us

(Area Code: 541)

### BMCC Services

Admissions	278-5759
Advising	278-5853
Ambassadors	278-5936
Art Gallery, Betty Feves	278-5952
Athletics	278-5937
Bookstore	278-5733
Box Office (Theater)	278-5953
Business Office	278-5744
Computer Services / Help Desk	278-5827
CTUIR / Tribal Liaison	278-5935
Disability Services	278-5965
Distance and Extended Learning	278-5763/5971
EOU Distance Education	278-5776/5778
Financial Assistance to Students	278-5759
Food Services	278-5946
Foundation	278-5775/5930

Health and Wellness Resource Center	278-5965
Human Resources	278-5837/5947
Inclement Weather Information	276-1260
Instruction, Office of	278-5930
Library	278-5915
Maintenance	278-5903/5904
Marketing	278-5774
President's Office	278-5950
Print Center	278-5966
Public Relations (College Relations)	278-5839
McCrae Activity Center	278-5896
OSU Extension Office	278-5403
Operations	278-5780
Recruitment (Student)	278-5936
Registrar	278-5757
Room Scheduling	278-5969
Service Center	278-5759
Small Business Development Center, Hermiston	564-9021, ext.3341
Small Business Development Center, Pendleton	278-5833
Student Employment	278-5759
Student Government Office/Student Activities	278-5948
Student Learning Center	278-5958
Student Life	278-5967
TDD Hearing Impaired Hermiston	564-9248
Testing	278-5931/5929
Theater Box Office	278-5953
TRiO Student Support Services	278-5853/5852
Tutoring	278-5741

Veterans' Assistance	278-5165
Website Coordination	278-5840

## Academic Departments

Agriculture	278-5868
Apprenticeship	278-5854
Business Technologies	278-5868
College Preparatory Programs.	278-5803/5795
Computer Science	278-5877
Criminal Justice	278-5944
Dental Assisting	278-5877
Diesel Technology	278-5868
Early Childhood Education	278-5941
	or 276-1260 ext. 3412
Education	278-5944
Emergency Medical Technician (EMT)	278-5786
English	278-5944
Fine Arts	278-5944
Fire Science	278-5799
Industrial Systems Technology	276-1260 ext. 3411
Mathematics	278-5877
Nursing	278-5877
Physical Education	278-5944
Science	278-5788
Social Science	278-5944
Veterinary Studies	278-5868

## BMCC Location-Specific Services

BMCC Baker County 523-9127  
or 276-1260 ext. 3201

BMCC Grant County 575-1550

BMCC Hermiston 567-1800  
or 276-1260 ext. 3303

BMCC Milton-Freewater 938-7176  
or 276-1260 ext. 3171

BMCC Morrow County 481-2099  
422-7040

BMCC Union County 663-3319

College Preparatory Programs

- Baker City 523-9127
- Boardman 481-2099
- Hermiston 567-6615
- Milton-Freewater 938-4082
- Pendleton 278-5803

JOBS Programs

- Hermiston 567-1800 ext. 3322
- Milton-Freewater 938-4082 ext. 3175
- Pendleton 276-9050 ext. 229

SBDC, Hermiston 564-9021 ext. 3341

Community Corrections Education 276-7824 ext. 249

Eastern Oregon Correctional Institution (EOCI Ed.) 278-7102

Powder River Correctional Facility (PRCF Ed.) 278-7102

Two Rivers Correctional Institution (TRCI Ed.) 922-6135

## Academic Calendar

2021 - 2022 Academic School Year

Term/Year	Summer 21	Fall 21	Winter 22	Spring 22
Schedule Opens	4/26	5/10	10/25	1/31
Registration Opens: Veterans	5/17	5/24	11/15	2/28
Registration Opens: 1+ Credits	5/18	5/25	11/16	3/1
Registration Opens: New Students	5/19	5/26	11/17	3/2
Application & Admissions Deadline	6/14	9/15	12/15	3/21
"Welcome to the Pack" Event		9/21		

<b>Term Begins</b>	<b>6/21</b>	<b>9/22</b>	<b>1/4</b>	<b>3/28</b>
Online Registration Closes (11:59 pm)	6/23	9/24	1/6	3/30
Full Refund Deadline (11:59 pm)	6/27	9/28	1/10	4/1
Financial Aid Census Date	6/27	9/28	1/10	4/1
Last day to Post 1st Week Attendance	6/27	9/28	1/10	4/1
Frist Refund/Stipend Date	7/1	10/4	1/13	4/8
Deadline to Pay for Classes (11:59 pm)	7/9	10/11	1/24	4/15
2nd Tutuion Installment Deadline	7/23	10/25	2/7	4/29
Last Tuition Installment Deadline	8/6	11/8	2/21	5/13
Financial Holds: No Installment Plan	7/12	10/12	1/25	4/18
Financial Holds: Installment Plan	8/9	11/9	2/22	5/16
Last Day to Withdraw	8/1	11/7	2/20	5/15
Book Buy Back	8/23-8/26	12/6-12/10	3/14-3/18	6/6-6/10
Final Exams	8/23-8/26	12/6-12/9	3/15-3/18	6/6-6/9
<b>Term Ends</b>	<b>8/26</b>	<b>12/10</b>	<b>3/18</b>	<b>6/10</b>
Final Grades Due	8/29	12/12	3/20	6/12
Last Day to Pay Summer Tuition and Remain in Fall Courses	8/6			
<b>Campus Closed Dates</b>				
<i>Independence Day</i>	7/5			
<i>Labor Day</i>		9/6		
<i>Staff Pre-Service Day</i>		9/20		
<i>Pendleton Round-Up</i>		9/17		
<i>Veteran's Day</i>		11/11		
<i>Thanksgiving Break</i>		11/25-11/26		
<i>Winter Break</i>		12/23-1/1		
<i>Martin Luther King Day</i>			1/17	
<i>Staff Inservice (Closed 1-5 pm)</i>			1/28	
<i>Spring Break</i>			3/25	
<i>Staff Inservice (Closed 1-5 pm)</i>				4/22

<i>Memorial Day</i>				5/30
<b>COMMENCEMENT (Thursday)</b>				6/9
<i>Summer Hours</i>	6/14-9/2			

## Academic Services and Enrollment Policies

### Drug and Alcohol Policy Statement

Blue Mountain Community College is committed to maintaining a drug-free institution to create a safe and healthy learning and work environment and to assist its students and employees who may have problems with drugs or alcohol, in accordance with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA). To view BMCC's full Drug & Alcohol Abuse Prevention Program, please visit <https://www.bluecc.edu/support-services/safety/drug-and-alcohol-abuse-prevention-program>.

### Special Needs Contact Statement

Persons having questions about or requests for special needs or accommodation should contact the Coordinator of the Health & Wellness Resource Center at Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801

Phone 541-278-5958 for Disability Services or use Oregon Relay (7-1-1) for hearing impaired assistance. Contact should be made 72 hours in advance of the event.

### Services for Students with Disabilities

BMCC is committed to providing equal access to all qualified students with disabilities. Providing academic adjustments and auxiliary aides and services to students with disabilities in order to remove barriers to physical spaces and provide program access is an important goal at BMCC. Faculty and staff members are informed, understanding, and supportive.

Students may qualify for services by providing appropriate documentation of their disability (-ies) at the time of the initial request. Accommodations will be arranged upon verification of provided documentation. Those requiring assistance with this process may work with Roman Olivera, Recruitment & Retention Expert, located at the Pendleton campus but available to all students at any BMCC location. Once the student is qualified for services, the Recruitment & Retention Expert and the student will work together to determine which services will most benefit the student in a particular situation. All accommodations are arranged on an individual basis.

Computers featuring assistive technology are available to support students. Other available support services include peer mentors, life coaching, brief counseling, tutors, and resource referral.

Some accommodations take time to prepare and require advanced notice. For further information, Recruitment & Retention Expert at 541-278-5958 or [disabilityservices@bluecc.edu](mailto:disabilityservices@bluecc.edu).

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights regarding their education records. They include but are not limited to the right to:

- Inspect and review the student's records

- Seek amendment of the student's records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights
- Consent to disclosure of personally identifiable information contained in the student's education records, except for when consent is not required by FERPA
- File a complaint with the Department of Education, Family Compliance Office, concerning alleged failures by the college to comply with the requirements for FERPA

### **Directory Information**

FERPA allows colleges to disclose directory information without consent. BMCC has chosen to release Directory Information as defined in FERPA. The following information is considered to be BMCC directory information and may be released by the college registrar or designee upon request:

- Student's name
- Student's address
- Student's email address
- Date and place of birth
- Student's telephone number
- Field of study
- Class level
- Dates of attendance
- Degree, honors, and awards
- Participation in officially recognized activities and sports
- Height and weight of members of athletic teams
- Most recent previous educational institution attended by the student

Disclosure of education records is allowed when a court approves an application submitted by the Assistant U.S. Attorney General (or higher-ranking federal official) that contains "specific and articulable facts" that the education records are relevant to the investigation of or prosecution of terrorism. FERPA was amended to allow such disclosures by Section 507 of the USA Patriot Act.

Directory Information for use within the college is permitted in accordance with FERPA guidelines, however, disclosure with the college does not constitute institutional authorization to transmit, share or disclose any or all information received to a third party.

### **Restriction of Directory Information**

When students restrict the release of directory information, the preceding information will not be released. The ability to allow or restrict the use of directory information is available through the students' online portal. The restriction of information is permanent until the student requests, in writing and includes a copy of valid picture ID, to the Registrar's office, that it be removed. The restriction remains in place even after the students has stopped attending BMCC or graduated from the college.

Students with a directory exemption on file will:

- Be required to show valid picture id prior to receiving student record assistance
- Prohibit our ability to assist a student, others claiming to be the parent, relatives, friends, other students, or prospective employers over the phone with other than general college information
- Prevent their name from appearing on honor roll listings or in the commencement program
- Prevent us the National Student Clearinghouse from verifying student attendance or degrees

Restricted directory information is made available where an emergency is involved, at the direction of a subpoena or court order, to BMCC staff and faculty with a legitimate educational need to know, or in other limited situations as determined by the Dean of Student Engagement, Retention and Strategic Planning or the Registrar.



## **FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, U.S. Census Bureau in connection with the 2020 Census, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

For more information or to exercise your rights contact the Director of Enrollment Services/Registrar.

## **Solomon Amendment Disclosure**

The Solomon Amendment requires by law that upon the request from recruiters of branches of the military, the college release:

- Student name
- Address
- Email address
- Telephone number
- Date of birth
- Educational level
- Academic major
- Degrees awarded
- Most recent educational institution enrolled in by the student

If a student requests that this information not be released, BMCC will not release to military recruiters or other parties except as specified in this notification or upon written permission from the student.

### **Photo ID Cards**

Students have the option of receiving a BMCC Student ID card. In order to request an ID card the student must show a valid picture ID and be currently enrolled at the College.

## **Student Email Accounts**

Students will be issued a BMCC email account which will be used for official college business and events. Students are responsible for activating their accounts prior to or during their first term at BMCC. Students should check their BMCC email account frequently as they will be held responsible for all notices sent to your BMCC email account. This email account will be

used by all instructors and staff at BMCC to communicate.

## Admission, Registration, and Procedures

### Admission

BMCC accepts applications on a continuing basis. New, returning, and transfer students must complete the online application process. To request an alternative format, contact the Assistant Director of Enrollment Services at [admissions@bluecc.edu](mailto:admissions@bluecc.edu) or by calling (541) 278-5759. BMCC reserves the right to close admission prior to the application deadline or extend the deadline based on special circumstances. Requests for late admission should be sent to the Assistant Director of Enrollment Services.

*Entrance Requirements:* Blue Mountain Community College has an open-door admission policy. To be accepted for general admission, students must be 18 years of age or older, be legally emancipated, have graduated from high school, or have completed a General Education Development (GED) certificate.

Students will be considered accepted for general admission or conditionally admitted based on the following criteria:

*General Admission:* In general, students that are seeking a certificate or degree and meet at least one of the following criteria, will be considered admitted to the college and eligible to enroll.

- Are eighteen years of age or older, **or**
- Are legally emancipated (with documentation) **or**
- Have graduated from an accredited high school **or**
- Have completed a General Educational Development (GED) certificate or an adult high school diploma **and**
- Have the ability to benefit from instruction

Students that have completed high school requirements in a home-schooled setting may be required to provide the following documents to the Director of Enrollment Services/Registrar in order to register in credit courses:

- A letter from their local Education Service District (ESD) or equivalent from states with differing educational agencies, stating their release from compulsory school attendance under the provisions outlined in ORS 339.030, and
- Complete placement assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website.
- If under the age of 16 at least one parent's signature is required on any enrollment or registration document

*Conditional Admission:* Students that meet one or more of the following criteria will be considered conditionally admitted. Students in this category are not eligible for Federal Title IV aid:

- Non-degree seeking students
- Students that have not completed high school or a GED
- Students under the age of 18 (unless they have completed high school)

*Students under eighteen years of age who have not completed a high school diploma or the equivalent:*

In order to take credit courses these students will be required to provide the following documents to the Director of Enrollment Services/Registrar:

- A letter from a high school administrator or local Education Service District (ESD) stating that you have been released from compulsory school attendance under the provisions outlined in ORS 339.030, and
- Complete placement assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website, and
- Students under the age of 16, at least one parent's signature on any enrollment or registration document, and

- Prior to enrollment, the student and at least one parent will be required to meet with the Director of Student Success Center to discuss the student's ability to benefit from the instruction desired and acknowledge that the student will be in a classroom situation with other adults without the same protections and rules of the K-12 system.

*Students under the age of eighteen and still attending high school:* In order to take credit courses these students will be required to provide the following documents to the Director of Enrollment Services/Registrar:

- Written acknowledgement from a high school administrator or counselor of the student's attendance and or participation in credit-courses offered by the college; and
- Complete placement assessments in writing and math. Students may be exempt from one or both of the assessments. Alternative placement options are available on BMCC's website, and
- Students under the age of 16, at least one parent's signature on any enrollment or registration document, and
- An acknowledgement that the student will be in a classroom situation with other adults and without the same protections and rules of the K-12 system.
- Students that are taking courses to complete their high school credit requirements should check with their high school administration to ensure that the credits taken will transfer back to their high school in the way intended.

*Transfer students:* Students transferring from another college or university must complete the admission process and may have one or more placement requirements waived based upon receipt of their other college transcripts or upon confirmation that they have met placement according to BMCC's placement matrix.

*Adult Basic Education (ABE) and General Educational Development (GED):* These programs are open to non-high school graduates who are at least sixteen years of age and not enrolled in high school. Students who are sixteen and seventeen years of age must provide the college with a release from the high school district in which they reside according to ORS 339.030. For more information, contact the Department of College Preparatory Programs at 541-278-5803.

*Non-Degree Seeking students:* Many students take college credit courses at BMCC, yet are not planning to earn a certificate or degree. Such students apply through the regular application process and may be required to complete placement assessments in writing and or math. Alternative placement options are available on BMCC's website. These students are not required to participate in advising but are welcome to do so.

*International Students:* BMCC is no longer accepting applications for international students (F-1 OR M-1 VISA).

**Limited Entry Programs:** BMCC offers a number of limited-entry programs. Each program has special admission requirements that must be met before you can be admitted. General admission to BMCC does not guarantee acceptance into these programs. The admission requirements may change annually depending upon Oregon state regulations and BMCC policies. For the most current admissions policy information and deadlines, please contact Enrollment Services or the academic department, or consult BMCC's website.

## Immunizations

The Oregon Department of Health requires community college students born on or after January 1, 1957, to have two doses of measles vaccine before participating in clinical experiences in allied health, nursing, and human services programs; practicum experiences in education and child care programs; and intercollegiate sports. If you are enrolling in the nursing program and in some health programs, you may also be required to comply with Chapter 409, Oregon Health Authority, Office for Oregon Health Policy and Research, Division 30: Administrative Requirements for Health Profession Student Clinical Training (OAR 409-030-0100 to 409-030-0250) prior to clinical placement. For details about these requirements, contact the department that oversees the program in which you plan to participate.

Students will be required to submit verification of two doses of measles on or prior to attendance in a clinical or practicum experience or participation in an intercollegiate sport. Registration holds will be placed until immunization records have been received by the Registrar's Office.

# Residency Policy

Determination of residency for purposes of tuition will be made according to the following definitions.

**In-State:** At least one of the following requirements must be met by the student:

1. The student has resided in the state of Oregon at least ninety (90) continuous days prior to the first day of the term.
2. The student, or a member of his/her immediate family, holds title to or is purchasing property claimed as a permanent Oregon residence.
3. The student filed an income tax statement with the Oregon Department of Revenue for the most recent reporting year.
4. A veteran established residence within the college district within one (1) year of separation or discharge from the Service.
5. The student is a dependent of parents or legal guardian who has established residency within Oregon.
6. Residents of the following states: Washington, Idaho, Nevada, Montana, and California

**Out-of-State:** Students who list their state of legal residence as a state other than Oregon, Idaho, Washington, Nevada, Montana, or California. This excludes students who have provided documentation to establish In-State residency as indicated by this policy.

**International:** Students who are citizens of another country will pay the international tuition rate.

**Guidelines:** Students who graduate from a high school other than in Oregon, Idaho, Washington, Nevada, Montana, or California within the last two years will be considered out-of-state and may be required to provide proof of Oregon residency.

Residency requirements apply to readmission of students who have established residency in another state since their last enrollment at the college. This will be checked at the time of readmission to the college.

Students that establish their 90-day residency requirement during their current term of enrollment will be granted in-state residency status for their following term of enrollment for the academic year in which they apply for residency.

Alaska residents who wish to receive the Alaska Permanent Fund Dividend while attending the college should consult their state agency prior to applying for in-state residency as it may affect their ability to receive those funds.

**Process to Establish Residency:** Students who wish to establish residency for purposes of receiving in-state tuition rates must complete a Proof of Oregon Residency form and provide at least one of the following documents:

1. An Oregon hunting or fishing license that was issued at least ninety days prior to the beginning of the term
2. A copy of deed of title, mortgage agreement, or recent county property tax statement indicating ownership or purchase by the student or the immediate family. If ownership is by anyone other than the student, a document verifying the familial relationship between the student and an owner must be presented.
3. A current Oregon voter precinct card
4. A copy of a signed Oregon income tax statement filed during the latest reporting year or payroll records from an Oregon firm indicating ninety continuous days of residency in Oregon
5. A copy of an official Oregon high school transcript or GED scores earned in the state of Oregon
6. A copy of a current valid Oregon driver's license (front and back of license) issued at least ninety days prior to the beginning of the term
7. A copy of a current valid Oregon ID card (front and back of id card) issued at least ninety days prior to the beginning of the term
8. A copy of a current utility bill dated at least ninety days prior to the beginning of the term
9. DD214 (veterans)

Requests are reviewed and approved by the Registrar or their designee. All appeals for issues regarding the college's residency requirement will be submitted in writing to the Dean of Student Engagement, Retention and Strategic Planning.

### Course Placement

All BMCC students planning to register for a math or writing course (excludes MTH025, MTH062, WR060, and WR065 which do not require placement) or for a course where math or writing is a prerequisite, must complete one of the following placement options:

- Take a math or writing placement test: BMCC uses the College Board's ACCUPLACER for writing placement and ALEKS for math placement. The ACCUPLACER assessment is a computer-based format with unlimited time and provides immediate scores. The ALEKS placement is a self-proctored assessment. Each placement test assesses academic skills and helps place the student into the right level of courses. Placement scores are valid for two years from the date taken. Placement scores from other third parties may be used as approved by the math and writing department.
- Complete a college level math and writing course with a grade of "C" or better at another regionally accredited college and submit transcripts to student records prior to registration.
- Provide placement scores from another college within the last two years. Scores must be sent to BMCC from the college or university where the assessment was taken.
- AP Test Scores: Students that have taken an AP math or writing test can have their scores sent to BMCC from the College Board. Test scores are accepted for up to three years after the exam date.
- High School Transcripts: Student must have graduated within 5 years of their date of matriculation and must have a minimum cumulative grade point average (CGPA) of 3.0.

Students auditing a course are exempt from the placement requirement.

### Registration:

Students are required to register online unless otherwise directed. Students will not be permitted to register if a debt is owed to the College. Students must be registered in order to attend or participate in a class/course. In some instances, the instructor may allow the student to participate if their request to register is in a pending status.

Students may register online through the date identified on the college's annual Academic Calendar. Students wishing to add a course after that date must submit a Request to Add a Course. Instructors will have the option to approve or deny the request. If approved, the request will be reviewed by the respective Dean. Requests approved by the Dean will be sent to enrollment services for processing and notification to the student. For more information on registration dates and timelines, see the Academic Calendar found in this catalog or visit our Website.

For registration assistance due to a disability, please contact the Retention and Retention Expert at 541-278-5958.

**Priority Registration:** BMCC uses a priority registration. In compliance with HB2565, Veterans have priority registration privileges.

## Student Withdrawal

Students that withdraw from a course will have a W posted on their official transcript indicating that they have withdrawn from the course. All tuition and fees associated with the course will apply. Please see the Academic Calendar for specific term deadline dates to withdraw from a course. Dates for courses less than a full term in length vary. Please check with Enrollment Services for specific deadline dates for these courses.

## Academic Fresh Start (Grade Renewal)

Students who have previously attended BMCC and have earned poor grades have the option to apply for "Grade Renewal" once they meet the following criteria:

- Have had an absence of at least two years; and
- Have passed two subsequent academic quarters of work completing least 12 credit hours each quarter with a 2.00 GPA or better; and
- Be enrolled in at least one credit hour with BMCC at the time the policy is requested and implemented

The "Grade Renewal Petition" form is available online. If the petition is accepted, grades for the term chosen, and for all prior terms, will be changed to no credit (NC). All courses previously taken will remain on the transcript and the student's grade point average will be adjusted. A notation will appear on the official transcript indicating that the GPA renewal policy was implemented. All courses included in the GPA renewal policy will continue to be counted as attempted for the purposes of federal financial aid eligibility. We encourage students to check with the financial aid office prior to submitting their request. Once the grade renewal process has taken place the student may not request to have the process reversed. Any courses taken at another college and transferred to BMCC are not subject to the provisions of this policy and are not included in this policy.

## Enrollment Level Defined

Enrollment levels per term are defined as follows:

- **Full-time:** 12 + credits
- **Three-quarter time:** 9 - 11 credits
- **Half-time:** 6 - 8 credits
- **Less-than half-time:** 0 - 5 credits
- **Not enrolled:** Students that are not enrolled in a credit or non-credit courses in a given term

## Registration Cap

Students may not take more than 21 credits per term without permission from the Director of Enrollment Services/Registrar. To qualify to take more than 21 credits in a term the student must have met each of the following criteria:

- matriculated from high school
- completed the last two terms at BMCC as a full time student (12 or more credits)
- completed each of those terms with a term GPA of 2.0 or higher.

To request approval the student must complete a Petition to Register for Over 21 Credits. The form is located on our website under Enrollment Services/Forms and Information.

## Required Courses and Prerequisites

Many of BMCC's courses require students to meet one or more prerequisite requirements. Prerequisite courses must be completed with a grade of "C" or better. Instructors have the option to waive this requirement on a case-by-case basis.

## Students Under the Age of 18

- Students that are 16 or 17 years of age and no longer attending high school, are home-schooled, or who have not graduated from high school or completed a GED, and wish to register for courses may do so by providing the following:
  - A letter from a high school administrator stating that the student has been released from compulsory attendance under the provisions outlined in ORS 339.030; and
  - An assessment by a BMCC advisor regarding the student's ability to benefit from the instruction desired, and

- An acknowledgement that the student will be in a classroom situation with other adults and without the same protections and rules of the K-12 system; **and**
- Instructor approval
- **Students Under the Age of 16:** Students under 16 years of age that no longer attend high school, are home-schooled, or who have not graduated from high school or completed a GED, and wish to register for courses may do so by providing the following:
  - A letter from a high school administrator stating that the student has been released from compulsory attendance under the provisions outlined in ORS 339.030; and
  - An assessment by a BMCC advisor regarding the student's ability to benefit from the instruction desired, and
  - A parental signature for students on any enrollment or registration form that obligates the student financially, and
  - An acknowledgement that the student will be in a classroom situation with other adults and without the same protections and rules of the K-12 system; **and**
  - Instructor approval

**High School Students (Early College Credit):** Students who are still attending high school or who are home-schooled, and wish to take credit courses at BMCC, have these options:

- High school students 16 and older are eligible to register at BMCC. High school students who register at BMCC are fully responsible for complying with all the policies and procedures of the College as outlined in BMCC's Admission policies. It is important to note that parents cannot access student records (grades, class schedule, attendance, etc.) without written permission from the student. Although members of the College staff can provide academic advising, they cannot interpret high school requirements or act in a supervisory role. The student is responsible for all tuition, fees, books and related expenses.
- BMCC works with area high schools to offer students the opportunity to earn college credit for certain career and technical education and general education transfer courses they complete at their high school. Course offerings vary by high school and are designed for students 16 years of age or older. General education transfer courses can be used to meet BMCC certificate or degree requirements as well as for transfer to most Oregon community colleges and universities. Students should check with all colleges about their policies for transferring college credits earned in high school.
- Students at a public high school that have an articulation agreement with BMCC may meet the educational requirements of both the high school and a college-level BMCC course if they are enrolled for Early College credit in a class taught at the high school. This challenging course work offers students the opportunity to begin building a college transcript while still enrolled in high school. Early College courses and credits appear on a BMCC transcript as though they were taken at BMCC. Early College courses normally transfer to four-year institutions in the same way as any other BMCC course work. Not all courses are available at every high school. High school students may check with their high school counselors and teachers for course availability, costs, and other requirements. Students should also check with the college to which they wish to transfer if they want to ensure that Early College course work will transfer.

**Expanded Options:** High school students have the opportunity to take credit courses at BMCC. Students interested in the Expanded Options program should work with their high school counselor or Aspire coordinator for more information on eligibility requirements.

**BMCC offers a dual-enrollment program** in conformance with Oregon's Expanded Options legislation (also known as SB300 and SB23). This program offers high school students the ability to take BMCC classes to earn college credit and to earn credit toward high school graduation at the same time. Each high school sets its own criteria for entry into the program and monitors student progress. College-level credits earned are transcribed through BMCC and are, in most cases, transferable to other colleges.

Though similar, Early College and expanded options programs have distinct differences:

- Students participating in the Early College program take classes at their high school from high school instructors and earn college credit at the same time
- Students participating in the Expanded Options program take a college course from college instructors with other college students and earn high school credit at the same time.

Students interested in the Expanded Options program should work with their high school counselor or Aspire coordinator for more information on eligibility requirements.

## Testing

Testing and proctoring services are available at all BMCC locations. Testing services will vary by location. Students should contact the BMCC location nearest to them for schedules, appointments, and details.

## Financial Information

Tuition and fees are subject to BMCC Board of Education policy and may be changed at any time. Please refer to our Website, [www.bluecc.edu](http://www.bluecc.edu), or call the college at 541-278-5759 to obtain current rates.

Students are considered to be full-time when they are enrolled for 12 credit hours or more.

### 2021-22 Tuition and Fees

#### Generally Applicable Fees:

- ABE, GED, and/or ELA Program Fee (Title II): \$34 for the first class per term, which includes the \$9 Technology Fee; \$9 for each additional class per term
- ABE, GED, and/or ELA Course Fee (Non-Title II): \$34 per course, which includes the \$9 Technology Fee
- ABE, GED, and/or ELA Orientation Fee: \$10 per occurrence
- Athletic Fee: \$125 per term for student athletes
- Audit Course Fee: 100% of regular tuition and associated fees (for senior citizens, refer to section below)
- College-Level Examination Program (CLEP) Fee: A transcription fee of \$10 per course
- Credit-by-Exam Fee: 50% of regular tuition
- Credit for Prior Learning/Certification Fee: A transcription fee of \$10 per course
- Installment Plan Fee: \$20 (required \$100 down payment.) Must complete and sign Installment Plan
- Installment Plan Late Fee/Interest Penalty: \$15 for each late payment
- Distance Education Course Fee: \$40 for each distance education course
- Early Childhood Education (ECE) Credit for Prior Learning Fee: A transcription fee of \$10 per course
- Enrollment Fee: One-time \$35 fee for credit seeking students. Fee includes the cost of the placement test and student ID card
- ITV Course Fee: \$25 per course for courses at the receiving locations
- Late Payment Fee: 3% of the unpaid balance with a minimum charge of \$10 and a maximum charge of \$75 per term. Fees are assessed monthly until balance is paid in full
- Nursing Student Application Fee: \$50 application fee (Non-refundable)
- Nursing Student Fee: \$660 each term
- Official Transcript Fee: Minimum fee \$5 per transcript. Additional processing fee applied at the time the order is placed online (obtained through the National Student Clearinghouse)
- Official Transcript Fee (Outside the US): Fee contingent upon destination location
- Placement Test Fee: \$25 for non-BMCC degree seeking students. BMCC degree seeking students are charged the Enrollment Fee which includes the cost of the placement test. If a retest is required, an additional \$5 per series will be charged for all students.
- Returned-Check Fee: \$35 for each occurrence
- Stop Payment Fee: \$35 per check
- Technology Fee: \$18.50 per credit for credit classes; \$9 per course for non-credit classes



- Testing Fees (Agency): \$25 per exam (Non-refundable)
- Testing Fees: \$25 per exam (Non-refundable) (Excludes EOU)
- Testing Fees (GED, GED No-Show, Re-test, Single Test): Fee is set and charged by Pearson VU
- Testing Fees (Kaplan Testing Fee-Nursing): 1<sup>st</sup> year nursing students \$83.33 per term. 2<sup>nd</sup> year nursing students \$90 per term.
- Test Proctor Fees: Varies (charges are based on the nature of the examination). Contact the BMCC Testing Center at (541) 278-5931 for specific amounts.
- Universal Fee: \$8 per credit for students taking 1 or more credit hours up to a maximum of 15 credits per term.

**Early College Credit Costs:**

- Advanced Placement Fee: A transcription fee of \$10 per course
- Assessment Based Learning and Sponsored Dual Credit Fee: A transcription fee of \$20 per credit
- Credit by Exam: A transcription fee of \$20 per credit
- Expanded Options: 100% of tuition and applicable fees

**Other Applicable Fees:**

- Associated Student Government (ASG) Student Activity Fee: \$3.50 for each credit hour (This fee is approved by ASG & College Board)
- Course Fees: Certain courses may require a fee(s) in addition to tuition. Course-specific fees are listed in the quarterly *Schedule of Classes* on the BMCC website

**Course-Specific Fees:**

- Agriculture Course Fee: \$15 for each course
- Applied Music Fee: \$175 for each course
- Art Class Fee: Certain courses are assigned a fee of up to \$30
- Data Center Technician Lab Fee: \$60 for each lab course
- Diesel Tech Laboratory Fee: \$60 per lab credit
- EMT Fee - Basic A & B: \$160 each term
- EMT Fee - Intermediate Part A & B: \$130 each term
- Fire Science 110A and 110B: \$160 each term
- Fire Science 112: \$160 each term
- Industrial Systems Technologies Lab Course Fee: \$50 for each lab course
- Music Class Fee: \$15 piano and/or voice.
- Nursing Clinical Fee: \$300 for each course with a clinical component.
- Physical Education Fee: \$10 for each course.
- Science Laboratory Fee: \$35 per lab credit.
- Unmanned Aerial Vehicle Lab Course Fee: \$50 for each lab course.
- Welding Fee: \$150 lab fee per lab course.

**Note:** The College periodically introduces new courses, programs, and/or fees on a pilot basis to meet the needs of the community. These fees may be administratively implemented as needed during the year.

Payment of the stipulated fees by full-time and part-time students registered for academic credit entitles them to all services maintained by the college for the benefit of students. These services include use of the college student union, computer laboratories, library, laboratory and course equipment, materials in connection with courses for which the students are registered, and admission to some events sponsored by the college. By college policy, there is no reduction in fees for students who do not intend to avail themselves of these services.

## Tuition

**In-State Residents:** For tuition purposes, Oregon residents and residents of California, Idaho, Montana, Nevada, and Washington are charged at the in-state resident rate of \$110.00 for each credit hour, beginning with the summer term of the 2020-21 academic year.

**Out-of-State Residents:** The tuition rate for out-of-state students (other than the states listed above) is \$165.00 for each credit hour, beginning with the summer term of the 2020-21 academic year.

**International Students:** The tuition rate for international students is \$330.00 for each credit hour, beginning with the summer term of the 2020-21 academic year.

**Senior Citizens:** The tuition rate for a resident who is sixty-five (65) years of age or older is one hundred percent of the regular tuition rate for credit classes. Fees for credit and non-credit classes are at the full rates listed in the quarterly Schedule of Classes on the BMCC website. Seniors who elect to audit credit classes will not be charged tuition; only applicable fees will be charged at full rate. Normal registration procedures are required.

**Non-Credit Costs:** Tuition is not charged for non-credit classes. Fees for non-credit classes vary based upon the costs to provide the course.

The tuition shown in this section are accurate as of the date of publication of this catalog, however, they are subject to change by action of the Board of Education at any time.

# of Credits	In-State (Tuition only)	Out-Of-State (Tuition only)	International (Tuition only)
1	\$ 110.00	\$ 165.00	\$330.00
2	\$ 220.00	\$ 330.00	\$ 660.00
3	\$ 330.00	\$ 495.00	\$ 990.00
4	\$ 440.00	\$ 660.00	\$ 1,320.00
5	\$ 550.00	\$ 825.00	\$ 1,650.00
6	\$ 660.00	\$ 990.00	\$ 1,980.00
7	\$ 770.00	\$ 1,155.00	\$ 2,310.00
8	\$ 880.00	\$ 1,320.00	\$ 2,640.00
9	\$ 990.00	\$ 1,485.00	\$ 2,970.00
10	\$ 1,100.00	\$ 1,650.00	\$ 3,300.00
11	\$ 1,210.00	\$ 1,815.00	\$ 3,630.00
12	\$ 1,320.00	\$ 1,980.00	\$ 3,960.00

13	\$ 1,430.00	\$ 2,145.00	\$ 4,290.00
14	\$ 1,540.00	\$ 2,310.00	\$ 4,620.00
15	\$ 1,650.00	\$ 2,475.00	\$ 4,950.00
16	\$ 1,760.00	\$ 2,640.00	\$ 5,280.00
17	\$ 1,870.00	\$ 2,805.00	\$ 5,610.00
18	\$ 1,980.00	\$ 2,970.00	\$ 5,940.00
19	\$ 2,090.00	\$ 3,135.00	\$ 6,270.00
20	\$ 2,200.00	\$ 3,300.00	\$ 6,600.00
21	\$ 2,310.00	\$ 3,465.00	\$ 6,930.00

## Paying Tuition

Tuition and fees are payable in full by cash, check, or credit card (Visa or MasterCard) by the end of the fifth class day of each term, or the equivalent percentage of days of terms or classes of varying length. Students may also use financial aid funds or third party agency funds to pay their tuition and fees if they are eligible for these funds. Payments can be made at any location, by mail, or through the WolfWeb.

**Installment Plan:** BMCC's installment payment plan is designed to assist students in paying their tuition and fees by setting a reasonable timetable and structure for payment. Students may sign up for this installment plan at any BMCC location or through the BMCC Website. An agreement is not binding for the college until a representative of the Business Office has signed the completed form. Upon signature, BMCC will return a copy of the official signed installment plan to the student.

Students who sign up for an installment plan have the ability to register for subsequent term(s) while still making payments on their current term balance. In addition, those on installment plans avoid any late fees if paid according to the agreed upon payment plan. These installment plans allow a student to spread the tuition over three payments with \$100 due when signing up (along with \$20 processing fee), half of the remaining balance due Friday of week four (or equivalent for terms of varying length), and the other half due Friday of week Seven (or equivalent for terms of varying length.) Late fee penalties of \$15 will be charged for each late payment.

Installment Plans are due Friday of the first week of the term.

Please note: If payment is not made in full **before** Monday of week eight, the college will automatically drop the student from the next term(s) courses and the student may not be eligible to defer tuition in future terms.

Please contact a Service Center Specialist or your Success Coach to learn more about this opportunity!

**Late Fee/Interest Penalties:** Students who have not paid or made payment arrangements by the end of the fifth class day or the equivalent day of terms or classes of varying length will be assessed late fees. The fee is 3% of the balance due assessed monthly until the balance is paid. The minimum charge is \$10, and the maximum charge is \$75 per term.

**Stop-Payment Fees for Financial Aid Stipends/Refund Checks:** If you are eligible for a financial aid stipend/refund check and it does not arrive at the address indicated on your student account after ten days from the date of issuance by the college, BMCC

will re-issue the check without charge to you. If you wish the college to re-issue the check before the 10-day period is over, BMCC will charge you a \$35 stop-payment fee.

**Financial Holds:** If your student account is not paid in-full by the beginning of pre-registration for the upcoming academic term, a financial hold will be placed on your account preventing you from registering for the upcoming term. Other financial holds may be placed on your account if items are not returned to departments at the College (such as the Library or the MAC Center). Please contact the Service Center on how to resolve the financial hold on your account.

**Tuition Refund Policy:** Students who drop a course(s) or withdraw from the College and who have complied with regulations governing drops and withdrawals are entitled to certain tuition refunds depending on the time of drop or withdrawal. Tuition refunds are calculated as follows:

- First five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length. = 100%
- After the first five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length. = 0%

**F-1 and M-1 Visa Students:** As of the 2021-2022 academic year, BMCC is no longer approved to admit international students.

## Financial Aid

**(Federal School Code: 003186)**

The Student Financial Aid office is located in Morrow Hall on the Pendleton campus. Please check the BMCC Website <http://www.bluecc.edu/enrollment-services/financial-aid> for hours of operation. The staff can be contacted through the Service Center by phone at 541-278-5759 or by email at [FinancialAid@bluecc.edu](mailto:FinancialAid@bluecc.edu). The Student Financial Aid and Service Center staff are available to students for assistance in applying for and receiving the following sources of financial aid:

- Federal and state aid
- Certification of Veterans' education benefits
- Student employment (Federal Work-Study and institutional employment)
- BMCC Foundation Scholarships and private scholarships
- Private loans
- Institutional Aid (Staff and student waivers)

## Federal and State Aid

BMCC participates in the following types of federal and state aid:

- Federal Pell Grant
- Federal Work-Study
- Federal Subsidized and Unsubsidized Loans
- Federal PLUS loans (Parent loans for undergraduate student)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Oregon Opportunity Grant (OOG)
- Oregon Promise Grant (OPG)
- Oregon National Guard Grant

**Applying for Federal and State Aid:** Starting October 1st each year, students must submit a Free Application for Federal Student Aid (FAFSA) or the Oregon Student Aid Application (ORSAA) in order to apply for aid.

- Who files the FAFSA? United States Citizens and eligible non-citizens. Apply by visiting <https://studentaid.gov/h/apply-for-aid/fafsa> or by calling 1-800-433-3243 to request a paper FAFSA.

- Who files the ORSAA? Oregon residents who have Deferred Action for Early Childhood Arrivals (DACA) status, undocumented status, and/or Temporary Protection Status (TPS). Apply by visiting <https://oregonstudentaid.gov/fafsa-orsaa.aspx> or by calling 541-687-7400

Applying online can reduce the amount of time for processing financial aid by approximately eight weeks. Refer to the Dates & Deadlines link at [www.bluecc.edu/enrollment-services/registration/academic-calendars/financial-aid-dates-and-deadlines](http://www.bluecc.edu/enrollment-services/registration/academic-calendars/financial-aid-dates-and-deadlines)

**Cost Of Attendance Budget:** The BMCC Financial Aid Office establishes yearly average standard student budgets as a basis for awarding financial aid funds. The budgets are based on average full-time enrollment for fall, winter, and spring term and are prorated for less than full-time enrollment. Review the Cost of Attendance Budget at <http://www.bluecc.edu/enrollment-services/registration/college-costs>.

**Disbursement of Aid:** Aid is generally posted to students' account one week prior to the start of the term. Remaining credit balances will be disbursed to students' account the last business day prior to the start of the term. BMCC offers direct deposit; please visit our website for sign-up information.

**Taking Courses at BMCC and Another Institution:** Students planning to take courses from BMCC and another college during the same term must complete a consortium agreement form and provide proof of registration for each class taken at another college during the time the consortium agreement is in place. Processed consortium agreements are valid for one academic year and proof of registration is required each term. Refer to our website for forms and additional information.

### Maintaining Eligibility

**Academic Progress (AP):** The Financial Aid office is responsible for ensuring that all students who receive federal and state aid are demonstrating satisfactory progress toward the completion of their educational programs. Students' Academic Progress will be reviewed before making an offer each academic year and again at the end of each term. The standards of Academic Progress apply for all federal and state aid, Foundation scholarships, some institutional aid, and most private scholarships.

#### Students are evaluated on all of the following standards:

- Cumulative Credit Completion Rate (Pace), must be 67% or higher
- Cumulative Grade Point Average (cGPA), must be 2.0 or higher
- Maximum time frame (150% Rule), students are allowed 150% of the credits required to complete the declared degree/certificate. All attempted and accepted transferred credits count towards this limit even if financial aid was not received.

Students must meet all three progress requirements (Pace, cGPA, and be within the maximum time frame) to remain in good standing. Students not meeting the requirements will be placed on financial aid warning or probation status during their next term of enrollment and will receive, in writing from the Financial Aid and/or Registrar's office, a notice of such standing. For additional information regarding this policy and for more detailed information about financial aid, please visit BMCC's website or contact the Financial Aid office.

**Second Degree:** If a student has received an Associate's, Bachelor's, or Master's degree and wishes to receive financial aid from BMCC, a Credit Extension Appeal (CEA) must be submitted to the Financial Aid office along with appropriate documentation. This process does not guarantee an offer. Depending upon the type of degree already held, the aid, if granted, may be limited to loans.

**Total (official or unofficial) Withdrawal and Return of Federal Aid:** Federal regulations require the college to have a fair and equitable refund policy for students receiving financial assistance who withdraw from all classes. When a federal aid recipient totally drops, withdraws, or ceases to attend classes, BMCC must determine the amount of federal aid that the student earned as of the student's withdrawal date in accordance with federal regulations. If the student does not complete more than 60% of the term, then a calculation is completed by the Financial Aid office to determine the percentage of assistance the student has earned. Any unearned aid must be returned to the U.S. Department of Education. The student may be required to repay BMCC any amount that is returned on the student's behalf.

For additional information regarding this policy and for more detailed information about financial aid, please visit BMCC's website.

## Other Financial Assistance

Blue Mountain Community Foundation (BMCC) Mission Statement: To foster relationships that provide opportunities to support students, programs, and capital projects at Blue Mountain Community College

## Foundation Scholarships

The BMCC Foundation offers scholarships to both full-time and part-time students. Scholarship information and directions on how to apply are provided on the college website at, <https://www.bluecc.edu/enrollment-services/financial-aid/paying-for-college/scholarships>.

## Other Scholarships (Local, Regional, National)

The BMCC Foundation posts information that it receives from local civic groups, fraternal organizations, state, regional, and national agencies. For further information visit the college website at, <https://www.bluecc.edu/enrollment-services/financial-aid/paying-for-college/scholarships>.

## Veterans Benefits

### Military Educational Benefits

[www.bluecc.edu/service-members-dependents](http://www.bluecc.edu/service-members-dependents)

BMCC assists veterans and family members of veterans with three primary types of benefits:

- United States Department of Veterans Affairs Educational Benefits
- Oregon Veteran Educational Aid Program (Tuition Assistance)
- BMCC tuition waivers for military and qualifying family members

### VA Educational Benefits:

In order to receive VA educational benefits, all veterans must:

- Take the BMCC placement assessment to determine proper course placement before enrollment
- Obtain and submit to BMCC official transcripts from all previously attended schools along with a Transcript Evaluation Request for review of prior credit.
- Be assigned an academic advisor
- Be pursuing a BMCC degree or certificate
- Apply for VA Education Benefits online
- Complete BMCC's Veterans Education Benefits Request Packet

**Certification Periods:** The veterans school certifying official (SCO) will certify based on BMCC's official academic calendar. Some courses vary in length. The SCO will certify enrollment according to each course's beginning and ending dates, which may affect the rate of pay.

**Prior Credit:** Any student receiving VA education benefits while attending BMCC is required to obtain transcripts from all previously attended schools and military service and submit them, along with a Transcript Evaluation Request form to the BMCC Records Department. See the BMCC Veterans Education Benefits Request Packet for more information and details.

**Satisfactory Academic Progress (AP)** The financial aid office is responsible for ensuring that all students who receive VA benefits maintain Good Academic Standing per BMCC's Academic Progress Policy. The students' Academic Progress will be reviewed before making awards each academic year and at the end of each term. The standards of academic progress can be found at [www.bluecc.edu/enrollment-services/forms-and-information/academic-progress](http://www.bluecc.edu/enrollment-services/forms-and-information/academic-progress)

**Enrollment Level Defined:** Enrollment levels per term are defined as follows:

- Full-time (100%): 12+ credits
- Three-quarter time (75%): 9-11 credits
- Half-time (50%): 6-8 credits
- Less-than half-time (25%): 1-5 credits

**BMCC Military Tuition Waivers:**

BMCC, with the purpose of enhancing student support while providing a premier learning environment, provides military tuition waivers to honor returning veterans and qualifying family members of deployed, disabled, and fallen military service members. For more information on guidelines and how to apply, visit BMCC's website.

**Rate for Tuition and Fees- Section 301 of Public Law 115-251**

The following students 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).

**Tuition and Fees penalties- Public Law 115-407 Section 103**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended and signed into law on December 31, 2018; known as Public Law 115-407 Section 103, it is effective as of August 1, 2019.

Blue Mountain Community College (BMCC) permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

BMCC ensures that our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

NOTE: A *Covered Individual* is anyone entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

**Important links:**

GI Bill® Information - [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)

GI Bill® WAVE - Web Automated Verification of Enrollment - [www.gibill.va.gov/wave/](http://www.gibill.va.gov/wave/)

Oregon Department of Veterans' Affairs ODVA - [www.oregon.gov/ODVA/](http://www.oregon.gov/ODVA/)

ODVA Educational Aid for Veterans - [www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx](http://www.oregon.gov/ODVA/BENEFITS/pages/OregonEducationBenefit.aspx)

DD 214 Requests Online - [www.archives.gov/veterans/](http://www.archives.gov/veterans/)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

## Class Attendance and Administrative Withdrawal

Blue Mountain Community College reserves the right to withdraw a student from classes if, in the judgment of college officials, this action is in the best interest of the student or the college.

### Attendance

In compliance with federal Title IV aid policies students will be dropped at the end of week one from their course if they do not meet at least one of the following criteria:

- attended the course at least one time on or prior to the end of the first 5 business days of the term (4 business days for summer term), (courses that start on a Saturday require attendance on that day)
- participated in the course on or prior to the end of the first 5 business days of the term (4 business days for summer term), (courses that start on a Saturday require participation on that day). Student should refer to the course syllabus for more information
- contacted their instructor regarding their absence for circumstances beyond their control (example: illness, death in family, etc.)

Students found not to have met at least one of the above will be administratively dropped from their course

Students that are not able to continue to participate/attend after the first week of the term should meet with their advisor prior to withdrawing from their course

**Note:** Some courses that are not a full term in length will have different refund/withdraw periods. Please print your schedule to determine what the refund/withdraw period is for that course.

## Grading System and Policies



## Grading System

The quality of a student's work is measured by a system of grades and by computed grade-point averages. All assigned courses, regardless of curriculum, are included when determining a cumulative grade-point average while attending BMCC.

Only grades of A, B, C, D, F, and FA are considered in the computation of grade point averages. All other grades will be disregarded in the calculation of GPA; however, other grade marks and enrollment status will affect financial aid and athletic eligibility.

The grading system consists of the following:

### Grade Point Average (GPA)

A student's grade point average (GPA) is calculated as follows: take the number of points from the Grade Point table for each grade that you received and multiply it by the number of credits for that course; then repeat the process for each course in which you received a grade of A, B, C, D, F, or FA. Add all of the results together and then divide by the total credit hours in which grades A, B, C, D, F, or FA were received. Note: If a course is repeated, only the most recent grade is used in computing the GPA unless the course is designated as repeatable in the Course Descriptions section of this catalog.

### Grade Point Table

GRADE	POINTS
A	4
B	3
C	2
D	1
F	0
FA	0

**Example of GPA Calculation: (Total GPA Points/Total Credits) = GPA or  $22/9 = 2.44$  Courses/Grades Received**

Course	Credits	Grade	Grade Points	GPA Points
WR121	4	B	3	12.0
MTH095	5	C	2	10.0
<b>TOTAL</b>	<b>9</b>			<b>22.0</b>

### Grade Definitions:

**A/4: Superior:** An indication that the student has met the state outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills.

**B/3: Above Average:** An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.

**C/2: Average:** An indication that the student has met the stated outcomes and course criteria with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite

**D/1: Below Average:** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.

**F/0: Failure:** An indication that the student has participated in the course but has not adequately met the stated outcomes and criteria of the course.

**FA/0: Failure-Attendance:** An indication that the student did not participate (either by attendance or by online participation) in a significant amount of the course and, as a result, has not adequately met the stated outcomes and criteria of the course. Instructors assigning this grade must provide a Last Date of Attendance (LDA) to satisfy Federal Title IV aid requirements.

**INC (Incomplete):** Instructors may assign an incomplete grade when the quality of the students completed work is satisfactory but the course has not been completed for reasons acceptable to the instructor. At least sixty percent (60%) of the course work must be completed for an incomplete grade to be given. An incomplete grade must be made up within a maximum of one calendar year from the date that the incomplete appears on the grade report; however, the student and their instructor may choose a shorter time in which to complete the course work.

Incomplete Grade Contracts are submitted by the instructor of the course at the time grades are submitted and do not require the student's signature. The Registrar's Office will maintain and monitor INC contracts for the college. If the instructor does not return a completed INC contract to the Registrar's Office providing a final grade earned by the contract deadline date, the alternative grade indicated on the contract will automatically be entered into the student's permanent record. It is the student's responsibility to complete the work agreed upon and the instructor's responsibility to submit the final grade earned in a timely manner to the Registrar's Office. Grade changes after the end of the contract will not be processed without prior approval from the Executive Vice President of Instruction.

**P/NP (Pass/No Pass):** If you wish to use the P/NP option you must elect to do so by the end of the fourth week of the term by submitting your application for the P/NP grading option to the Registrar's Office. Once you declare the P/NP grading option, no changes in grading can be made.

You may apply a maximum of 12 program or elective credits with a grade of P toward a degree at BMCC. This number would include pass grades earned in regular BMCC classes and those earned from another college or university. This number does not include pass grades earned in course work with obligatory pass grades or advanced placement credits transcribed as pass.

The P/NP option is not available in courses being repeated by the student, in courses required for a degree, or in courses in the core area required for an AAOT/AS degree (pass grades would be accepted in advanced placement test credit.).

The P grade denotes a level of accomplishment of C or better.

Pass grades from other institutions will be examined on an individual basis. If the registrar determines that the course meets or exceeds BMCC requirements, then credit may be granted.

If you are planning to transfer to a four-year institution, you should determine the policy of that school before electing the P/NP option at BMCC.

When computing credits earned and GPA, the Registrar's Office treats the P/NP credits as follows:

- The pass credits will be transcribed as credits earned and will not be computed in the grade point average.

- The no pass credits will show on the transcript as credits attempted and will not be computed in the grade point average.

## Examinations

### Auditing a Course (AU)

The audit indicator, "AU", is a registration status and not a grade or an evaluation. Students electing this option are not required to meet pre-requisite requirements for the course.

Students that register online and wish to audit a course must complete a Request to Audit Course form. This status cannot be changed after the refund period. Courses taken as an audit status does not count as credits attempted in financial aid award calculations, and the AU (audit) status does not count in calculating GPAs. The audit indicator AU indicates a registration status, not an evaluation or a grade and is not eligible for a grade change appeal. Students electing this option are not required to meet pre-requisite requirements for the course.

**Policy:** Students that do not wish to earn college credit may audit a course, however, must elect this option within the first week of the term. Students who audit are not required to meet any specific academic requirements, but they may participate fully in the activities of the class. If an audit is desired, you must elect this option at the time of registration. Students that wish to take the course for a grade, must drop the course within the defined drop period and then add the class back as a graded course. Students may not change to audit status after the end of the drop period.

#### Enrollment Status:

In addition to the above grades, other enrollment-status indicators may be entered on the official grade report or transcript. These include AU (audit), CIP (course in progress), MSG (missing grade), and W (withdrawal).

### AU (Audit)

This is NOT a grade. It is an enrollment status and must be declared within the first 5 days of the term. See the Audit Policy section below for more information.

### CIP (Course in Progress)

CIP is an enrollment status used when a course is scheduled to continue from one academic term into the next. The CIP is not a terminal grade but is, rather, a state of progress used until the ending date of the class. At the time a course is scheduled to conclude, the CIP status will be replaced by a grade.

### H (High School Diploma)

The designation of H indicates that the variable-hour course was taken as part of a student's adult high school diploma program and that was not completed in a particular term.

### W (Withdrawal)

A W is an enrollment status and indicates that you followed the formal withdrawal procedure and withdrew from the course during the term after the 100% refund period for the term or course. This designation is not used in computing GPA. A W is not punitive.

## Repeating a Course

The most recent grade received for a repeated course will be counted towards the students term and cumulative grade point average (GPA,CGPA). All prior attempts of the course where a grade was received (example: A, B, C, D, F, FA, NC, NCA, or INC) will have a repeat indicator noted on their official transcript and will not be applied towards meeting your certificate and or degree requirements.

## Dropping/Withdrawing From a Course/s

### Definitions:

**Drop (unregister):** When a student removes a course from their schedule during or before the end of the 100% refund period for that course. Courses that are dropped (unregistered) will not show up on the grade transcript. Note: courses that are less than a full term in length have different refund periods.

**Withdraw:** When a student removes a course from their schedule after the 100% refund period for that course. These courses will appear upon the student's grade transcript with a status of W to indicate that the student withdrew from that course. In addition, students are responsible for all tuition and fees associated with the course or courses from which they withdraw. Note: courses that are less than a full term in length have different withdraw deadline dates.

To drop or withdraw from a course, students must do so online through their student portal. The last day to withdraw from a full-term course without a grade is listed on the annual Academic Calendar.

Students enrolled in courses after the dates listed in the academic calendar are responsible for the final grades received and associated tuition and fees for those course or courses.

## Withdrawal from College

Students that find they can no longer attend classes should officially withdraw from school. Before doing so, they should work with their advisor to determine if other options are available to them. The last day to withdraw from classes without receiving a grade is listed on the academic calendar. Note: courses that are less than a full term in length have different withdrawal deadline dates.

Students receiving financial aid should be aware that withdrawing from all course/s during a given term prior to completing more than 60.01% of the term can result in the student owing money back to the U.S. Department of Education or to BMCC. Please refer to the Financial Assistance section of the catalog for further information.

Requests for late withdraw from a course must be submitted to the Registrar's Office.

Note: a student who is registered is considered to be in attendance. Non-attendance or non-payment does not constitute official withdrawal, nor does it release you from the obligation to pay for your course or courses.

## Withdrawal for Military Duty

The following guidelines apply when a veteran, Reserve, or National Guard student is called to active duty for military purposes during the term (does not include being called to active duty for basic training):

Students may drop courses and receive a full tuition and fee refund. Students may, at their discretion, elect to complete one or more of their courses after making special arrangements with their instructor(s) to create an incomplete contract allowing reasonable time to complete the academic work required.

Please contact the Registrar's Office for further information at 541-278-5757, or send an email to: [studentrecords@bluecc.edu](mailto:studentrecords@bluecc.edu). Students receiving financial aid or veteran's benefits should refer to the Financial Assistance section of the catalog for further information regarding withdrawals.

## **Grade Changes**

College procedures allow for grade changes up to one year after the end of the term in which the course was taken. Once a grade (A, B, C, D, F, or FA) has been assigned (does not include the registration status of W) the only acceptable reason for a grade change is instructor or college error. The instructor/student relationship in a given class concludes at the end of the term with the assignment of a grade unless the student receives a grade of INC to allow for the submission of late course work. If you cannot complete all of the course work before the end of the term, you should work with the instructor before the term ends to request a grade of INC. Otherwise, the only way that an instructor can agree to change your grade is for you to submit a grade appeal (see the section on grade appeals). All grade appeals are reviewed by Dean overseeing the faculty who assigned the grade and, if approved, sent to the Registrar's Office for final processing.

## **Grade Appeal Process**

The responsibility for assigning grades rests with the individual instructor. If you believe that you have been awarded an inappropriate grade by an instructor, you may fill out a grade appeal form and submit it to the Office of Instruction. This will initiate the grade appeal process as outlined in the Student's Rights and Responsibilities of the Student Handbook. The Dean will forward appeals to the Registrar's Office once a decision has been made. If the appeal results in a grade change, the Registrar's Office will process the change and notify the student by email once the change has been made.

## **Term Grades**

Term grades are posted to students' official transcripts on the Monday following the end of the term. Students can access their grades online via the Wolfweb.

## **Waitlisted Courses**

Students that have been placed on a waitlist, will be notified by email (sent to your assigned BMCC email account) from the Office of Instruction if a space becomes available and they are moved from the waitlist into the class. It is the student's responsibility to ensure their status in any waitlisted courses. Students may attend/participate in the course until their waitlist status has been established and confirmed or until they are officially registered in the course. To check the status of a waitlisted course the student should check their term schedule on the Wolfweb. Students should also check their BMCC student email.

## **Final Examinations**

Final examinations are given at the close of each term. Students are required to take final examinations at the regularly scheduled time. Final examination schedules are available online or on the academic calendar found in this catalog. If circumstances warrant taking final examinations at another time, the student must make prior arrangements with their instructor.

## **Standards of Academic Progress**

### **Academic Warning and Suspension**

Academic Progress (AP) is the institution's policy regarding a student's academic progress. AP is not the same as Satisfactory Academic Progress (SAP), which is the status that students using financial assistance must maintain in order to receive funding from financial aid. A student is considered in good academic standing when they are making academic progress. Academic progress is defined as having a minimum cumulative grade point average (CGPA) of a 2.0 (C) **and** a minimum cumulative completion rate (Pace) of 67%. AP requires a student to maintain academic progress at the end of each term of attendance. If a student does not maintain academic progress he/she will be placed on Academic Warning or Academic Suspension status. More information about AP can be obtained by viewing the AP policy on BMCC's website or by contacting the Registrar's Office at 541-278-5757.

Pace includes all courses student remained registered in after the drop period. This includes courses with grades of A, B, C, D, F, FA, INC and those courses with W to indicate a withdrawal.

**Academic Warning:** Students are considered on academic Warning if their cumulative GPA is below 2.0 **or** their cumulative credit completion rate (Pace) is below 67%. Students will be reinstated to good academic standing as soon as their cumulative GPA is 2.0 or higher **and** have a cumulative credit completion rate of at least 67%.

**Academic Suspension:** Students are placed on academic suspension when their cumulative GPA remains below 2.0, or their credit completion rate is below 67% for a second consecutive term.

Students will have the right to appeal their academic suspension by submitting an appeal within the website published deadline date. The appeal will be reviewed by the Academic Progress Review Committee (AP Review Committee). The AP Review Committee consisting of the Registrar, Director of Success Center, TRIO Director, and the Director Student Financial Assistance. If the student is pre-registered for the upcoming term and fails to submit a complete appeal by the published deadline, the student will be administratively dropped from all courses.

**Academic Probation:** Students are placed on Academic Probation when an appeal is approved by the AP Review Committee after a student is placed on Academic Suspension. If while on Academic Probation, a student fails to make academic progress as a result of extraordinary circumstances, the student will be placed on an Academic One-Year Suspension. Students placed on this status will have the option to submit a second appeal to be able to take classes but not to have their financial aid re-instated. In the event the AP Review Committee rules the suspension valid, the student will have the right to appeal the decision to the Executive Vice President of Instruction and Student Affairs.

**Academic One Year Suspension:** A student academically suspended more than once will **not** be allowed to register for credit classes for one full calendar year. Students may ask to return for the term following the end of the one-year break period by submitting an appeal. This option does not apply to federal and state aid recipients.

## Pace Chart

# of Credits Attempted	Min # of credits needed to meet the 67% Completion Level
1	1
2	2
3	2
4	3
5	4

<b>6</b>	4
<b>7</b>	5
<b>8</b>	6
<b>9</b>	6
<b>10</b>	7
<b>11</b>	8
<b>12</b>	8
<b>13</b>	9
<b>14</b>	10
<b>15</b>	10
<b>16</b>	11
<b>17</b>	12
<b>18</b>	12
<b>19</b>	13
<b>20</b>	14
<b>21</b>	14

**Break of Enrollment**

**Students that have had a break of enrollment of two (2) or more academic years will return on the following status:**

<b>BREAK OF ENROLLMENT</b>	<b>PRIOR ACADEMIC PROGRESS STANDING</b>	<b>ACADEMIC STANDING AFTER BREAK OF ENROLLMENT</b>	<b>FEDERAL AND STATE AID RECIPIENT</b>
2-4 years	Academic Warning	Good Academic Standing	No change for break of enrollment  (Warning or Suspension)
	Academic Suspension	Academic Warning	

5 years or more	Academic Warning or Suspension	Good Academic Standing	
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## Transcripts

Official transcripts may be ordered online or by completing a paper Transcript Request Form found on BMCC's website at [www.bluecc.edu](http://www.bluecc.edu).

See the "College Costs" section of the catalog for costs associated with transcript requests. No other person may receive a copy of the student's transcript or undertake to pick it up for the student unless the student authorizes release of records in writing. **The College reserves the right to withhold official transcripts from students who owe monies to Blue Mountain Community College.** If an official transcript is requested by a student who owes monies, the student is notified that there is a balance owing and given information on how to resolve the issue.

## Transferring Credits to BMCC

Students that wish to have credits from other regionally accredited colleges evaluated towards their certificate/degree intent at BMCC, will need to request an official transcript be sent to BMCC's Enrollment Services Office. Official transcripts must include a signature from the issuing institution and its authorized seal, if applicable, and be delivered to BMCC in a sealed envelope.

In general, BMCC accepts college-level credits earned at regionally-accredited colleges or universities. BMCC does not accept credit for prior learning (CPL) transcribed by other colleges.

Accepted credits will become a part of the student's permanent academic record at BMCC and will be noted on their official grade transcript. All grades earned from BMCC will be used to compute the student's grade point average on their BMCC transcript. This is the GPA that will be considered for honor and high honors distinction at commencement and upon degree conferral.

Students that have taken the College Level Examination Program (CLEP) or the Advanced Placement (AP) test, should have their scores sent to Enrollment Services for review. Exams must have been taken within 3 years of the date the student requests credit. Credits received for AP, CLEP, or military experience at other colleges and universities will not be accepted. Students must have their exam scores and or official military transcripts sent directly to BMCC.

## Transferring Credits from BMCC

In most cases, up to 120 lower division transfer credit hours earned at a community college may transfer and be accepted toward graduation requirements by at the University of Oregon, Oregon State University, Portland State University, Eastern Oregon University, Western Oregon University, Southern Oregon University, Washington State, Tri-Cities and Oregon Institute of Technology.

In order to facilitate a smooth transition from BMCC students should discuss transferability of courses with their academic advisor and the school to which they plan to transfer to.

## Credit for Prior Learning/Certification (CPL)

The purpose of awarding credit for prior learning is to acknowledge and validate knowledge, skills, and competencies acquired by students through experience. With the exception of cooperative work experience (CWE) credits, students receiving alternate credits are not eligible for state or federal aid for those credits.



The maximum credits that may be earned through a combination of credit by examination is no more than 25 percent of the credits needed for a certificate or degree. Example: 90 credits required for degree, a maximum of 22 CPL credits may be applied to this degree.

**Credit by Examination (CBE):** To obtain credit for certain courses, a student must be enrolled as a BMCC student taking at least one course for credit and satisfactorily pass a comprehensive examination or series of examinations. The student may not obtain credit by examination (CBE) for a course at a lower level than one in which they have already demonstrated competency. Some courses are not eligible for this program. Students that wish to obtain credit in this manner must pay a fee in addition to any other tuition and fees that they may have paid in that term. Contact the Office of Instruction, at 541-278-5969, for more information. CBE credits are reflected on BMCC's transcripts with the exam identifier of (CH) next to the course title. Example: ART 204 (CH)

**Credit for Prior Certification/Learning (CPL):** Documentation is required. If awarded, these credits are reflected on BMCC's transcripts with a grade of "P" and with the identifier of (CPL) next to the course title. Example: ECE226 (CPL).

**Advanced Placement (AP)**

Students may earn credit for certain courses by taking tests administered by the Advanced Placement (AP) program sponsored by the College Board. Below is a list of approved AP courses, AP minimum scores, and advanced placement action. AP credits are reflected on BMCC's transcripts with a grade of P and with the exam identifier of (AP) next to the course title. Example: ART 204 (AP.)

To receive AP credit the student must:

- Request that your AP scores be sent from the College Board to BMCC. Scores are accepted for up to three years after the exam date.
- Be enrolled at BMCC in at least one credit course.

Please contact the Registrar's Office at 541-278-5757 or email [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu) for additional information.

**AP CREDIT CHART**

AP Exam Taken	AP Score	BMCC Course	BMCC Credit
Art - History	3, 4, 5	ART 204 and ART 205	8
Art - 2-D Art & Design	3, 4, 5	ART 101	4
Biology	3, 4, 5	BI 101, BI 102, BI 103	12
Calculus AB	3	MTH 251	4
Calculus AB	4, 5	MTH 251 and MTH 252	8
Calculus BC	3	MTH 251 and MTH 252	8
Calculus BC	4, 5	MTH 251, MTH 252, MTH 253	12
Chemistry	3, 4, 5	CH 104, CH 105, CH 106	15
Computer Science A	3, 4, 5	CS 161	4

Drawing	3, 4, 5	ART 132	4
English Language and Composition	3, 4, 5	WR 121	4
English Literature and Composition	3, 4, 5	ENG 104	4
United States Government & Politics	3, 4, 5	PS 201	4
United States History	3, 4, 5	HST 201 and HST 202	8
Human Geography	3, 4, 5	GEOG 103	4
Macro Economics	3, 4, 5	EC 202	4
Micro Economics	3, 4, 5	EC 201	4
Music Theory	3, 4, 5	MUS 111 and MUS 112	8
Physics C- Electricity & Magnetism	3, 4, 5	PHY 201	5
Physics C - Mechanics	3, 4, 5	PHY 201	5
Psychology	3, 4, 5	PSY 201	4
Spanish Language & Culture	3, 4, 5	SPAN 101, SPAN 102, SPAN 103	12
Statistics	3, 4, 5	MTH 243	4
World History	3, 4, 5	HST104, HST105	6

## College-Level Examination Program - CLEP

Students may earn College-Level Examination Program (CLEP) credits for certain courses by taking the CLEP exams sponsored by the College Board. Below is a list of BMCC's approved CLEP exams, minimum scores, number of possible credits granted, and corresponding BMCC course equivalencies. CLEP credits are reflected on BMCC's transcripts with a grade of "P" and with the course identifier of (CL) next to the course title.

To receive CLEP credit the student must:

- Request your CLEP scores be sent from the College Board to BMCC. Scores are accepted for up to three years after the exam date.
- Be enrolled at BMCC in at least one credit course.

Please contact the registrar's office at 541-278-5757 or email [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu) for additional information.

### CLEP CREDIT CHART

Exam Subject	Minimum Score	Credit	BMCC Course Equivalency
<b>BUSINESS</b>			
Principles of Management	50	4	BA 206 Principles of Managment
Introductory Business Law	50	4	BA 226 Business Law
Principles of Marketing	50	4	BA 223 Principles of Marketing
Financial Accounting	50	8	BA 211 ,BA 212 Principles of Accounting.
<b>COMPOSITION AND LITERATURE</b>			
American Literature	50	8	ENG 253, ENG 254 Survey of American Literature
Analyzing and Interpreting Literature	50	4	ENG 104 Introduction to Literature
English Literature	50	8	ENG 204, ENG 205 Survey of English Literature
<b>MATHEMATICS</b>			
Calculus	50	4	MTH 251 Calculus
College Algebra	50	5	MTH 111 College Algebra
College Mathematics	50	4	MTH 105 Math in Society
Precalculus	50	5	MTH 112 Elementary Functions

**Military Credit (MIL):** Military credit will be evaluated according to American Council of Education guidelines. In most cases, credit will only be considered when it is equivalent to a course offered by BMCC. Military credits are not reflected on BMCC's transcripts and are considered transfer courses similar to coursework taken at other regionally accredited colleges. A pre-transcript notation is placed on the student's transcript noting the number of military credits accepted.

## Recognition of Outstanding Student Performance

**Academic Achievement:** Blue Mountain Community College recognizes exceptional academic achievement of students at the end of each term and at graduation.

### Honor Roll

Students may attain honor status each term by qualifying for the Vice President's or the President's List. In all cases, the student must have completed six (6) or more BMCC credits during the term with grades of A, B, C, or D. Levels of achievement are:

- Vice President's List: 3.5 to 3.74 GPA
- President's List: 3.75 to 4.0 GPA

Only courses taken at BMCC will count towards Honor Roll designations. Credit awarded through AP, CLEP, ACE, DSST, or credit-by-exam will not be included. Only term GPAs, not cumulative GPAs, are counted for these recognitions.

Grades of P, NP, and INC do not count toward recognition of academic achievement.

The Registrar's Office will send notifications to each qualifying student at the end of each term.

## Graduation Requirements

Students are responsible for fulfilling the requirements for graduation and should work with their advisor to ensure that they have or will complete the degree and/or certificate requirements.

As a candidate for graduation, students are required to submit a Application for Graduation. Students are encouraged to submit their application at least two terms prior to the term in which they expect to complete their program requirements (refer to the academic calendar in the catalog for specific deadline dates). This allows the academic advisor to assist the student in selecting coursework necessary to meet graduation requirements. Completed applications may be submitted to any BMCC location.

Upon the college's receipt and processing of the application, the Registrar's Office will notify the student and their advisor by email of the course/s needed to satisfy certificate/degree requirements. Should there be any discrepancy, the student and their advisor will be asked to notify the registrar as soon as possible. A graduation file will be established at that time and the degree audit will become the official degree check-off for degree completion purposes.

**Auto-Award of Certificate/Degrees:** If the Registrar or their designee finds that a student has completed all coursework necessary to complete their indicated program of study, the college will award the degrees and/or certificates upon completion of those requirements. Opting out of an institutional award requires completing the appropriate request through the registrar's office. Multiple credentials may be institutionally awarded within your program of study.

Degrees and certificates become official when recorded on your transcript. Certificates and diplomas will be mailed to the address listed on your application within two months after final grades have been posted and reviewed.

Students that do not complete their degree requirements in the term and year identified on their application will be notified by the Registrar's office about final requirements needed to complete their certificate/degree requirements. Applications will be considered active for a period of one (1) year from the students intended date of graduation.

Students that have not graduated after one year, will have their applications considered inactive and will be required to reapply for graduation and pay any fees in effect at the time of reapplication.

## Residency Requirement

Students must have completed at specific number of credits at BMCC in order to meet the requirements for their degree as follows:

- **Two-Year Degree:** Must complete 24 credits at BMCC, 18 credits must apply towards the degree
- **One-Year Certificate:** Must complete 12 credits at BMCC, 9 credits must apply towards the certificate
- **Less-than One-Year Certificate (LTOY):** Must complete 50% of credits required for certificate at BMCC, 50% of credits must apply towards the LTOY
- **Career Pathway Certificates of Completion (CPCC):** Must complete 50% of credits required for certificate at BMCC, 50% of credits must apply towards the CPCC

## Graduation under a Particular Catalog

Catalog requirements are effective for five academic years. Students may graduate under the catalog requirements existing at the time of initial enrollment as long as they successfully complete at least one BMCC credit applicable to degree requirements per academic year unless they choose to meet the requirements of a later catalog. A new academic year begins each summer and ends the following spring. No catalog is valid for longer than the spring following the fifth academic year of issuance. For the 2021-22 academic year, students may complete their requirements under one of the following academic years (2016-2017 thru 2021-2022). Students that change their program will be moved to the catalog year during which the change was made.

Some programs may impose shorter time limits on accepting credits for degree or certificate requirements. Students enrolled in programs that are accredited or licensed must meet the requirements most recently approved by the accrediting agency or licensing authority. All returning students who have not been enrolled in a college credit course for one academic year must meet new degree requirements. Occasionally, the college may change courses and course numbers within a program. Students should regularly consult an advisor in their major department about their course of study.

BMCC reviews and updates degree requirements annually. Please note that some of the requirements for graduation may change if your studies are interrupted by one or more years and/or if a course of study extends beyond five years. Depending upon the college certificate or degree, you may be asked to complete updated requirements.

## Honors for Commencement Ceremony

Students with exceptional academic qualifications that participate in our commencement ceremony with honors or high honors designation will have this designation noted in the commencement program. This designation applies to all of BMCC's degrees and certificates for academic, career, and technical programs. To qualify, students must have attended at least two terms and have earned at least 24 credit hours at BMCC (may be less for programs of less than two years in length). Honors designations are:

- Honors: cumulative GPA of 3.40 to 3.84
- High Honors: cumulative GPA of 3.85 or higher

Your cumulative GPA on your official BMCC transcript as of the end of winter term is used to determine honors or high honors status for our ceremony. Students completing their degree requirements during summer term but participating in the ceremony do not qualify to walk with honors/high honors. If you completed your certificate or degree requirements prior to the end of winter term, your cumulative GPA as of the term you completed will be used.

## Commencement Ceremony:

BMCC's commencement ceremony is held each year in June on the last day of spring term. Students who have completed or will complete all of their certificate and/or degree requirements during or prior to summer 2021 are eligible to participate in the 2021 ceremony. Those completing requirements as of fall 2021 or later will be invited to participate in the following year's ceremony.

## Final Honors Distinction At Time of Award

Students with exceptional academic qualifications may qualify to complete their designated program of study with honors or high honors designation. This designation will appear on your official grade transcript and may apply to all earned degrees and certificates for academic, career, and technical programs. To qualify, you must have attended at least two terms and have earned at least 24 credit hours at BMCC (may be less for programs of less than two years in length). Honors designations are:

- **Honors:** cumulative GPA of 3.40 to 3.84
- **High Honors:** cumulative GPA of 3.85 or higher

This status is reflective of your cumulative GPA on your official BMCC transcript and does not include credits earned at another college/university. The calculation is performed on all courses completed through your final term of program completion and may be different than what was listed in our commencement program.

## Suspended Programs of Study

If BMCC suspends a program of study and the student is eligible for "teach-out" assistance as determined by the college, BMCC will work with the student to help them complete the program within three years. Methods and types of assistance will vary by individual circumstance and will be available only to eligible students. Following the three-year period, if the student has not satisfied their degree requirements for that certificate/degree but still wishes to obtain a certificate/degree, the student must either apply their earned credits to a different BMCC program or transfer them to another institution. Contact the Registrar at [studentrecords@bluecc.edu](mailto:studentrecords@bluecc.edu) to determine eligibility.

## Associate Degree Comprehensive Requirements

### Associate of Arts Degree (AAOT)

Students earning an AAOT degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with course requirements of the degree:

1. **Credits Required:** 90 Credits include only those that meet the requirements of this degree. Credit courses numbered below 100 or those consider below collegiate level will not be used to fulfill the 90 credit minimum requirement.
2. **Residency Requirement:** Students must successfully complete a minimum of 24 quarter hours at BMCC. Eighteen (18) of these credits must apply to this degree. . Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to meet the 24 quarter credit hour or 18 quarter credit hour requirement.
3. **Minimum Grade:** All courses must be completed with a grade of "C" or better.

**COURSE REQUIREMENTS:** See *Programs and Courses* Section for courses that meet these requirements.

#### Foundational Requirements:

- **Writing:** Students taking writing classes of three credits each must take WR 121, 122, and either WR 123 or 227. Students taking writing classes of 4 credits each must take WR 121 and either WR 122 or 227. A student must have eight credits of Writing. Information Literacy will be included in the Writing Requirement.
- **Oral Communication:** COM 111
- **Mathematics:** One course in college-level mathematics designated by the college as meeting the statewide criteria for mathematics.
- **Health/Wellness/Fitness:** One or more courses totaling at least three credits.

#### Discipline Studies

- **Cultural Literacy:** Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy.
- **Arts and Letters:** Three courses chosen from two or more disciplines.
- **Social Sciences:** Four courses chosen from two or more disciplines.
- **Science/Math/Computer Science:** Four courses from at least two disciplines including at least three laboratory courses in biological and/or physical science.

#### Electives

- Any college-level course 100 level or higher that would bring total credits to 90 credits. See notes below.

#### Note:

- **Maximum Number of Credits for Prior Learning (CPL):** 22 credits of CPL may be applied to the degree.
- **Maximum Number of Career and Technical Education Courses:** 12 credits may be applied to the elective area of this degree.

- **Computer Literacy:** Must successfully complete computer literacy requirement.

## Associate of General Studies Degree (AGS)

Students earning an AGS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the degree:

1. **Credits Required:** 90 Credits include only those that meet the requirements of this degree.
2. **Residency Requirement:** Students must successfully complete a minimum of 24 quarter hours at BMCC. Eighteen (18) of these credits must apply to this degree. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to meet the 24 quarter credit hour or 18 quarter credit hour requirement.
3. **Minimum Grade:** All courses must be completed with a grade of "C" or better.

**COURSE REQUIREMENTS:** See *Programs and Courses* Section for courses that meet these requirements.

### Foundational Requirements:

- **Writing:** WR 121 or higher
- Information Literacy will be included in the Writing Requirement.
- **Oral Communication:** COM 100 or COM 111
- **Mathematics:** One of the following courses: MTH 042 , MTH 070 , MTH 095 or higher, BA 104 , or ED 157 .

### Discipline Studies

- **Arts and Letters:** Two courses
- **Social Sciences:** Two courses
- **Lab Science:** One course

### Electives

- Any college-level course 100 level or higher that would bring total credits to 90 credits. See notes below.

### Note:

1. **Maximum Number of Credits for Prior Learning (CPL):** 22 credits of CPL may be applied to the degree.
2. **Computer Literacy:** Must successfully complete computer literacy requirement.

## Associate of Science Degree (AS)

Students earning an AS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the AS degree:

1. **Credits Required:** 90 Credits include only those that meet the requirements of this degree. Credit courses numbered below 100 or those consider below collegiate level will not be used to fulfill the 90 credit minimum requirement.
2. **Residency Requirement:** Students must successfully complete a minimum of 24 quarter hours at BMCC. Eighteen (18) of these credits must apply to this degree. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to meet the 24 quarter credit hour or 18 quarter credit hour requirement.
3. **Minimum Cumulative Grade Average (CGPA):** 2.0 The CGPA is calculated using only those courses that apply to this degree.

**COURSE REQUIREMENTS:** See *Programs and Courses* Section for courses that meet these requirements.

### Foundational Requirements:

- **Writing:** WR 121 and WR 122
- **Oral Communication:** COM 111
- **Mathematics:** MTH105 or higher
- **Health/Wellness/Fitness:** One or more courses totaling at least three credits
- **Computer Science:** CS 120

#### Discipline Studies

- **Arts and Letters:** Three courses chosen from two or more disciplines.
- **Social Sciences:** Three courses chosen from two or more disciplines.
- **Lab Science:** One course in biological or physical science
- **Science/Math/Computer Science:** One course

#### Electives

- Any college-level course 100 level or higher that would bring total credits to 90 credits. See notes below.

#### Note:

1. **Maximum Number of Credits for Prior Learning (CPL):** 22 credits of CPL may be applied to the degree.
2. **Maximum Number of Career and Technical Education Courses:** 12 credits may be applied to the elective area of this degree.
3. **Computer Literacy:** Must successfully complete computer literacy requirement.

## Associate of Science Oregon Transfer - Business (ASOT-BUS)

Students earning an ASOT-BUS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the ASOT/BUS degree:

1. **Credits Required:** 90 Credits include only those that meet the requirements of this degree.
2. **Residency Requirement:** Students must successfully complete a minimum of 24 quarter hours at BMCC. Eighteen (18) of these credits must apply to this degree. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to meet the 24 quarter credit hour or 18 quarter credit hour requirement.
3. **Minimum Grade:** All courses must be completed with a grade of "C" or better.

**COURSE REQUIREMENTS:** See *Programs and Courses* Section for courses that meet these requirements.

#### Foundational Requirements:

- **Writing:** Students taking writing classes of three credits each must take WR 121, 122, and either WR 123 or 227. Students taking writing classes of 4 credits each must take WR 121 and either WR 122 or 227. A student must have eight credits of Writing. Information Literacy will be included in the Writing Requirement.
- **Oral Communication:** COM 111
- **Mathematics:** Three courses for which MTH095 is a prerequisite. Must take MTH 243
- **Computer Applications:** BA 131 or CS 120

#### Discipline Studies

- **Arts and Letters:** Three courses chosen from two or more disciplines.
- **Social Sciences:** Four courses chosen from two or more disciplines. Must include EC 201 and EC 202
- **Science:** Four courses from at least two disciplines including at least three laboratory courses in biological and/or physical science.
- **Cultural Literacy:** Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy.

#### Business Courses



Students must complete the following courses:

- BA 101 , BA 131 , BA 211 , BA 213 , and BA 226

#### Electives

- Any college-level course 100 level or higher that would bring total credits to 90 credits. See notes below.

#### Note:

1. **Maximum Number of Credits for Prior Learning (CPL):** 22 credits of CPL may be applied to the degree.
2. **Computer Literacy:** Must successfully complete computer literacy requirement.

## Associate of Science Oregon Transfer in Computer Science (ASOT-CS)

Students earning an ASOT-CS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the ASOT/CS degree:

1. **Credits Required:** 90 Credits include only those that meet the requirements of this degree. Credit courses numbered below 100 or those consider below collegiate level will not be used to fulfill the 90 credit minimum requirement.
2. **Residency Requirement:** Students must successfully complete a minimum of 24 quarter hours at BMCC. Eighteen (18) of these credits must apply to this degree. . Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to meet the 24 quarter credit hour or 18 quarter credit hour requirement.
3. **Minimum Grade:** All courses must be completed with a grade of "C" or better.

**COURSE REQUIREMENTS:** See *Programs and Courses* Section for courses that meet these requirements.

#### Foundational Requirements:

- **Writing:** Students taking writing classes of three credits each must take WR 121, 122, and either WR 123 or 227. Students taking writing classes of 4 credits each must take WR 121 and either WR 122 or 227. A student must have eight credits of Writing. Information Literacy will be included in the Writing Requirement.
- **Oral Communication:** COM 111
- **Mathematics:** MTH 251 and MTH 252
- **Health/Wellness/Fitness:** One or more courses totaling at least three credits.

#### Discipline Studies

- **Arts and Letters:** Three courses chosen from two or more disciplines.
- **Social Sciences:** Four courses chosen from two or more disciplines.
- **Science/Math/Computer Science:** Four courses from at least two disciplines including at least three laboratory courses in biological and/or physical science.

1. See program specific requirements as some programs require physics

2. Note that the CS and Math core required courses will meet the requirement for 1 of the 4 required courses, so normally only 3 science courses outside of CS/Math are needed

- **Cultural Literacy:** Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy.

#### Computer Science Courses

Students must complete the following courses:

- CS 160 , CS 161 , CS 162 , and CS 260

#### Electives

- Any college-level course 100 level or higher that would bring total credits to 90 credits. See notes below.

**Note:**

- **Maximum Number of Credits for Prior Learning (CPL):** 22 credits of CPL may be applied to the degree.
- **Computer Literacy:** Must successfully complete computer literacy requirement.

## Associate of Applied Science Degree (AAS)

Students earning an AAS degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the degree:

1. **Credits Required:** See AAS program for specific number of credits required for degree. Credits include only those that meet the requirements of this degree.
2. **Residency Requirement:** Students must successfully complete a minimum of 24 quarter hours at BMCC. Eighteen (18) of these credits must apply to this degree. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to meet the 24 quarter credit hour or 18 quarter credit hour requirement.
3. **Minimum Cumulative Grade Average (CGPA):** 2.0 The CGPA is calculated using only those courses that apply to this degree.

**Note:**

- **Maximum Number of Credits for Prior Learning (CPL):** In general, 22 credits of CPL may be applied to the degree.
- **Computer Literacy:** Must successfully complete computer literacy requirement.

## Course Substitutions

If a student is pursuing an Associate of Applied Science degree and would like to request a course substitution to meet program requirements, the student must discuss their request with their academic advisor. If the advisor considers the request appropriate, they will complete the necessary paperwork, and then obtain the approval and signature of the Executive Vice President of Instruction & Student Success. The Registrar's Office will process the information, once approved, and it will become a part of the student's permanent record.

## Transcript Notations

**Oregon Transfer Module (OTM)** will be noted on a student's transcript upon completion of all module course requirements. Since the OTM is not a degree or certificate, BMCC's regular residency requirement do not apply. The student must have completed at least one credit at BMCC that applies to the OTM in order to have the module notation made on the student's official transcript.

## Access to Student Records

The Registrar's Office maintains and processes academic records for the college. Student records are maintained in accordance with the college's official student record retention schedule. These records include, but are not limited to, admission applications, transfer institution transcripts, transfer credit evaluations, correspondence, grade change forms, curriculum deviation forms, certificate/degree completion applications, and degree evaluations.

## Education Record

Education records are those records that are maintained by BMCC or an agent of the College which is directly related to a student, except the following:

1. Records of instructional, supervisory and administrative personnel and educational personnel that are kept in the sole possession of the maker of the record, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records relating to an individual who is employed by the college, that are made and maintained in the normal course of business, that relate exclusively to the individual in that individual's capacity as an employee and that are not available for use for any other purpose. Records relating to an individual in attendance at the college who is employed as a result of his or her status as a student are education records and are not exempt under this subsection.
3. Faculty records, relating to personal matters of faculty members such as conduct, personal and academic evaluations, and disciplinary actions.
4. Records on a student that are:
  - Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - Made, maintained, or used only in connection with treatment of the student; and
  - Disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the college.
5. Records that only contain information relating to activities in which an individual engaged after he or she was no longer a student at the college.
6. Medical or nursing records which are made or maintained separately and solely by a licensed health care professional and which are not used for education purposes or planning.
7. "Personally identifiable information" includes, but is not limited to:
  - Student's name;
  - The name of the student's parents, children, spouse or other family members;
  - Address of the student or the student's family;
  - Telephone number of the student or the student's family;
  - Photograph of the student;
  - A personal identifier, such as the student's social security number or student number; and
  - A list of personal characteristics that would make the student's identity easily traceable, or other information that would make the student's identity easily traceable.

**Oregon Community College Unified Reporting System (OCCURS)** describes an informal consortium of community colleges, the Office of Community College Services and the Oregon Community College Association, acting together to provide standard data and reporting formats necessary to improve community college programs, evaluate program effectiveness, and report to various governing bodies and agencies. OCCURS staff and committees acting in support of OCCURS are agents of the consortium members for the purposes of this policy and State law.

**Student** - any person who attends or has attended Blue Mountain Community College.

## Records Restrictions (Holds)

Students that owe a financial obligation to the college will not be able to access their official college transcripts until their debt has been paid in full.

## Social Security Number

Pursuant to OAR 589-004-0400, and ORS 341.290(17), BMCC is required to ask you to provide your Social Security Number. Your Social Security number may be used in developing, validating, or administering predictive tests and assessments; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. The SSN will not be used as the student ID number but will be provided to entities requiring SSNs, including, but not limited to, the federal government for financial aid and the Tax Relief Act (1997) reporting, the U.S. Department of Homeland Security, and the Oregon Community College Unified Reporting System (OCCURS) to meet state and federal reporting requirements. When conducting studies, BMCC will disclose a

student's SSN only in a manner that does not permit personal identification of the student by individuals other than representatives of BMCC. Providing your social security is voluntary. If you choose to provide it, it means you consent to allow us to use the number in the manner described. If you chose not to do so, you will not be denied any right, benefit, or privilege provided by law. Students who choose not to provide their SSN will be ineligible for financial aid, and deferred payment and other financial arrangements. You may revoke your consent for the use of the Social Security number at any time by writing to the BMCC Student Records Office, PO Box 100, Pendleton, OR 97801.

## **Student Success HUB**

### **New Student Orientation (NSO)**

New Student Orientation is required for all new, degree/certificate-seeking students attending BMCC. A new student is defined as any student who has not previously attended BMCC or any previous BMCC student who has had a break in attendance of greater than 2 years. Early College credits earned by high school students are not considered when defining a new student. New Student Orientation is delivered online and contains knowledge that will provide a degree/certificate-seeking student with the basics needed to be prepared for the advising appointment, register for classes, and attend class when the term begins.

### **Tutoring Services**

It is BMCC's goal to provide as many resources as possible to facilitate students' academic success. Part of being a successful student is taking advantage of the help available before you get to the point of feeling overwhelmed and/or are in danger of failing your course. BMCC offers both peer and professional tutoring to help support students in their academic pursuit. The Student Success HUB strives to provide a wide range of tutor availability, meeting the needs of all of our students, whether they are on-site at one of our locations or at a distance via online learning. We have drop-in tutoring available at most of our locations as well as providing tutors remotely, utilizing a distance technology such as Zoom. Zoom is an online program that can be accessed from the comfort of a student's home and is equipped with chat, audio, video, and whiteboard to work with a BMCC tutor during office hours.

BMCC subscribes to Smarthinking, an online program that provides students 24/7 access to live tutors. Smarthinking provides assistance in writing, math, accounting, statistics, finance, economics, biology, anatomy & physiology, physics, chemistry, office applications, and Spanish. Students who have used Smarthinking have favorable reports regarding help with homework and have stated that they would recommend this service to friends.

All tutoring is provided at no cost to all BMCC students. Students interested in receiving tutoring can access the tutor schedule online at [www.bluecc.edu/tutor](http://www.bluecc.edu/tutor), and click the "schedule" link. The Pendleton campus also posts tutor schedules on a monitor board in the Student Success Center in Morrow Hall. Each BMCC location posts the hours that tutors are available at their site.

### **TRiO - Student Support Services**

TRiO/Student Support Services works with eligible, admitted students to provide comprehensive academic support. Nationwide, students who are part of a TRiO program tend to have higher GPAs and earn more credits than those who are not involved with TRiO. The TRiO program at BMCC offers a student computer lab, professional tutoring, peer mentoring, comprehensive advising, student success coaching, four-year transfer assistance, campus visits, workshops on study strategies and time management, and book and calculator loans.

TRiO/Student Support Services also offers cultural and student engagement opportunities. Students are provided opportunities to attend yearly theatre, museum, art, and community events. Additionally, students are encouraged to join the TRiO Club, an ASG club focused on community service and leadership opportunities while providing fun and exciting college experiences.

To qualify, you must be a U.S. citizen or permanent resident and enrolled in a degree program at any of the Blue Mountain Community College campuses. In addition, you must meet at least one of the following criteria: be a first-generation student

(neither parent graduated with a bachelor's degree), qualify as low income, or have a documented disability. For more information or to learn if you qualify, drop by the TRiO/Student Support Services offices on the Pendleton campus in Morrow Hall, Room M-141, or call 541-278-5853. TRiO/Student Support Services information is available on-line at [www.bluecc.edu](http://www.bluecc.edu).

## **Degrees and Certificate Programs**

Associate of Arts Oregon Transfer (AAOT)

Associate of Arts Oregon Transfer - Elementary Education (AAOT-Education)

Associate of Science (AS)

Associate of Science Transfer - Business (AST-Bus)

Associate of Science Oregon Transfer - Business (ASOT-Bus)

Associate of Science Oregon Transfer - Computer Science (ASOT-CS)

Associate of General Studies (AGS)

Associate of Applied Science (AAS)

Certificates of Completion (CC)

Career Pathways Certificates of Completion (CPCC)

Statewide Career Pathways Certificates of Completion (SCPC)

Apprenticeships

## **New Programs - Fall 2021**

AAOT-Elementary Education

### **ELEMENTARY/MIDDLE SCHOOL EDUCATION**

The AAOT-Elementary Education degree is designed for those interested in pursuing a career in elementary education. This two year degree prepares students to transfer to an undergraduate teaching program at a four-year university. Required courses will explore topics related to student learning, teaching strategies, and requirements to become a professional educator for an enriching career in education. The Director of Education works closely with students to completion and to transfer seamlessly to a university of their choosing to ensure an efficient pathway to potential licensure.

**GROW YOUR OWN:** A program for students who want to remain local to Eastern Oregon and teach within our own schools. Earn an AAOT-Elementary Education degree in two years from BMCC and transfer seamlessly to EOU to complete the last two years. Completing all onsite at BMCC.

## **Career and Technical Programs**

## **Blue Mountain Community College**

### **Arts & Letters (Humanities)**

## Available Courses

### Art

- ART 101 - Introduction to Visual Arts *Credits - 4*
- ART 102 - Introduction to Visual Arts *Credits - 4*
- ART 103 - Introduction to Visual Arts *Credits - 4*
- ART 115 - Basic Design *Credits - 4*
- ART 116 - Basic Design *Credits - 4*
- ART 117 - Basic Design *Credits - 4*
- ART 131 - Beginning Drawing *Credits - 4*
- ART 132 - Beginning Drawing *Credits - 4*
- ART 133 - Beginning Drawing *Credits - 4*
- ART 154 - Beginning Ceramic Pottery *Credits - 4*
- ART 155 - Beginning Ceramic Pottery *Credits - 4*
- ART 156 - Beginning Ceramic Pottery *Credits - 4*
- ART 184 - Beginning Watercolor *Credits - 4*
- ART 185 - Watercolor *Credits - 4*
- ART 186 - Watercolor *Credits - 4*
- ART 204 - History of Western Art *Credits - 4*
- ART 205 - History of Western Art *Credits - 4*
- ART 231 - Intermediate Drawing *Credits - 4*
- ART 232 - Intermediate Drawing *Credits - 4*
- ART 233 - Intermediate Drawing *Credits - 4*
- ART 254 - Intermediate Ceramic Pottery *Credits - 4*
- ART 255 - Intermediate Ceramic Pottery *Credits - 4*
- ART 256 - Intermediate Ceramic Pottery *Credits - 4*
- ART 261 - Beginning Photography *Credits - 4*
- ART 262 - Digital Photo Imaging *Credits - 4*
- ART 263 - Beginning Photography *Credits - 4*
- ART 264 - Intermediate Photography *Credits - 4*
- ART 265 - Intermediate Photography *Credits - 4*
- ART 266 - Intermediate Photography *Credits - 4*
- ART 276 - Beginning Sculpture *Credits - 4*
- ART 277 - Beginning Sculpture *Credits - 4*
- ART 278 - Beginning Sculpture *Credits - 4*
- ART 281 - Beginning Painting *Credits - 4*
- ART 282 - Beginning Painting *Credits - 4*
- ART 283 - Beginning Painting *Credits - 4*
- ART 285 - Intermediate Painting *Credits - 4*
- ART 286 - Intermediate Painting *Credits - 4*
- ART 291 - Intermediate Sculpture *Credits - 4*
- ART 292 - Intermediate Sculpture *Credits - 4*
- ART 293 - Intermediate Sculpture *Credits - 4*

### Communication

- COM 112 - Small Group Communication *Credits - 4*
- COM 115 - Intercultural Communication *Credits - 4*

## English

- ENG 104 - Introduction to Literature *Credits - 4*
- ENG 105 - Introduction to Literature *Credits - 4*
- ENG 106 - Introduction to Literature *Credits - 4*
- ENG 107 - World Literature *Credits - 4*
- ENG 108 - World Literature *Credits - 4*
- ENG 109 - World Literature *Credits - 4*
- ENG 197 - Film as Literature *Credits - 4*
- ENG 201 - Shakespeare *Credits - 4*
- ENG 202 - Shakespeare *Credits - 4*
- ENG 203 - Shakespeare *Credits - 4*
- ENG 204 - Survey of English Literature *Credits - 4*
- ENG 205 - Survey of English Literature *Credits - 4*
- ENG 206 - Survey of English Literature *Credits - 4*
- ENG 253 - Survey of American Literature *Credits - 4*
- ENG 254 - Survey of American Literature *Credits - 4*
- ENG 255 - Survey of American Literature *Credits - 4*
- ENG 260 - Introduction to Women Writers *Credits - 4*
- ENG 263 - Detective Fiction *Credits - 4*
- ENG 264 - Detective Fiction *Credits - 4*
- ENG 269 - Nature Literature *Credits - 4*
- PHL 101 - Introduction to Philosophy *Credits - 4*
- PHL 102 - Introduction to Ethics *Credits - 4*
- PHL 103 - Critical Thinking *Credits - 4*
- WR 241 - Introduction to Imaginative Writing *Credits - 4*
- WR 242 - Introduction to Imaginative Writing *Credits - 4*
- WR 243 - Introduction to Imaginative Writing *Credits - 4*

## Music

- MUS 105 - Music Appreciation *Credits - 4*
- MUS 205 - Introduction to Jazz History *Credits - 4*
- MUS 206 - Introduction to History of Rock Music *Credits - 4*
- MUS 207 - History of Folk Music *Credits - 4*

## Foreign Languages

- SPAN 201 - Second-Year Spanish *Credits - 4*
- SPAN 202 - Second-Year Spanish *Credits - 4*
- SPAN 203 - Second-Year Spanish *Credits - 4*
- SPAN 218 - Spanish for Heritage Speakers *Credits - 4*

## Theatre

- TA 101 - Introduction to the Theatre *Credits - 4*
- TA 141 - Fundamentals of Acting Techniques *Credits - 4*
- TA 142 - Fundamentals of Acting Techniques *Credits - 4*
- TA 143 - Fundamentals of Acting Techniques *Credits - 4*
- TA 241 - Intermediate Acting Techniques *Credits - 4*
- TA 242 - Intermediate Acting Techniques *Credits - 4*
- TA 243 - Intermediate Acting Techniques *Credits - 4*

## Career and Technical Courses

### Available Courses

#### Agriculture

- AGM 131 - Agriculture Safety *Credits - 3*
- AGM 140 - Agriculture Engines *Credits - 3*
- AGM 211 - Agriculture Construction and Surveying *Credits - 3*
- AGM 221 - Metals and Welding *Credits - 3*
- AGM 240 - Tractors *Credits - 2*
- AGM 241 - Agriculture Machinery *Credits - 3*
- AGM 250 - Irrigation Systems Design *Credits - 3*
- AGM 251 - Irrigation Systems *Credits - 3*
- AGR 101 - Agriculture Orientation *Credits - 1*
- AGR 111 - Agriculture Computers *Credits - 3*
- AGR 200 - Pre-Employment Seminar *Credits - 1*
- AGR 210 - Agriculture Accounting *Credits - 4*
- AGR 211 - Agriculture Business Management *Credits - 3*
- AGR 221 - Agriculture Marketing *Credits - 3*
- AGR 226 - Agriculture Issues *Credits - 3*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- AGR 296 - Production Problems *Credits - 4*
- ANS 122 - Animal Science *Credits - 3*
- ANS 198 - Special Studies *Credits - 1-3*
- ANS 201 - Introduction to Equine Science *Credits - 3*
- ANS 211 - Animal Nutrition *Credits - 4*
- ANS 212 - Animal Nutrition Recitation *Credits - 1*
- ANS 216 - Pregnancy Testing/Bovine *Credits - 1*
- ANS 217 - Artificial Insemination *Credits - 3*
- ANS 218 - Advanced Artificial Insemination *Credits - 1*
- ANS 220 - Beef Production *Credits - 4*
- ANS 222 - Sheep and Swine Production *Credits - 4*
- ANS 232 - Live Meat Animal Evaluation *Credits - 3*
- ANS 233 - Livestock Evaluation/Oral Reasons *Credits - 1*
- ANS 240 - Animal Health *Credits - 5*
- CSS 100 - Soils and Fertilizers *Credits - 3*
- CSS 109 - Introduction to Precision Agriculture *Credits - 2*
- CSS 201 - Principles of Crop Science *Credits - 3*



- CSS 210 - Forage Crops *Credits - 3*
- CSS 221 - Agricultural Spatial Analysis *Credits - 4*
- CSS 230 - Precision Irrigation Software *Credits - 3*
- CSS 241 - Integrated Pest Management *Credits - 4*
- HORT 100 - Plant Science *Credits - 3*
- HORT 111 - Alternative Crop Production *Credits - 3*
- RNG 241 - Range Management *Credits - 3*
- UAS 110 - Introduction to Unmanned Aerial Systems *Credits - 4*
- UAS 211 - Introduction to Remote Sensing *Credits - 5*
- VT 109 - Introduction to Veterinary Science *Credits - 2*
- VT 110 - Fundamentals of Veterinary Assistant I *Credits - 3*
- VT 111 - Fundamentals of Veterinary Assistant II *Credits - 3*
- VT 201 - Anesthesiology *Credits - 4*
- VT 202 - Veterinary Surgical Assisting *Credits - 2*
- VT 204 - Applied Radiology *Credits - 3*
- VT 205 - Pharmacology *Credits - 3*
- VT 210 - Small Animal Disease *Credits - 3*
- VT 211 - Large Animal Disease *Credits - 3*
- VT 101 - Introduction to Veterinary Technology *Credits - 2*
- VT 102 - Nursing and Restraint *Credits - 2*
- VT 103 - Animal Health Record Systems *Credits - 3*
- VT 105 - Anatomy and Physiology I *Credits - 4*
- VT 106 - Anatomy and Physiology II *Credits - 4*
- VT 120 - Clinical Lab Procedures I *Credits - 4*
- VT 121 - Clinical Lab Procedures II *Credits - 4*
- VT 280 - Cooperative Work Experience *Credits - 1-4*

## Business Technologies

- BA 104 - Business Mathematics *Credits - 4*
- BA 105 - Business Mathematics *Credits - 4*
- BA 106 - Casino Games Management *Credits - 4*
- BA 107 - Survey of Gaming Regulations *Credits - 4*
- BA 110 - Database/MS Access *Credits - 3*
- BA 111 - Basic Accounting *Credits - 4*
- BA 116 - Bookkeeping Practice *Credits - 2*
- BA 131A - Introduction to Word *Credits - 1*
- BA 131B - Introduction to Excel *Credits - 1*
- BA 131C - Introduction to Access *Credits - 1*
- BA 131D - Introduction to Power Point *Credits - 1*
- BA 155 - Introduction to Fraud Examination *Credits - 3*
- BA 177 - Payroll Accounting *Credits - 4*
- BA 209 - Accounting Applications/QuickBooks *Credits - 3*
- BA 220 - Tax Accounting *Credits - 4*
- BA 221 - Accounting Problems/Tax *Credits - 4*
- BA 224 - Human Resources Management *Credits - 3*
- BA 225 - Introduction to Gaming Management *Credits - 4*

- BA 249 - Retail Selling *Credits - 3*
- BA 261 - Intermediate Accounting *Credits - 4*
- BA 268 - Introduction to Auditing *Credits - 3*
- BA 277 - Business Ethics *Credits - 3*
- BA 284 - Pre-Employment Seminar *Credits - 2*
- BT 116 - Professional Office Procedures *Credits - 4*
- BT 120 - Computer Keyboarding *Credits - 2*
- BT 121 - Document Processing I *Credits - 4*
- BT 122 - Document Processing II *Credits - 4*
- BT 124 - Keyboarding for Speed & Accuracy *Credits - 1*
- BT 140 - Business Document Editing *Credits - 3*
- BT 201 - Word Processing/MS Word *Credits - 3*
- BT 202 - Word Processing/Advanced MS Word *Credits - 3*
- BT 206 - Desktop Publishing *Credits - 3*
- BT 220 - Calculating Machines *Credits - 1*
- BT 230 - Legal Terminology I *Credits - 3*
- BT 232 - Legal Terminology II *Credits - 3*
- BT 251 - Medical Terminology *Credits - 3*
- BT 252 - Medical Terminology *Credits - 3*
- BT 257 - Medical Office Procedures *Credits - 4*
- BT 258 - Medical Insurance Procedures and Coding *Credits - 3*
- BT 290 - Integrated Office Systems *Credits - 3*
- HTM 100 - Hospitality and Tourism Industry *Credits - 3*
- HTM 105 - Food and Beverage Industry *Credits - 3*
- HTM 107 - Hospitality Cost Control *Credits - 3*
- HTM 109 - Front Desk Operations *Credits - 3*
- HTM 127 - Selling in the Hospitality Industry *Credits - 3*
- HTM 130 - Beverages *Credits - 3*
- HTM 131 - Customer Service Management I *Credits - 3*
- HTM 224 - Catering Operations *Credits - 3*
- HTM 226 - Event Management *Credits - 3*
- HTM 230 - Hotel, Restaurant and Travel Law *Credits - 3*

## Criminal Justice

- CJ 204 - Behavioral Cognitive Processes *Credits - 4*
- CJ 205 - Victimology *Credits - 3*
- CJ 210 - Police and Community *Credits - 3*
- CJ 212 - Criminal Investigation *Credits - 3*
- CJ 225 - Correctional Law *Credits - 3*
- CJ 232 - Correctional Casework Counseling *Credits - 3*
- CJ 240 - Crime, Justice and Diversity *Credits - 3*
- CJ 243 - Narcotics and Dangerous Drugs *Credits - 3*
- CJ 250 - Criminal Justice Administration *Credits - 3*
- CJ 280 - Cooperative Work Experience *Credits - 1-8*

## Math/Computer Science

- CS 145 - Introduction to PC Hardware and Software *Credits - 5*
- CS 179 - Introduction to Networking *Credits - 4*
- CS 180 - Computer Science Practicum *Credits - 1-5*
- CS 240L - Introduction to Linux Systems Administration *Credits - 3*
- CS 279 - Network Management II *Credits - 5*
- CS 282 - Computer Science Colloquium *Credits - 3*

## Engineering Tech

- DRF 110 - Print Reading For Welders *Credits - 2*
- DRF 112 - Computer Aided Drafting *Credits - 3*
- DRF 113 - Advanced Computer Aided Drafting *Credits - 3*
- DRF 243 - Industrial Drafting *Credits - 4*
- DRF 263 - 3-D Computer Aided Drafting *Credits - 3*

## Diesel

- DSL 141 - Heavy Duty Steering and Suspension *Credits - 4*
- DSL 151 - Heavy Duty Brakes I *Credits - 3*
- DSL 152 - Manual Drive Trains I *Credits - 3*
- DSL 153 - Manual Drive Trains II *Credits - 3*
- DSL 161 - Diesel Engines *Credits - 4*
- DSL 162 - Engine Repair I *Credits - 4*
- DSL 175 - Heavy Duty Equipment *Credits - 3*
- DSL 176 - Mobile Air-Conditioning and Heating *Credits - 3*
- DSL 181 - Shop Practices *Credits - 3*
- DSL 184 - Fluid Mechanics *Credits - 4*
- DSL 191 - Electrical Systems I *Credits - 4*
- DSL 192 - Electrical Systems II *Credits - 4*
- DSL 193 - Electrical Systems III *Credits - 4*
- DSL 196 - Electronic Diagnostics and Engine Emissions *Credits - 3*
- DSL 200 - Pre-Employment Seminar *Credits - 1*
- DSL 251 - Heavy Duty Brakes II *Credits - 3*
- DSL 262 - Engine Repair II *Credits - 4*
- DSL 275 - Heavy Duty Equipment II *Credits - 3*
- DSL 280 - Cooperative Work Experience *Credits - 1-8*

## Early Childhood Education

- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed *Credits - 3*
- ECE 101 - Family and Community Relations *Credits - 3*
- ECE 109 - Foundations and Careers in Early Childhood *Credits - 3*
- ECE 111 - Introduction to ECE Environments *Credits - 3*
- ECE 112 - Introduction to Early Childhood Education/Professionalism *Credits - 1*
- ECE 150 - Observation/Assessment and Recording *Credits - 3*
- ECE 151 - Guidance and Classroom Management *Credits - 3*
- ECE 152 - Creativity for Young Children *Credits - 3*

- ECE 153 - Music and Movement *Credits - 3*
- ECE 154 - Literature and Literacy *Credits - 3*
- ECE 175A - Infant/Toddler Caregiving: Social Emotional Growth *Credits - 1*
- ECE 175B - Infant/Toddler Caregiving: Group Care *Credits - 1*
- ECE 175C - Infant/Toddler Caregiving: Learning and Development *Credits - 1*
- ECE 175D - Infant/Toddler Caregiving: Culture, Family and Provider *Credits - 1*
- ECE 198 - Special Studies *Credits - 1-3*
- ECE 220 - Science and Nature with Young Children *Credits - 3*
- ECE 225 - Prenatal, Infant and Toddler Development *Credits - 3*
- ECE 226 - Child Development *Credits - 3*
- ECE 228 - Responsive Infant Toddler Programs *Credits - 3*
- ECE 240 - Curriculum/Planning *Credits - 3*
- ECE 245 - Challenging Behavior in Young Children *Credits - 3*
- ECE 249 - Inclusion of Children with Special Needs *Credits - 3*
- ECE 280 - Cooperative Work Experience *Credits - 1-8*
- ECE 295 - Child Care Administration *Credits - 3*
- ECE 296 - Issues and Trends *Credits - 3*

## Education

- ED 298 - Special Studies *Credits - 1-3*

## EMT/Fire Science

- EMT 115 - Crisis Intervention *Credits - 3*
- EMT 151 - Emergency Medical Technician Part A *Credits - 6*
- EMT 152 - Emergency Medical Technician Part B *Credits - 6*
- EMT 176 - Emergency Response Patient Transportation *Credits - 2*
- EMT 177 - Emergency Response Communication//Documentation *Credits - 2*
- ES 169 - Emergency Service Rescue *Credits - 3*
- ES 175 - Introduction to Emergency Services *Credits - 4*
- ET 114 - Introduction to Geographic Information Systems *Credits - 4*
- ET 222 - Concrete Practices *Credits - 4*
- ET 222A - Concrete Field Testing Technician *Credits - 1*
- ET 222B - Concrete Control Technician *Credits - 1*
- ET 222C - Concrete Strength Testing Technician *Credits - 1*
- FS 110A - Fire Fighter Skills Academy part A *Credits - 3*
- FS 110B - Fire Fighter Skills Academy part B *Credits - 3*
- FS 112 - Firefighter II Skills Academy *Credits - 4*
- FS 121 - Fire Behavior & Combustion *Credits - 3*
- FS 122 - Fundamentals of Fire Prevention *Credits - 3*
- FS 123 - Hazardous Materials - Awareness/Operation *Credits -2*
- FS 130 - Wildland Firefighter *Credits - 2*
- FS 137 - Fire Protection Systems *Credits - 3*
- FS 166 - Building Construction for Fire Prevention *Credits - 3*
- FS 169 - Apparatus Operator/Driver *Credits - 4*
- FS 170 - Intro to Fire Tactics & Strategies *Credits - 3*

- FS 212 - Fire Investigation *Credits - 3*
- FS 214 - Principles of Fire & Emergency Services Safety & Survival *Credits - 3*
- FS 240 - Emergency Services Instructor I *Credits - 3*
- FS 274 - Intro to Fire & Emergency Administration *Credits - 3*
- FS 280 - Cooperative Work Experience *Credits - 1-8*

## Health/Physical Education

- FN 230 - Children, Families and Nutrition *Credits - 3*
- HE 100 - Introduction to Health Services *Credits - 3*
- HE 298 - Special Studies *Credits - 1-3*

## Mechatronics

### Nursing

- NRS 110 - Foundations of Nursing -Health Promotion *Credits - 9*
- NRS 111 - Foundations of Nursing in Chronic Illness I *Credits - 6*
- NRS 112 - Foundations of Nursing in Acute Care I *Credits - 6*
- NRS 221 - Foundations of Nursing in Chronic Illness II/End of Life *Credits - 9*
- NRS 222 - Foundations of Nursing in Acute Care II/End of Life *Credits - 9*
- NRS 224 - Scope of Practice/Integrated Practicum *Credits - 9*
- NRS 230 - Clinical Pharmacology I *Credits - 3*
- NRS 231 - Clinical Pharmacology II *Credits - 3*
- NRS 232 - Pathophysiological Processes I *Credits - 3*
- NRS 233 - Pathophysiological Processes II *Credits - 3*

### Welding

- WLD 111 - Basic Gas and Arc Welding *Credits - 3*
- WLD 112 - Advanced Arc Welding *Credits - 3*
- WLD 221 - TIG Welding *Credits - 3*
- WLD 253 - Welding Practices for Certification *Credits - 3*
- WLD 256 - Pipe Welding for Certification *Credits - 3*

## Computer Science

### Available Courses

- CS 120 - Concepts of Computing *Credits - 4*
- CS 133B - Programming with Visual Basic *Credits - 4*
- CS 133J - Scripting: Javascript with jQuery *Credits - 4*
- CS 133U - Programming with C+ *Credits - 4*
- CS 160 - Gentle Introduction to Programming *Credits - 4*
- CS 161 - Computer Science *Credits - 4*
- CS 162 - Computer Science *Credits - 4*

- CS 195 - Web Development *Credits - 4*
- CS 260 - Data Structures *Credits - 4*
- CS 275 - Database Development *Credits - 4*
- CS 295 - Web Development *Credits - 4*

## General Electives

### Available Courses

#### Agriculture

- ANS 121 - Animal Science *Credits - 4*
- ANS 231 - Livestock Evaluation *Credits - 3*
- CSS 122 - Irrigated Crops *Credits - 3*
- CSS 220 - Geospatial Data Collection *Credits - 5*
- CSS 240 - Pest Management *Credits - 4*

#### Art

- ART 198 - Special Studies *Credits - 1-3*
- ART 298 - Special Studies *Credits - 1-3*

#### Business Technologies

- BA 101 - Introduction to Business *Credits - 4*
- BA 131 - Introduction to Business Computing *Credits - 4*
- BA 198 - Special Studies *Credits - 1-3*
- BA 206 - Principles of Management *Credits - 4*
- BA 211 - Principles of Accounting *Credits - 4*
- BA 212 - Principles of Accounting *Credits - 4*
- BA 213 - Principles of Accounting *Credits - 4*
- BA 214 - Business Communications *Credits - 4*
- BA 215 - Cost Accounting *Credits - 4*
- BA 223 - Principles of Marketing *Credits - 4*
- BA 226 - Business Law *Credits - 4*
- BA 280 - Cooperative Work Experience *Credits - 1-8*
- BA 285 - Human Relations in Business *Credits - 3*
- BA 298 - Special Studies *Credits - 1-3*
- LD 110 - Your Professional Development Plan *Credits - 1*
- LD 130 - Building a Team *Credits - 1*
- LD 131 - Leading and Motivating a Team *Credits - 1*
- LD 132 - Team Processes *Credits - 1*
- LD 133 - Workplace Culture *Credits - 1*
- LD 150 - Cultivating Self-Care *Credits - 1*
- LD 201 - Student Success II *Credits - 3*
- LD 211 - Ethics in Action *Credits - 1*

- LD 212 - Preparing for Presentations *Credits - 1*
- LD 215 - Emotional Intelligence *Credits - 2*
- LD 225 - Social Intelligence *Credits - 2*
- LD 288 - Practicing Leadership Through Service Learning *Credits - 1*

## Communication

- COM 100 - Human Communication *Credits - 4*
- COM 237 - Gender and Communication *Credits - 3*

## Criminal Justice

- CJ 100 - Introduction to Criminal Justice *Credits - 3*
- CJ 109 - Careers in Criminal Justice *Credits - 3*
- CJ 110 - Police Systems and Practices *Credits - 3*
- CJ 120 - American Court Systems and Practices *Credits - 3*
- CJ 130 - Correctional Systems and Practices *Credits - 3*
- CJ 132 - Probation and Parole: Systems and Practices *Credits - 3*
- CJ 198 - Special Studies *Credits - 1-3*
- CJ 200 - Theories of Crime and Delinquency *Credits - 3*
- CJ 201 - Juvenile Justice *Credits - 3*
- CJ 214 - Criminal Justice Report Writing *Credits - 3*
- CJ 220 - Criminal Law *Credits - 3*
- CJ 222 - Procedural Law *Credits - 3*
- CJ 227 - Ethics in Criminal Justice *Credits - 3*

## Education

- ED 216 - Foundations of Education *Credits - 4*
- ED 258 - Multicultural Education *Credits - 3*
- ED 280 - Cooperative Work Experience *Credits - 1-8*

## English

- ENG 198 - Special Studies *Credits - 1-3*
- ENG 240 - Native American Literature *Credits - 3*
- PHL 103 - Critical Thinking *Credits - 4*
- WR 115 - Introduction to College Writing *Credits - 4*
- WR 198 - Special Studies *Credits - 1-3*
- WR 298 - Special Studies *Credits - 1-3*

## Engineering

- ENGR 231- Engineering Statics *Credits - 4*
- ENGR 235 - Engineering Strength of Materials *Credits - 4*
- ENGR 261- Engineering Fluid Dynamics *Credits - 4*

- ENGR 265 - Hydraulics II *Credits - 4*

## Foreign Languages

- SPAN 101 - First Year Spanish *Credits - 4*
- SPAN 102 - First Year Spanish *Credits - 4*
- SPAN 103 - First Year Spanish *Credits - 4*
- SPAN 211 - Spanish Conversation and Composition *Credits - 3*
- SPAN 212 - Spanish Conversation and Composition *Credits - 3*
- SPAN 213 - Spanish Conversation and Composition *Credits - 3*
- UMA 101 - First Year Umatilla *Credits - 4*

## Health/Physical Education

- FN 225 - Nutrition *Credits - 4*
- PE 198 - Special Studies *Credits - 1-3*

## Math/Computer Science

- CS 125 - Software Applications *Credits - 3*
- CS 125i - Digital Imaging (Photoshop) *Credits - 3*
- CS 125M - 3D Modeling and Animation *Credits - 4*
- CS 160 - Gentle Introduction to Programming *Credits - 4*
- CS 198 - Special Studies *Credits - 1-3*
- CS 280 - Cooperative Work Experience *Credits - 1-8*
- CS 288 - Network Management III *Credits - 4*
- CS 298 - Special Studies *Credits - 1-3*
- MTH 103 - Problem Solving with Technology *Credits - 1*
- MTH 198 - Special Studies *Credits - 1-3*
- MTH 298 - Special Studies *Credits - 1-3*

## Music

- MUP 105 - Jazz Ensemble *Credits - 1*
- MUP 115 - General Ensemble *Credits - 1*
- MUP 122 - Concert Choir *Credits - 1*
- MUP 125 - Vocal Jazz Ensemble *Credits - 1*
- MUP 141 - Symphony Orchestra *Credits - 1*
- MUP 168 - Applied Woodwinds *Credits - 1*
- MUP 169 - Applied Brass *Credits - 1*
- MUP 170 - Applied Strings *Credits - 1*
- MUP 171 - Applied Piano *Credits - 1*
- MUP 174 - Applied Voice *Credits - 1*
- MUP 205 - Jazz Ensemble *Credits - 1*
- MUP 222 - Concert Choir *Credits - 1*
- MUP 225 - Vocal Jazz Ensemble *Credits - 1*



- MUP 241 - Symphony Orchestra *Credits - 1*
- MUP 268 - Applied Woodwinds *Credits - 1*
- MUP 269 - Applied Brass *Credits - 1*
- MUP 270 - Applied Strings *Credits - 1*
- MUP 271 - Applied Piano *Credits - 1*
- MUP 274 - Applied Voice *Credits - 1*
- MUS 101 - Fundamentals of Music *Credits - 2*
- MUS 111 - Music Theory *Credits - 4*
- MUS 112 - Music Theory *Credits - 4*
- MUS 113 - Music Theory *Credits - 4*
- MUS 114 - Ear Training and Sight Singing *Credits - 1*
- MUS 115 - Ear Training and Sight Singing *Credits - 1*
- MUS 116 - Ear Training and Sight Singing *Credits - 1*
- MUS 131 - Class Piano *Credits - 2*
- MUS 132 - Class Piano *Credits - 2*
- MUS 133 - Class Piano *Credits - 2*
- MUS 135 - Class Voice *Credits - 2*
- MUS 198 - Special Studies *Credits - 1-3*
- MUS 201 - Introduction to Music and Its Literature *Credits - 3*
- MUS 202 - Introduction to Music and Its Literature *Credits - 3*
- MUS 203 - Introduction to Music and Its Literature *Credits - 3*
- MUS 211 - Music Theory *Credits - 3*
- MUS 212 - Music Theory *Credits - 3*
- MUS 298 - Special Studies *Credits - 1-3*

## Reading

- RD 101 - College Textbook Reading *Credits - 3*
- RD 120 - Critical Reading and Thinking *Credits - 3*
- RD 220 - Advanced Critical Reading & Thinking *Credits - 3*

## Science

- BI 160 - Local Ecosystems *Credits - 1*
- BI 161 - Ecosystems Recovery *Credits - 2*
- BI 198 - Special Studies *Credits - 1-3*
- PHY 198 - Special Studies *Credits - 1-3*

## Social Science

- ANTH 298 - Special Studies *Credits - 1-3*
- EC 198 - Special Studies *Credits - 1-3*
- HST 298 - Special Studies *Credits - 1-3*
- PS 198 - Special Studies *Credits - 1-3*
- SOC 198 - Special Studies *Credits - 1-3*

## Theatre

- TA 165 - Technical Theatre Workshop *Credits - 3*
- TA 180 - Theatre Rehearsal and Performance *Credits - 3*

## **Health/Wellness**

### Available Courses

- HE 115 - Body Composition Assessment *Credits - 1*
- HE 250 - Personal Health *Credits - 3*
- HE 252 - First Aid *Credits - 3*
- HE 253 - Personal Nutrition *Credits - 3*
- HPE 295 - Health and Fitness for Life *Credits - 3*
- PE 131 - Introduction to Physical Education *Credits - 3*
- PE 185 - Physical Education Activity *Credits - 1*
- PE 290 - Lifeguard Training Review *Credits - 1*
- PE 291 - Lifeguard Training *Credits - 2*
- PE 292 - Water Safety Instructor/WSI *Credits - 2*
- PE 293 - Lifeguard Instructor Training/LGI *Credits - 2*

## **Human Relations**

### Available Courses

#### Agriculture

- AGR 226 - Agriculture Issues *Credits - 3*

#### Business Technologies

- BA 277 - Business Ethics *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*
- LD 130 - Building a Team *Credits - 1*
- LD 133 - Workplace Culture *Credits - 1*
- LD 211 - Ethics in Action *Credits - 1*

#### Communication

- COM 100 - Human Communication *Credits - 4*
- COM 112 - Small Group Communication *Credits - 4*
- COM 115 - Intercultural Communication *Credits - 4*

#### Nursing

- NRS 110 - Foundations of Nursing -Health Promotion *Credits - 9*
- NRS 111 - Foundations of Nursing in Chronic Illness I *Credits - 6*

- NRS 112 - Foundations of Nursing in Acute Care | *Credits - 6*

## Lab Science

*PLEASE NOTE: Refer to Course Descriptions for restrictions on G 101, G 102, PHY 201, PHY 202, PHY 203*

### Available Courses

- BI 101 - General Biology *Credits - 4*
- BI 102 - General Biology for Non-Majors *Credits - 4*
- BI 103 - General Biology for Non-majors *Credits - 4*
- BI 112 - Cell Biology for Health Occupations *Credits - 4*
- BI 124 - Global Ecology and Conservation Biology *Credits - 4*
- BI 130 - Survey of Anatomy and Physiology *Credits- 5*
- BI 162 - Selected Topics in Natural History *Credits - 4*
- BI 163 - Natural History of Oregon *Credits - 4*
- BI 211 - General Biology *Credits - 5*
- BI 212 - General Biology for Majors *Credits - 5*
- BI 231 - Human Anatomy and Physiology *Credits - 4*
- BI 232 - Human Anatomy and Physiology *Credits - 4*
- BI 233 - Human Anatomy and Physiology *Credits - 4*
- BI 234 - Microbiology *Credits - 4*
- BI 260 - Microbiology *Credits - 5*
- BOT 221 - Systematic Botany *Credits - 4*
- CH 104 - Introductory Chemistry *Credits - 5*
- CH 105 - Introductory Chemistry *Credits - 5*
- CH 106 - Introductory Chemistry *Credits - 5*
- CH 110 - Foundations of Chemistry *Credits - 5*
- CH 221 - General Chemistry *Credits - 5*
- CH 222 - General Chemistry *Credits - 5*
- CH 223 - General Chemistry *Credits - 5*
- G 101 - Introduction to Geology - Minerals and Rocks *Credits - 4*
- G 102 - Introduction to Geology - Environmental Geology *Credits - 4*
- G 103 - Introduction to Geology - Historical Geology *Credits - 4*
- G 105 - Introduction to Geology: Pacific Northwest Geology *Credits - 4*
- G 201 - Physical Geology *Credits - 4*
- G 202 - Physical Geology *Credits - 4*
- G 203 - Historical Geology *Credits - 4*
- GS 104 - Physical Science/Physics *Credits - 4*
- GS 105 - Physical Science/Chemical Concepts *Credits - 4*
- GS 107 - Physical Science/Astronomy *Credits - 4*
- GS 110 - Physical Science/Energy *Credits - 4*
- GS 111 - Physical Science/Forensic Science *Credits - 4*
- PHY 101 - Essentials of Physics *Credits - 4*
- PHY 201 - General Physics *Credits - 5*
- PHY 202 - General Physics *Credits - 5*
- PHY 203 - General Physics *Credits - 5*

- PHY 211 - General Physics with Calculus *Credits - 5*
- PHY 212 - General Physics with Calculus *Credits - 5*
- PHY 213 - General Physics with Calculus *Credits - 5*

## Mathematics

### Available Courses

- MTH 105 - Math in Society *Credits - 5*
- MTH 111 - College Algebra *Credits - 5*
- MTH 112 - Elementary Functions *Credits - 5*
- MTH 211 - Foundations of Elementary Mathematics *Credits - 4*
- MTH 212 - Foundations of Elementary Mathematics *Credits - 4*
- MTH 213 - Foundations of Elementary Mathematics *Credits - 4*
- MTH 231 - Discrete Mathematics *Credits - 4*
- MTH 241 - Calculus for Management/Social Science *Credits - 4*
- MTH 243 - Introduction to Probability and Statistics *Credits - 4*
- MTH 251 - Calculus *Credits - 4*
- MTH 252 - Calculus *Credits - 4*
- MTH 253 - Calculus *Credits - 4*
- MTH 254 - Vector Calculus *Credits - 4*
- MTH 256 - Differential Equations *Credits - 4*
- MTH 261 - Linear Algebra *4*

## Non-Lab Science

### Available Courses

- BI 149 - Human Genetics *Credits - 3*
- G 147 - Basic Geology *Credits - 3*
- GEOG 101 - Physical Geography *Credits - 4*

## Social Science

### Available Courses

- ANTH 101 - Introduction to Physical Anthropology *Credits - 4*
- ANTH 102 - Introduction to Archaeology and Prehistory *Credits - 4*
- ANTH 103 - Introduction to Cultural Anthropology *Credits - 4*
- EC 201 - Principles of Microeconomic Theory with Applications *Credits - 4*
- EC 202 - Principles of Macroeconomic Theory with Applications *Credits - 4*
- GEOG 103 - Human Geography *Credits - 4*
- GEOG 120 - World/Regional Geography *Credits - 4*
- GEOG 206 - Geography of Oregon *Credits - 4*
- HST 201 - History of the United States *Credits - 4*
- HST 202 - History of the United States *Credits - 4*

- HST 203 - History of the United States *Credits - 4*
- PS 201 - American Government and Politics *Credits - 4*
- PS 202 - American Government and Politics *Credits - 4*
- PS 203 - American Government/State and Local *Credits - 4*
- PSY 201 - General Psychology *Credits - 4*
- PSY 202 - General Psychology *Credits - 4*
- PSY 237 - Human Development *Credits - 4*
- SOC 204 - General Sociology: Sociology in Everyday Life *Credits - 4*
- SOC 205 - General Sociology/Institutions and Social Change *Credits - 4*
- SOC 213 - Minorities *Credits - 4*
- SOC 217 - Family and Society *Credits - 4*

## Agriculture

### Agriculture Business (AAS)

Business and Management

Agriculture, Food and Natural Resources Systems

### Intended Program Outcomes:

This two-year program leading to an A.A.S. in agriculture business will prepare the student for a career in the broad field of agribusiness or in support areas of production agriculture by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

Opportunities are available in sales of equipment, fertilizer and chemicals, agricultural credit, record-keeping and other areas. Many of the business and agriculture courses may be transferred to other four-year colleges. Students wishing to transfer to a four-year institution should review with their advisor the transferability of their courses and should review the program requirements of that school. The following schedule is illustrative only; an individual student's schedule may be different.

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety *Credits - 3*
- AGR 101 - Agriculture Orientation *Credits - 1*
- AGR 111 - Agriculture Computers *Credits - 3*
- AGR 210 - Agriculture Accounting *Credits - 4*
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 15

## Term 2

- AGM 140 - Agriculture Engines *Credits - 3*
- AGM 221 - Metals and Welding *Credits - 3*
- AGR 211 - Agriculture Business Management *Credits - 3*
- ANS 121 - Animal Science *Credits - 4*
- WR 227 - Technical Report Writing *Credits - 4*

Term 2 Total: 17

## Term 3

- AGR 221 - Agriculture Marketing *Credits - 3*
- ANS 122 - Animal Science *Credits - 3*
- Business Electives *Credits - 4*
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*

Term 3 Total: 15

## Term 4

- AGM 211 - Agriculture Construction and Surveying *Credits - 3*
- AGR 226 - Agriculture Issues *Credits - 3*
- CSS 210 - Forage Crops *Credits - 3*
- EC 201 - Principles of Microeconomic Theory with Applications *Credits - 4*
- HORT 100 - Plant Science *Credits - 3*

Term 4 Total: 16

## Term 5

- AGR 200 - Pre-Employment Seminar *Credits - 1*
- Business Electives *Credits - 8*
- CSS 100 - Soils and Fertilizers *Credits - 3*
- EC 202 - Principles of Macroeconomic Theory with Applications *Credits - 4*

Term 5 Total: 16

## Term 6

- AGR 280 - Cooperative Work Experience *Credits - 1-8*
  - AGR 296 - Production Problems *Credits - 4*
  - COM 111 - Public Speaking *Credits - 4 (or higher)*
  
  - HE 252 - First Aid *Credits - 3*
- OR

- HPE 295 - Health and Fitness for Life *Credits - 3*

Term 6 Total: 17

Total Credits: 96

## **Agriculture Production (AAS)**

Agriculture, Food and Natural Resources Systems

### **Intended Program Outcomes:**

This two-year program leading to an A.A.S. degree in agriculture production will prepare the student concerned with the raising of an agriculture crop commodity by providing the necessary knowledge in the following areas:

Industry-related employment skills

- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

The curriculum includes a balanced selection of courses in the areas of crops, mechanics and business. Students wishing to specialize in a particular area should consult their advisor to develop an academic plan. The following schedule is illustrative only; an individual student's schedule may be different.

### **Program Curriculum**

#### **Term 1**

- AGM 131 - Agriculture Safety *Credits - 3*
- AGM 240 - Tractors *Credits - 2*
- AGR 101 - Agriculture Orientation *Credits - 1*
- AGR 111 - Agriculture Computers *Credits - 3*
- AGR 210 - Agriculture Accounting *Credits - 4*
- HORT 100 - Plant Science *Credits - 3*

Term 1 Total: 16

#### **Term 2**

- AGM 140 - Agriculture Engines *Credits - 3*
- AGM 221 - Metals and Welding *Credits - 3*
- AGR 211 - Agriculture Business Management *Credits - 3*
- ANS 121 - Animal Science *Credits - 4*
- CSS 100 - Soils and Fertilizers *Credits - 3*

Term 2 Total: 16

Term 3

- AGM 241 - Agriculture Machinery *Credits - 3*
- AGR 221 - Agriculture Marketing *Credits - 3*
- ANS 122 - Animal Science *Credits - 3*
- CSS 201 - Principles of Crop Science *Credits - 3*
- RNG 241 - Range Management *Credits - 3*

Term 3 Total: 15

Term 4

- AGM 211 - Agriculture Construction and Surveying *Credits - 3*
- AGR 226 - Agriculture Issues *Credits - 3*
- COM 100 - Human Communication *Credits - 4 (or higher)*
- CSS 210 - Forage Crops *Credits - 3*
- WR 099 - Writing Workshop *Credits - 1 (or higher)*

Term 4 Total: 16

Term 5

- AGR 200 - Pre-Employment Seminar *Credits - 1*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- HE 252 - First Aid *Credits - 3*
- Human Relations *Credits - 3*
- MTH 070 - Elementary Algebra *Credits - 5 or higher*

Term 5 Total: 15

Term 6

- AGR 296 - Production Problems *Credits - 4*
- Agriculture Electives *Credits - 12*

Term 6 Total: 16

Total Credits: 94

## **Agriculture Production Crops Option (AAS)**

Agriculture, Food and Natural Resources Systems



## Intended Program Outcomes:

This two-year program leading to an A.A.S. in agriculture production: crops, will prepare the student concerned with the raising of an agriculture crop commodity by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

The curriculum includes a balanced selection of courses in the areas of crops, mechanics and business. Students wishing to specialize in a particular area should consult their advisor to develop an academic plan. The following schedule is illustrative only; an individual student's schedule may be different.

### Program Curriculum

#### Term 1

- AGM 131 - Agriculture Safety *Credits - 3*
- AGM 240 - Tractors *Credits - 2*
- AGR 101 - Agriculture Orientation *Credits - 1*
- AGR 111 - Agriculture Computers *Credits - 3*
- AGR 210 - Agriculture Accounting *Credits - 4*
- HE 252 - First Aid *Credits - 3*
- HORT 100 - Plant Science *Credits - 3*

Term 1 Total: 19

#### Term 2

- AGM 140 - Agriculture Engines *Credits - 3*
- AGM 211 - Agriculture Construction and Surveying *Credits - 3*
- AGM 250 - Irrigation Systems Design *Credits - 3*
- AGR 211 - Agriculture Business Management *Credits - 3*
- ANS 121 - Animal Science *Credits - 4*
- CSS 100 - Soils and Fertilizers *Credits - 3*

Term 2 Total: 19

#### Term 3

- AGM 241 - Agriculture Machinery *Credits - 3*
- AGM 251 - Irrigation Systems *Credits - 3*
- ANS 122 - Animal Science *Credits - 3*
- CSS 201 - Principles of Crop Science *Credits - 3*
- COM 100 - Human Communication *Credits - 4 (or higher)*

Term 3 Total: 16

Term 4

- AGM 211 - Agriculture Construction and Surveying *Credits - 3*
- AGR 226 - Agriculture Issues *Credits - 3*
- CSS 210 - Forage Crops *Credits - 3*
- MTH 070 - Elementary Algebra *Credits - 5 (or higher)*

Term 4 Total: 14

Term 5

- AGR 200 - Pre-Employment Seminar *Credits - 1*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- CSS 240 - Pest Management *Credits - 4*
- Human Relations Elective *Credits - 3*
- WR 099 - Writing Workshop *Credits - 1 (or higher)*

Term 5 Total: 13

Term 6

- HORT 111 - Alternative Crop Production *Credits - 3*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- RNG 241 - Range Management *Credits - 3*
- AGR 296 - Production Problems *Credits - 4*
- AGR 221 - Agriculture Marketing *Credits - 3*

Term 6 Total: 16

Total Credits: 97

## **Agriculture Production Livestock Option (AAS)**

Agriculture, Food and Natural Resources Systems

### **Intended Program Outcomes:**

This two-year program leading to an A.A.S. degree in agriculture production: livestock, will prepare the student concerned with the raising of an agriculture livestock commodity by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Crop science (techniques, issues, technology, trends)

- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

The curriculum includes a balanced selection of courses in the areas of crops, livestock, mechanics and business. Students wishing to specialize in a particular area should consult their advisor to develop an academic plan. The following schedule is illustrative only; an individual student's schedule may be different.

## Program Curriculum

### Term 1

- AGM 131 - Agriculture Safety *Credits - 3*
- AGM 240 - Tractors *Credits - 2*
- AGR 101 - Agriculture Orientation *Credits - 1*
- AGR 111 - Agriculture Computers *Credits - 3*
- ANS 201 - Introduction to Equine Science *Credits - 3*
- ANS 216 - Pregnancy Testing/Bovine *Credits - 1*
- HORT 100 - Plant Science *Credits - 3*

Term 1 Total: 16

### Term 2

- AGM 140 - Agriculture Engines *Credits - 3*
- AGM 221 - Metals and Welding *Credits - 3*
- ANS 121 - Animal Science *Credits - 4*
- ANS 220 - Beef Production *Credits - 4*
- CSS 100 - Soils and Fertilizers *Credits - 3*

Term 2 Total: 17

### Term 3

- AGM 241 - Agriculture Machinery *Credits - 3*
- ANS 122 - Animal Science *Credits - 3*
- ANS 217 - Artificial Insemination *Credits - 3*
- CSS 201 - Principles of Crop Science *Credits - 3*
- HE 252 - First Aid *Credits - 3*
- ANS 261 - Introduction to Meat Science *Credits - 2*

Term 3 Total: 17

### Term 4

- AGR 226 - Agriculture Issues *Credits - 3*
- ANS 231 - Livestock Evaluation *Credits - 3*
- CSS 210 - Forage Crops *Credits - 3*

- MTH 062 - Quantitative Literacy I *Credits - 4 (or higher)*

Term 4 Total: 13

Term 5

- AGR 200 - Pre-Employment Seminar *Credits - 1*
- AGR 211 - Agriculture Business Management *Credits - 3*
- ANS 211 - Animal Nutrition *Credits - 4*
- COM 100 - Human Communication *Credits - 4 (or higher)*
- WR 099 - Writing Workshop *Credits - 1 (or higher)*

Term 5 Total: 15

Term 6

- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- AGR 296 - Production Problems *Credits - 4*
- ANS 240 - Animal Health *Credits - 5*
- RNG 241 - Range Management *Credits - 3*

Term 6 Total: 16

Total Credits: 94

## **Precision Agriculture (AAS)**

Agriculture, Food, and Natural Resources |

Business and Management |

Industrial and Engineering Systems |

## **Intended Program Outcomes:**

This two-year program leading to an A.A.S. degree in precision irrigated agriculture will prepare the student for a career in the emerging area of precision agriculture by providing the following skills:

- Industry-related employment skills (communication, computer technology)
- Irrigation (crops, precision technology, design, maintenance, management)
- Precision agriculture (technology, data collection, data analysis, recommendations)
- Crop science (techniques, issues, pest management, trends)
- Agriculture-related business practices (management, ethics)
- Agricultural operations (safety, mechanical technology)

This program provides students with a multidisciplinary background in agricultural production, technology and farm management. Students may specialize in one of three areas: irrigation maintenance, data analyst, or farm manager. Students

should consult with their advisor to develop an academic plan that reflects their area of interest. The following schedule is illustrative only; an individual student's schedule may be different.

## Program Curriculum

### Term 1

- AGM 131 - Agriculture Safety *Credits - 3*
- AGR 111 - Agriculture Computers *Credits - 3*
- CSS 100 - Soils and Fertilizers *Credits - 3*
- CSS 109 - Introduction to Precision Agriculture *Credits - 2*
- WR 099 - Writing Workshop *Credits - 1 (or higher)*

Term 1 Total: 14

### Term 2

- ET 114 - Introduction to Geographic Information Systems *Credits - 4*
- HORT 100 - Plant Science *Credits - 3*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- AGM 221 - Metals and Welding *Credits - 3*
- MTH 062 - Quantitative Literacy I *Credits - 4 (or higher)*

Term 2 Total: 15

### Term 3

- AGM 241 - Agriculture Machinery *Credits - 3*
- HORT 111 - Alternative Crop Production *Credits - 3*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- UAS 110 - Introduction to Unmanned Aerial Systems *Credits - 4*
- CSS 201 - Principles of Crop Science *Credits - 3*

Term 3 Total: 18

### Term 4

- CSS 220 - Geospatial Data Collection *Credits - 5*
- AGM 240 - Tractors *Credits - 2*
- DSL 191 - Electrical Systems I *Credits - 4*
- UAS 211 - Introduction to Remote Sensing *Credits - 5*

Term 4 Total: 16

### Term 5

- AGR 200 - Pre-Employment Seminar *Credits - 1*
- AGM 250 - Irrigation Systems Design *Credits - 3*
- DSL 192 - Electrical Systems II *Credits - 4*
- CSS 221 - Agricultural Spatial Analysis *Credits - 4*
- CSS 240 - Pest Management *Credits - 4*

Term 5 Total: 16

Term 6

- AGM 251 - Irrigation Systems *Credits - 3*
- BA 277 - Business Ethics *Credits - 3*
- COM 100 - Human Communication *Credits - 4*

Term 6 Total: 12

Total Credits: 91

## **Agriculture Production Crops: Pest Management (CPCC)**

Agriculture, Food and Natural Resources Systems

### **Intended Program Outcomes:**

This less than one-year certificate program in agriculture production-crops: pest management will prepare the student for all aspects of pest management including the proper handling and application of related materials by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Crop science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

Title IV- Not eligible for Federal aid

### **Program Curriculum**

Term 1

- AGM 131 - Agriculture Safety *Credits - 3*
- AGR 101 - Agriculture Orientation *Credits - 1*
- AGR 111 - Agriculture Computers *Credits - 3*
- AGR 226 - Agriculture Issues *Credits - 3*
- HORT 100 - Plant Science *Credits - 3*
- MTH 070 - Elementary Algebra *Credits - 5 (or higher)*

Term 1 Total: 18

## Term 2

- AGM 221 - Metals and Welding *Credits - 3*
- AGR 200 - Pre-Employment Seminar *Credits - 1*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- CSS 100 - Soils and Fertilizers *Credits - 3*
- CSS 240 - Pest Management *Credits - 4*

Term 2 Total: 14

## Term 3

- RNG 241 - Range Management *Credits - 3*
- AGM 251 - Irrigation Systems *Credits - 3*
- AGM 241 - Agriculture Machinery *Credits - 3*
- CSS 201 - Principles of Crop Science *Credits - 3*

Term 3 Total: 12

Total Credits: 44

## **Agriculture Production Livestock: Beef Production (CPCC)**

Agriculture, Food and Natural Resources Systems

### **Intended Program Outcomes:**

This less than one-year certificate program in agriculture/production-livestock: beef production will prepare the student for all aspects of beef production by providing the necessary knowledge in the following areas:

- Industry-related employment skills
- Animal science (techniques, issues, technology, trends)
- Agriculture-related business practices
- Agricultural operations (safety, mechanical technology)

Title IV- Not eligible for Federal aid

### **Program Curriculum**

#### Term 1

- AGR 101 - Agriculture Orientation *Credits - 1*
- AGR 111 - Agriculture Computers *Credits - 3*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- ANS 216 - Pregnancy Testing/Bovine *Credits - 1*
- ANS 231 - Livestock Evaluation *Credits - 3*
- CSS 210 - Forage Crops *Credits - 3*

Term 1 Total: 14

Term 2

- AGR 280 - Cooperative Work Experience *Credits - 1-8*
- ANS 121 - Animal Science *Credits - 4*
- ANS 211 - Animal Nutrition *Credits - 4*
- ANS 220 - Beef Production *Credits - 4*

Term 2 Total: 13

Term 3

- ANS 122 - Animal Science *Credits - 3*
- ANS 240 - Animal Health *Credits - 5*
- ANS 217 - Artificial Insemination *Credits - 3*
- RNG 241 - Range Management *Credits - 3*

Term 3 Total: 14

Total Credits: 41

## Apprenticeship

### Construction Trades General Apprenticeship (SAAS)

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete a minimum of 6000-8000 hours State of Oregon-approved on-the-job training (OJT)
- Repair, install and maintain a variety of building construction projects using trade specific tools and techniques in compliance with building codes and OSHA regulations
- Seventy-five percent of applicants have documented trade-specific skills listed on the Construction Trades, General Apprenticeship Outcomes Assessment Tool
- Complete required related training with a grade C or better

6000-8000-Hr BOLI-ATD Trades: Asbestos Removal, Carpenter, HVAC/R, Interior/Exterior Finisher, Painter, Pile Driver, Plumber, Scaffold Erector, and Sheet Metal.

### Program Curriculum

- COM 100 - Human Communication *Credits - 4*
- Human Relations Electives *Credits - 6*



- MTH 070 - Elementary Algebra *Credits - 5*
- WR 060 - Elements of the Essay *Credits - 4* (or higher)
- CS 120 - Concepts of Computing *Credits - 4*  
OR
- BA 131 - Introduction to Business Computing *Credits - 4*
- Plumbing Apprentice List *Credits - 48*
- Journey Credit for Prior Certification *Credits - 20*

Total Credits: 91

## Electrician Apprenticeship Technologies (SAAS)

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes (6000-8000 hours):

- Complete 6000-8000 hours State of Oregon-approved on-the-job-training. Apply theory to electrical wiring
- Repair & install electrical wire devices according to licensure regulations to meet NEC and OSC for inside electrician, limited energy technician-license A, limited manufacturing plant electrician, sign assembler/fabricator, sign maker/erector, and stationary engineer
- Seventy-five percent of applicants have documented trade-specific skills listed on the Electrician Apprenticeship Trades Outcomes Assessment Tool
- Complete all required related-training with a grade of C or better

6000 Hour BOLI-ATD Trades: Limited Energy Technician-license A and Sign Maker/Fabricator.

8000 Hour BOLI-ATD Trades: Inside Electrician, Manufacturing Plant Electrician, Sign Assembler/Fabricator, Sign Maker/Erector, and Stationary Engineer. At least 90 credit hours of course work must be satisfactorily completed in order to receive this degree.

### Intended Program Outcomes (4000 hours):

- Complete 4000 hours State of Oregon-approved on-the-job training (OJT)
- Repair or install electrical wire devices according to limited licensure regulations to meet NEC and OSC code for limited energy technician-license B, limited maintenance electrician, limited renewable energy technician, and limited residential electrician

4000 Hour BOLI-ATD Trades: Limited Energy Technician-license B, Limited Maintenance Electrician, Limited Renewable Energy Technician and Limited Residential Electrician. At least 90 credit hours of course work must be satisfactorily completed in order to receive this degree.

### Program Curriculum

- Journey Credit for Prior Certification *Credits - 20*
- Human Relations *Credits - 6*
- MTH 070 - Elementary Algebra *Credits - 5* (or higher)
- WR 060 - Elements of the Essay *Credits - 4* (or higher)
- COM 100 - Human Communication *Credits - 4* (or higher)

- BA 131 - Introduction to Business Computing *Credits - 4*  
OR
- CS 120 - Concepts of Computing *Credits - 4*
- LME Path includes 24 LME cr. + 24 electives (no more than 12 CT elec.) *Credits - 48*  
OR
- Inside Electrician List *Credits - 48*  
OR
- LMPE List *Credits - 48*

Total Credits: 91

## **Industrial Mechanics & Maintenance Technology Apprenticeship (SAAS)**

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### **Intended Program Outcomes:**

- Complete a minimum of 4000 hours State of Oregon approved on-the job training (OJT)
- Repair, install and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations

4000-Hour BOLI-ATD Trades: Air Frame and Power Plant Technicians, Boiler Operator and Programmable Logic Controller

8000-Hr BOLI-ATD Trades: Boiler/Turbine Operator, Die Cast Mold, Heat and Frost Insulator, Industrial Mobile Mechanic, Instrument Technician, Machinist, Millwright, Motor Winder.

### **Program Curriculum**

- MTH 070 - Elementary Algebra *Credits - 5* (or higher)
- Journey Credit for Prior Certification *Credits - 20*
- Human Relations *Credits - 6*
- COM 100 - Human Communication *Credits - 4* (or higher)
- WR 060 - Elements of the Essay *Credits - 4* (or higher)
- CS 120 - Concepts of Computing *Credits - 4*  
OR
- BA 131 - Introduction to Business Computing *Credits - 4*
- Industrial Maintenance Mechanic *Credits - 48*  
OR
- PLC Path includes 24 PLC cr. + 24 electives (no more than 12 CT elec.) *Credits - 48*

Total Credits: 91

## **Construction Trades General Apprenticeship (SCPC)**

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

## **Intended Program Outcomes:**

- Complete a minimum of 6000 to 8000 hours State of Oregon-approved on-the-job training (OJT)
- Repair, install, and maintain a variety of building construction projects using trade specific tools and techniques compliance with building codes and OSHA regulations
- Seventy-five percent of applicants have documented trade-specific skills listed on the Construction Trades, General Apprenticeship Outcomes Assessment Tool
- Complete required related training with a grade C or better

6000-8000-Hr BOLI-ATD Trades: Asbestos Removal, Carpenter, HVAC/R, Interior/ Exterior Finisher, Painter, Pile Driver, Plumber, Scaffold Erector, and Sheet Metal.

Title IV- Not eligible for Federal aid

## **Program Curriculum**

- Human Relations Elective *Credits - 3*
- Plumbing Apprentice List *Credits - 48*
  
- WR 060 - Elements of the Essay *Credits - 4* (or higher)  
OR
- COM 100 - Human Communication *Credits - 4* (or higher)
  
- MTH 070 - Elementary Algebra *Credits - 5*  
(or higher)  
OR
- BA 131 - Introduction to Business Computing *Credits - 4*  
OR
- CS 120 - Concepts of Computing *Credits - 4*

Total Credits: 60

## **Construction Trades, General Apprenticeship\*Trade Worker Apprenticeship Technologies (SCPC)**

Industrial and Engineering Systems

## **Intended Program Outcomes:**

- Complete a minimum of 6000-8000 hours State of Oregon-approved on-the-Job Training (JOT).
- Repair, install, and maintain a variety of building construction projects using trade specific tools and techniques in compliance with building codes and OSHA regulations

Title IV- Not eligible for Federal aid

## Program Curriculum

### Term 1

- APR 110A - Plumbing Apprenticeship Fundamentals *Credits - 4*
- APR 110B - Plumbing Apprenticeship Math and Basic Installation *Credits - 4*
- APR 110C - Plumbing Apprenticeship Print Reading *Credits - 4*
- APR 110D - Plumbing Apprenticeship Basic Installation *Credits - 4*
- APR 110E - Plumbing Apprenticeship Occupancy *Credits - 4*
- APR 110F - Plumbing Apprenticeship Advanced Waste System *Credits - 4*

Total Credits: 24

## **Electrician Apprenticeship Technologies\*Electrician Apprenticeship Technologies (SCC1)**

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### **Intended Program Outcomes:**

- Complete a minimum of 6000 to 8000 hours State of Oregon-approved onthe- job training (OJT)
- Repair, install, and maintain a variety of building construction projects using trade specific tools and techniques in compliance with building codes and OSHA regulations
- Seventy-five per cent of applicants have documented trade-specific skills listed on the Construction Trades, General Apprenticeship Outcomes Assessment Tool
- Complete required related training with a grade C or better

6000 Hour BOLI-ATD Trades: Limited Energy Technician-license A and Sign Maker/Fabricator.

8000 Hour BOLI-ATD Trades: Inside Electrician, Manufacturing Plant Electrician, Sign Assembler/Fabricator, Sign Maker/Erector and Stationary Engineer.

Title IV- Not eligible for Federal aid

## Program Curriculum

- Human Relations Course *Credits - 3*
- Inside Electrician Courses *Credits - 48*  
OR
- LMPE List *Credits - 48*
- CS 120 - Concepts of Computing *Credits - 4*  
OR
- BA 131 - Introduction to Business Computing *Credits - 4*  
OR
- MTH 070 - Elementary Algebra *Credits - 5*

Or Higher

- WR 060 - Elements of the Essay *Credits - 4* (or higher)  
OR
- COM 100 - Human Communication *Credits - 4* (or higher)

Total Credits: 60

## **Electrician Apprenticeship Technologies\*Limited Electrician Apprenticeship Technologies (SCPC)**

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### **Intended Program Outcomes:**

- Complete 4000 hours State of Oregon-approved on-the-job-training (OJT)
- Repair or install electrical wire devices according to limited licensure regulations to meet NEC and OSC code for limited energy technician-license B, limited maintenance electrician, limited renewable energy technician, and limited residential electrician

4000 Hour BOLI-ATD Trades: Limited Energy Technician-license B, Limited Maintenance Electrician, Limited Renewable Energy Technician, and Limited Residential Electrician.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- APR 115A - LME Apprenticeship Fundamentals *Credits - 4*
- APR 115B - LME Apprenticeship AC/DC Circuits *Credits - 4*
- APR 115C - LME Apprenticeship Blueprint Reading *Credits - 4*
- APR 215D - LME Apprenticeship Safety and Code *Credits - 4*
- APR 215E - LMPE Apprenticeship Motors and Controls *Credits - 4*
- APR 215F - LME Apprenticeship Code and Test Prep *Credits - 4*

Total Credits: 24

## **Electrician Apprenticeship Technologies\*Trade Worker Apprenticeship Technologies (SCPC)**

Industrial and Engineering Systems

### **Intended Program Outcomes:**

- Complete 6000-8000 hours State of Oregon-approved on-the-job-training. Apply theory to electrical wiring

- Repair & install electrical wire devices according to licensure regulations to meet NEC and OSC for Inside Electrician, Limited Energy Technician-License A, Limited Manufacturing Plant Electrician, Sign Assembler/Fabricator, Sign Maker/Erector, and Stationary Engineer

Title IV- Not eligible for Federal aid

## Program Curriculum

- APR 112A - Inside Electrical Apprenticeship Fundamentals *Credits - 4*
- APR 112B - Inside Electrician Apprenticeship AC/DC Circuits *Credits - 4*
- APR 112C - Inside Electrical Apprenticeship Measurement *Credits - 4*
- APR 112D - Inside Electrical Apprenticeship Theory *Credits - 4*
- APR 112E - Inside Electrical Apprenticeship Wiring and Print Reading *Credits - 4*
- APR 112F - Inside Electrician Apprenticeship Installation *Credits - 4*
- OR
- APR 111A - LMPE Apprenticeship Fundamentals *Credits - 4*
- APR 111B - LMPE Apprenticeship AC/DC Circuits *Credits - 4*
- APR 111C - LMPE Apprenticeship Measurement *Credits - 4*
- APR 111D - LMPE Apprenticeship Theory *Credits - 4*
- APR 111E - LMPE Apprenticeship Wiring and Print Reading *Credits - 4*
- APR 111F - LMPE Apprenticeship Installation *Credits - 4*

Total Credits: 24

## Industrial Mechanics & Maintenance Technology Apprenticeship (SCC1)

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### Intended Program Outcomes:

- Complete a minimum of 4000 hours State of Oregon approved on-the job training (OJT)
- Repair, install and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations
- Seventy-five percent of applicants have documented trade-specific skills listed on the Industrial Mechanics and Maintenance Technology Apprenticeship Trades Outcomes Assessment Tool
- Complete required related training with a grade C or better

4000-Hour BOLI-ATD Trades: Air Frame and Power Plant Technician, Boiler Operator and Programmable Logic Controller

Title IV- Not eligible for Federal aid

## Program Curriculum

- Industrial Maintenance Mechanic *Credits - 48*
- Human Relations *Credits - 3*
- WR 060 - Elements of the Essay *Credits - 4* (or higher)
- OR

- COM 100 - Human Communication *Credits - 4* (or higher)
- MTH 070 - Elementary Algebra *Credits - 5*  
Or Higher  
OR
- BA 131 - Introduction to Business Computing *Credits - 4*  
OR
- CS 120 - Concepts of Computing *Credits - 4*

Total Credits: 60

## **Industrial Mechanics & Maintenance Technology Apprenticeship\*Trade Worker Apprenticeship Tech (SCPC)**

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### **Intended Program Outcomes:**

Intended Program Outcomes:

- Complete a minimum of 8000 hours State of Oregon approved on-the Job Training (OJT)
- Repair, install, and maintain a variety of industrial equipment using trade specific tools and techniques in compliance with state regulations

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- APR 117A - IMM Apprenticeship Reading Blueprints and Schematics *Credits - 3*
- APR 117B - IMM Apprenticeship Industrial Math/Measurement *Credits - 3*
- APR 117C - IMM Apprenticeship Metals in the Plant *Credits - 1*
- APR 117D - IMM Apprenticeship Nonmetals in the Plant *Credits - 1*
- APR 117F - IMM Apprenticeship Portable Power Tools *Credits - 1*
- APR 117G - IMM Apprenticeship Industrial Safety and Health *Credits - 1*
- APR 117H - IMM Apprenticeship Troubleshooting Skills *Credits - 1*
- APR 117I - IMM App. Industrial Rigging Principles and Practices *Credits - 1*
- APR 117J - IMM Apprenticeship Equipment Installation *Credits - 1*
- APR 117K - IMM Apprenticeship Basic Mechanics *Credits - 1*
- APR 117L - IMM Apprenticeship Lubricants and Lubrication *Credits - 1*
- APR 117M - IMM Apprenticeship Power Transmission Equipment *Credits - 1*
- APR 117N - IMM Apprenticeship Bearings *Credits - 1*
- APR 117O - IMM Apprenticeship Pumps *Credits - 1*
- APR 117P - IMM Apprenticeship Piping Systems *Credits - 1*
- APR 117Q - IMM Apprenticeship Basic Hydraulics *Credits - 1*
- APR 117R - IMM Apprenticeship Hydraulic Troubleshooting *Credits - 1*
- APR 117S - IMM Apprenticeship Basic Pneumatics *Credits - 1*

- APR 117T - IMM Apprenticeship Pneumatic Troubleshooting *Credits - 1*
- APR 117U - IMM Apprenticeship Chemical Hazards *Credits - 1*
- APR 117V - IMM Apprenticeship Bulk Handling Conveyors *Credits - 1*

Total Credits: 26

## **Industrial Mechanics & Maintenance Technology Apprenticeship: Mechanical Maintenance Apprenticeship (SCC)**

Industrial and Engineering Systems

**(Limited-Entry Program-Journeyman's Card Required)**

### **Intended Program Outcomes:**

Complete 4000 hours State of Oregon-approved on-the-job-training (OJT)

- Repair or install electrical wire devices according to limited licensure regulations to meet NEC and OSC code for limited energy technician-license B, limited maintenance electrician, limited renewable energy technician, and limited residential electrician

4000 Hour BOLI-ATD Trades: Limited Energy Technician-license B, Limited Maintenance Electrician, Limited Renewable Energy Technician, and Limited Residential Electrician.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- APR 114A - PLC Apprenticeship Hardware/Number Systems *Credits - 4*
- APR 114B - PLC Apprenticeship Programming Fundamentals *Credits - 4*
- APR 114C - PLC Apprenticeship Timers, Counters, Controls *Credits - 4*
- APR 214D - PLC Apprenticeship Operation *Credits - 4*
- APR 214E - PLC Apprenticeship Troubleshooting *Credits - 4*
- APR 214F - PLC Apprenticeship Practical Applications *Credits - 4*

Total Credits: 24

## **Business Administration**

### **Accounting Technology (AAS)**

Business and Management

### **Intended Program Outcomes:**



This two-year program leading to an A.A.S. degree in accounting offers students the opportunity to develop an advanced understanding of accounting principles. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use of current computer technologies, especially spreadsheet and accounting software, to perform the duties within a business setting
- Balance and reconcile financial information to ensure accuracy of information
- Analyze financial data in order to understand it and to use the data to make decisions
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Preparation for licensure process within the state of Oregon to prepare tax returns
- Ability to effectively seek and respond to accounting-related opportunities for increased responsibilities and professional advancement
- Understand the various business functions as they contribute to the success of an organization

## Program Curriculum

### Term 1

- BA 101 - Introduction to Business *Credits - 4*
- BA 131 - Introduction to Business Computing *Credits - 4*
- BA 211 - Principles of Accounting *Credits - 4*
- COM 111 - Public Speaking *Credits - 4*

Term 1 Total: 16

### Term 2

- BA 212 - Principles of Accounting *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*
- BT 220 - Calculating Machines *Credits - 1*
  
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*
- BA 230 - Spreadsheets/MS Excel *Credits - 4*

Term 2 Total: 17

### Term 3

- BA 213 - Principles of Accounting *Credits - 4*
- BA 226 - Business Law *Credits - 4*
- WR 121 - English Composition *Credits - 4*
- BA 233 - Accounting for Managers *Credits - 4*  
OR
- MTH 111 - College Algebra *Credits - 5 (or higher)*

Term 3 Total: 16

Term 4

- BA 221 - Accounting Problems/Tax *Credits - 4*
- BA 220 - Tax Accounting *Credits - 4*
- BA 261 - Intermediate Accounting *Credits - 4*

Term 4 Total: 12

Term 5

- BA 116 - Bookkeeping Practice *Credits - 2*
- BA 155 - Introduction to Fraud Examination *Credits - 3*
- BA 177 - Payroll Accounting *Credits - 4*
- BA 215 - Cost Accounting *Credits - 4*
- LD 000 - Leadership Electives *Credits - 1*

Term 5 Total: 14

Term 6

- BA 206 - Principles of Management *Credits - 4*
- BA 209 - Accounting Applications/QuickBooks *Credits - 3*
- BA 268 - Introduction to Auditing *Credits - 3*
- BA 284 - Pre-Employment Seminar *Credits - 2*
- BA 285 - Human Relations in Business *Credits - 3*

Term 6 Total: 15

Total Credits: 90

## **Administrative Professional (AAS)**

Business and Management

### **Intended Program Outcomes:**

This program leading to an A.A.S. degree in administrative assistant offers students the opportunity to develop top-level office skills. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current and emerging word processing technologies to produce organizational documents and presentation materials
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry
- Individually and collaboratively manage multiple office tasks, prioritizing and reprioritizing in response to changing demands

- Assess the image that is expected of office personnel in a specific industry group; reflect those expectations in personal appearance, professional conduct and personal hygiene.
- Produce clear, concise and mechanically correct written documents
- Model effective customer service interactions
- Seek and respond to opportunities for increased responsibilities and professional advancement
- Understand office functions as they contribute to sound business practices and procedures
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations (such as inventory)

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 116 - Professional Office Procedures *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*
- LD 000 - Leadership Electives *Credits - 1*
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 17

### Term 2

- BA 101 - Introduction to Business *Credits - 4*
- BT 122 - Document Processing II *Credits - 4*
- BT 201 - Word Processing/MS Word *Credits - 3*
- BT 220 - Calculating Machines *Credits - 1*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5*

Term 2 Total: 16

### Term 3

- BT 140 - Business Document Editing *Credits - 3*
- COM 111 - Public Speaking *Credits - 4*
- BA 110 - Database/MS Access *Credits - 3*
- BA 230 - Spreadsheets/MS Excel *Credits - 4*

Term 3 Total: 14

### Term 4

- BA 214 - Business Communications *Credits - 4*

- BA 226 - Business Law *Credits - 4*
- HTM 226 - Event Management *Credits - 3*
- BA 111 - Basic Accounting *Credits - 4*  
OR
- BA 211 - Principles of Accounting *Credits - 4*

Term 4 Total: 15

Term 5

- BA 224 - Human Resources Management *Credits - 3*
- BA 280 - Cooperative Work Experience *Credits - 1-8*
- BA 284 - Pre-Employment Seminar *Credits - 2*
- HTM 131 - Customer Service Management I *Credits - 3*
- LD 000 - Leadership Electives *Credits - 2*

Term 5 Total: 13

Term 6

- BA 206 - Principles of Management *Credits - 4*
- BA 209 - Accounting Applications/QuickBooks *Credits - 3*
- BT 206 - Desktop Publishing *Credits - 3*
- BT 290 - Integrated Office Systems *Credits - 3*
- BA 277 - Business Ethics *Credits - 3*  
OR
- BA 285 - Human Relations in Business *Credits - 3*

Term 6 Total: 16

Total Credits: 91

## **Administrative Professional: Medical Option (AAS)**

Business and Management

Health Services

### **Intended Program Outcomes:**

This two-year program leading to an A.A.S. in administrative office assistant, medical option, provides students with the specialized skills necessary for employment as medical administrative assistants. Students will be effective in the workplace in the following areas:

- Use of appropriate medical terminology with written and oral accuracy
- Use of transcription equipment effectively to produce medical documents

- Office bookkeeping and general accounting tasks
- Effective use of database and spreadsheet software

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*
- BT 257 - Medical Office Procedures *Credits - 4*
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 16

### Term 2

- BT 122 - Document Processing II *Credits - 4*
- BT 201 - Word Processing/MS Word *Credits - 3*
- BT 220 - Calculating Machines *Credits - 1*
- BT 251 - Medical Terminology *Credits - 3*
  
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*

Term 2 Total: 15

### Term 3

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- BT 140 - Business Document Editing *Credits - 3*
- BT 252 - Medical Terminology *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*
- BA 110 - Database/MS Access *Credits - 3*

Term 3 Total: 16

### Term 4

- BA 214 - Business Communications *Credits - 4*
- BA 226 - Business Law *Credits - 4*
- BA 284 - Pre-Employment Seminar *Credits - 2*
  
- BA 211 - Principles of Accounting *Credits - 4*  
OR

- BA 111 - Basic Accounting *Credits - 4*
- BT 256 - Electronic Health Records *Credits - 3*

Term 4 Total: 17

Term 5

- COM 111 - Public Speaking *Credits - 4*
- HTM 131 - Customer Service Management I *Credits - 3*
- LD 000 - Leadership Electives *Credits - 2*
- BA 280 - Cooperative Work Experience *Credits - 1-8*  
BA280 Credits -3
- BT 259 - Medical Billing and Coding *Credits - 4*

Term 5 Total: 16

Term 6

- BA 206 - Principles of Management *Credits - 4*
- BT 206 - Desktop Publishing *Credits - 3*
- BT 258 - Medical Insurance Procedures and Coding *Credits - 3*
- BT 290 - Integrated Office Systems *Credits - 3*

Term 6 Total: 13

Total Credits: 93

## **AST - Business**

### **Associate of Science Transfer - Business (AST-Bus)**

Students earning an AST-Bus degree from Blue Mountain Community College (BMCC) must successfully complete the following requirements along with additional requirements of the AST-Bus degree:

**Credits Required:** 93 Credits include only those that meet the requirements of this degree.

**Residency Requirement:** Students must successfully complete a minimum of 24 quarter hours at BMCC. Eighteen (18) of these credits must apply to this degree. Non-traditional credit, credit transferred from another institution, or challenge credit cannot be used to meet the 24 quarter credit hour or 18 quarter credit hour requirement.

**Minimum Grade:** All courses must be completed with a grade of "C" or better.

**COURSE REQUIREMENTS:** See Programs and Courses Section for courses that meet these requirements.

#### *Foundational Requirements:*

- Writing: WR 121 and WR 227 for a total of eight credits of writing. Information literacy will be included in the writing requirement.
- Oral Communication: COM 111.

- Mathematics: MTH 243 and one course for which MTH095 is a prerequisite.
- Computer Applications: BA 131 and BA 230.

*Discipline Studies:*

- Arts and Letters: COM 115 and two courses chosen from two or more disciplines. COM 115 meets the cultural literacy requirement.
- Social Sciences: EC 201, EC 202, and two courses chosen from two or more disciplines.
- Science: Three lab science courses from at least two disciplines.
- Cultural Literacy: COM 115, as mentioned above under Arts and Letters.

*Business Courses:*

Students must complete the following courses:

- BA 101, BA 131, BA 211, BA 213, BA 206, BA 226, BA 230, and BA 277.

*Electives:*

Any college-level course 100 level or higher that would bring total credits to 93 credits. See notes below.

**Note:**

- Maximum Number of Credits for Prior Learning (CPL): 22 credits of CPL may be applied to the degree.

## **Business Administration (AAS)**

Business and Management

### **Intended Program Outcomes:**

This two-year A.A.S. degree program will prepare the student to either transfer to an Oregon University System institution on a course-by-course basis or to be effective in the workplace in the following areas:

- Establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goal
- Work within the ethical, legal, and regulatory parameters of the industry
- Calculate, compile and analyze financial records to make practical business decisions
- Attract, screen, hire, train, and supervise personnel
- Select and integrate appropriate current and emerging technologies to support business functions
- Use verbal, non-verbal and written communication skills effectively in the business context
- Interact effectively with clients and customers
- Use critical thinking skills to solve business problems
- Exhibit work behaviors that maximize opportunity for continued employment, increased responsibilities and business success
- Lead a work unit in a direction that aligns with stated organizational vision, mission and values.

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- BA 211 - Principles of Accounting *Credits - 4*  
OR
- BA 111 - Basic Accounting *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 16

### Term 2

- BA 101 - Introduction to Business *Credits - 4*
- BA 212 - Principles of Accounting *Credits - 4*
- HTM 131 - Customer Service Management I *Credits - 3*  
LD 000 - Leadership Electives *Credits - 1*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5* (or higher)

Term 2 Total: 16

### Term 3

- BA 110 - Database/MS Access *Credits - 3*
- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- BA 233 - Accounting for Managers *Credits - 4*  
OR
- MTH 111 - College Algebra *Credits - 5* (or higher)
- BA 213 - Principles of Accounting *Credits - 4*
- LD 000 - Leadership Electives *Credit - 1*

Term 3 Total: 16

### Term 4

- BA 214 - Business Communications *Credits - 4*
- BA 226 - Business Law *Credits - 4*
- BA 284 - Pre-Employment Seminar *Credits - 2*
- COM 111 - Public Speaking *Credits - 4*  
LD 000 - Leadership Electives *Credits - 1*



Term 4 Total: 15

Term 5

- BA 155 - Introduction to Fraud Examination *Credits - 3*
- BA 223 - Principles of Marketing *Credits - 4*
- BA 224 - Human Resources Management *Credits - 3*
- BT 201 - Word Processing/MS Word *Credits - 3*
  
- BA 177 - Payroll Accounting *Credits - 4*  
OR
- BA 215 - Cost Accounting *Credits - 4*

Term 5 Total: 17

Term 6

- BA 206 - Principles of Management *Credits - 4*
- BA 249 - Retail Selling *Credits - 3*
- LD 000 - Leadership Electives *Credits - 2*
- BA 277 - Business Ethics *Credits - 3*  
OR
- BA 285 - Human Relations in Business *Credits - 3*

Term 6 Total: 12

Total Credits: 92

## **Business Administration: Leadership and Service (AAS)**

### Business and Management

This two-year A.A.S. degree program will prepare the student to either transfer to an Oregon University System institution on a course-by-course basis or to be effective in the workplace in the following areas:

- Establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goal
- Work within the ethical, legal, and regulatory parameters of the industry
- Calculate, compile and analyze financial records to make practical business decisions
- Attract, screen, hire, train, and supervise personnel
- Select and integrate appropriate current and emerging technologies to support business functions
- Use verbal, non-verbal and written communication skills effectively in the business context
- Interact effectively with clients and customers
- Use critical thinking skills to solve business problems
- Exhibit work behaviors that maximize opportunity for continued employment, increased responsibilities and business success
- Lead a work unit in a direction that aligns with stated organizational vision, mission and values.

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- COM 111 - Public Speaking *Credits - 4*
- LD000 - Leadership Electives *Credits - 1*
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 13

### Term 2

- BA 101 - Introduction to Business *Credits - 4*
- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- HTM 131 - Customer Service Management I *Credits - 3*
- WR 227 - Technical Report Writing *Credits - 4*
- SPAN 101 - First Year Spanish *Credits - 4*  
OR
- SPAN 161 - Conversational Business Spanish I *Credits - 2*

Term 2 Total: 19

### Term 3

- BA 277 - Business Ethics *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*
- COM 115 - Intercultural Communication *Credits - 4*
- LD 000 - Leadership Electives *Credits - 2*
- SPAN 102 - First Year Spanish *Credits - 4*  
OR
- SPAN 162 - Conversational Business Spanish II *Credits - 2*

Term 3 Total: 16

### Term 4

- BA 211 - Principles of Accounting *Credits - 4*
- BA 214 - Business Communications *Credits - 4*
- BA 226 - Business Law *Credits - 4*  
LD 000 - Leadership Electives *Credits - 1*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*

Term 4 Total: 17

Term 5

- BA 212 - Principles of Accounting *Credits - 4*
- BA 223 - Principles of Marketing *Credits - 4*
- BA 224 - Human Resources Management *Credits - 3*
- BA 284 - Pre-Employment Seminar *Credits - 2*
- BT 201 - Word Processing/MS Word *Credits - 3*

Term 5 Total: 16

Term 6

- BA 206 - Principles of Management *Credits - 4*
- BA 249 - Retail Selling *Credits - 3*
- BA 213 - Principles of Accounting *Credits - 4*  
OR
- LD 262 - Public Sector Leadership *Credits - 3*  
OR
- LD 263 - Serving in the Public Sector *Credits - 3*

Term 6 Total: 14

Total Credits: 95

## **Hospitality & Tourism Management (AAS)**

Business and Management

### **Intended Program Outcomes:**

This two-year program will prepare the student either to transfer to an Oregon University System institution on a course-by-course basis, or be effective in a career as manager in the hospitality and tourism industries by having the requisite knowledge in the following areas:

- Identify, understand and apply market-appropriate professional guest service standards to deliver competitive guest experiences to diverse cultural groups
- Identify specific hospitality industry functions and their required procedures and legal techniques
- Identify techniques for successfully managing human resources and human relations in business
- Analyze financial statements, isolate potential problems, and identify appropriate corrective action to control and manage the critical revenue and cost centers
- Demonstrate the ability to solve mathematical problems commonly encountered in hospitality related business setting
- Utilize the technical/computer skills for keeping business records and preparing financial statements
- Develop skills for human relations activities for day-to-day business operation
- Write effective routine, routing, and persuasive styles of written communication

- Employ effective verbal communications in a variety of settings
- Develop skills for social/professional aspects of conducting business with individuals and groups
- Prepare marketing and financial documents for marketing of business

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- HTM 105 - Food and Beverage Industry *Credits - 3*
- HTM 100 - Hospitality and Tourism Industry *Credits - 3*  
OR
- BA 225 - Introduction to Gaming Management *Credits - 4*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5*
- LD 000 - Leadership Electives *Credits - 1*

Term 1 Total: 15

### Term 2

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- HTM 107 - Hospitality Cost Control *Credits - 3*
- HTM 131 - Customer Service Management I *Credits - 3*
- SOC 204 - General Sociology: Sociology in Everyday Life *Credits - 4*  
OR
- SOC 205 - General Sociology/Institutions and Social Change *Credits - 4*
- WR 121 - English Composition *Credits - 4*

Term 2 Total: 18

### Term 3

- BA 280 - Cooperative Work Experience *Credits - 1-8*  
CWE - Credits - 2
- HTM 109 - Front Desk Operations *Credits - 3*
- BA 106 - Casino Games Management *Credits - 4*
- HTM 130 - Beverages *Credits - 3*
- BA 249 - Retail Selling *Credits - 3*
- GEOG 206 - Geography of Oregon *Credits - 4*  
OR
- GEOG 120 - World/Regional Geography *Credits - 4*

Term 3 Total: 15

## Term 4

- BA 211 - Principles of Accounting *Credits - 4*  
OR
- BA 111 - Basic Accounting *Credits - 4*
- COM 111 - Public Speaking *Credits - 4*
- HTM 224 - Catering Operations *Credits - 3*
- HTM 226 - Event Management *Credits - 3*
- LD 000 - Leadership Electives *Credits - 1*

Term 4 Total: 15

## Term 5

- BA 223 - Principles of Marketing *Credits - 4*
- BA 280 - Cooperative Work Experience *Credits - 1-8*  
CWE - Credits - 2
- BA 284 - Pre-Employment Seminar *Credits - 2*
- COM 115 - Intercultural Communication *Credits - 4*
- WR 227 - Technical Report Writing *Credits - 4*

Term 5 Total: 16

## Term 6

- BA 206 - Principles of Management *Credits - 4*
- BA 233 - Accounting for Managers *Credits - 4*
- BA 277 - Business Ethics *Credits - 3*  
OR
- BA 285 - Human Relations in Business *Credits - 3*
- HTM 230 - Hotel, Restaurant and Travel Law *Credits - 3*
  
- BA 107 - Survey of Gaming Regulations *Credits - 4*  
LD000 Leadership Elective

Term 6 Total: 14

Total Credits: 94

## **Accounting Technology: Accounting Technician (CC1)**

Business and Management

## **Intended Program Outcomes:**

This one-year program leading to a certificate in accounting offers students the opportunity to develop a foundational understanding of accounting principles with an emphasis in applying that understanding to bookkeeping tasks. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current computer technologies, especially spreadsheet and accounting software, to perform the duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Model effective customer-service interactions
- Ability to effectively seek and respond to accounting-related opportunities for increased responsibilities and professional advancement
- Understand various business functions as they contribute to the success of an organization

Employment possibilities include bookkeeper, accounting clerk and payroll clerk. Jobs are available in business, industry, government agencies, service industries and banks.

## Program Curriculum

### Term 1

- BA 101 - Introduction to Business *Credits - 4*
  - BA 131 - Introduction to Business Computing *Credits - 4*
  - BA 211 - Principles of Accounting *Credits - 4*
  - BA 104 - Business Mathematics *Credits - 4*
- OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*

Term 1 Total: 16

### Term 2

- BA 212 - Principles of Accounting *Credits - 4*
  - BA 284 - Pre-Employment Seminar *Credits - 2*
  - BT 220 - Calculating Machines *Credits - 1*
  - BA 233 - Accounting for Managers *Credits - 4*
- OR
- MTH 111 - College Algebra *Credits - 5*
  - BA 230 - Spreadsheets/MS Excel *Credits - 4*

Term 2 Total: 15

### Term 3

- BA 209 - Accounting Applications/QuickBooks *Credits - 3*
- BA 213 - Principles of Accounting *Credits - 4*
- BA 285 - Human Relations in Business *Credits - 3*
- COM 111 - Public Speaking *Credits - 4*

- WR 121 - English Composition *Credits - 4*

Term 3 Total: 18

Total Credits: 49

## **Accounting Technology: Bookkeeping Support Specialist (CPCC)**

Business and Management

### **Intended Program Outcomes:**

This program leads to a career pathways certificate of completion in accounting technology, which offers students the opportunity to develop a foundational understanding of accounting principles with an emphasis in applying that understanding to bookkeeping tasks. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current computer technologies, especially spreadsheet and accounting software, to perform the duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Model effective customer-service interactions
- Ability to effectively seek and respond to accounting-related opportunities for increased responsibilities and professional advancement
- Understand the various business functions as they contribute to the success of an organization

Employment possibilities include bookkeeper, accounting clerk and payroll clerk. Jobs are available in business, industry, government agencies, service industries and banks.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

#### **Term 1**

- BA 131 - Introduction to Business Computing *Credits - 4*
- BA 211 - Principles of Accounting *Credits - 4*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*

Term 1 Total: 12

#### **Term 2**

- BA 212 - Principles of Accounting *Credits - 4*
- BT 220 - Calculating Machines *Credits - 1*

- BA 230 - Spreadsheets/MS Excel *Credits - 4*

Term 2 Total: 9

Term 3

- BA 209 - Accounting Applications/QuickBooks *Credits - 3*

Term 3 Total: 3

Total Credits: 24

## **Accounting Technology: Tax Support Assistant (CPCC)**

Business and Management

### **Intended Program Outcomes:**

The Accounting Technology: Tax Support Assistant is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Accounting Technology.

This CPCC introduces students to the field of tax accounting through coursework specific to accounting and tax preparation and practices. This CPCC completes the 80 hour requirement needed to sit for the licensure exam administered by the Oregon State Board of Tax Practitioners.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Use current computer technologies, to assist with duties within an accounting department
- Balance and reconcile financial information to ensure accuracy of information
- Use reconciliation processes when working with data to identify and correct errors
- Prepare professional financial statements and other reporting documents
- Preparation for licensure process within the State of Oregon to prepare tax returns
- Understand and assist with the various business functions as they contribute to the success of an organization

Title IV- Not eligible for Federal aid

### **Program Curriculum**

Term 1

- BA 211 - Principles of Accounting *Credits - 4*

Term 1 Total: 4

Term 2

- BA 177 - Payroll Accounting *Credits - 4*



Term 2 Total: 4

Term 3

- BA 220 - Tax Accounting *Credits - 4*

Term 3 Total: 4

Term 4

- BA 221 - Accounting Problems/Tax *Credits - 4*

Term 4 Total: 4

Total Credits: 16

## **Administrative Professional: Medical Office Assistant (CC)**

Business and Management

Health Services

### **Intended Program Outcomes:**

This one-year certificate program is designed to provide specialized training and skills for entry-level positions as receptionists and/or records clerks in medical offices. Emphasis is placed on the study of general office skills as well as medical office theories and policies, including practical experience on current equipment and software. The course work lays the foundation for a two-year A.A.S. degree program for those students who want to continue their education.

- Use current and emerging word processing technologies to produce documents
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry
- Model effective customer service interactions
- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations
- Use appropriate medical terminology with written and oral accuracy

### **Program Curriculum**

Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*
- BT 251 - Medical Terminology *Credits - 3*
- BT 257 - Medical Office Procedures *Credits - 4*
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 19

Term 2

- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5* (or higher)
- BT 122 - Document Processing II *Credits - 4*
- BT 201 - Word Processing/MS Word *Credits - 3*  
OR
- BT 206 - Desktop Publishing *Credits - 3*
- BT 220 - Calculating Machines *Credits - 1*
- BT 252 - Medical Terminology *Credits - 3*

Term 2 Total: 15

Term 3

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- BA 284 - Pre-Employment Seminar *Credits - 2*
- BT 140 - Business Document Editing *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*
- HTM 131 - Customer Service Management I *Credits - 3*

Term 3 Total: 15

Total Credits: 49

## **Administrative Professional: Medical Option: Office Receptionist (CPCC)**

Business and Management

### **Intended Program Outcomes:**

The Administrative Office Professional - Medical Option: Office Receptionist is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Administrative Office Professional - Medical Option.

This CPCC introduces students to the field of medical office support and administration. The program offers students the opportunity to develop entrylevel medical office skills and practices.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand and assist with medical office functions and procedures
- Discuss the professional image that is expected of office personnel
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business environment
- Learn medical office terms and medical terminology

- Develop and recognize excellent customer service skills
- Recognize and apply leadership traits for the workplace

Title IV- Not eligible for Federal aid

## Program Curriculum

### Term 1

- BT 257 - Medical Office Procedures *Credits - 4*
- BT 251 - Medical Terminology *Credits - 3*
- LD 000 - Leadership Elective *Credits - 1*

Term 1 Total: 8

### Term 2

- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 252 - Medical Terminology *Credits - 3*
- HTM 131 - Customer Service Management I *Credits - 3*

Term 2 Total: 10

Total Credits: 18

## **Administrative Professional: Medical Option: Office Support Specialist (CPCC)**

Business and Management

### **Intended Program Outcomes:**

The Administrative Office Professional - Medical Option: Office Support Specialist is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Administrative Office Professional - Medical Option.

This CPCC introduces students to the field of medical office support and administration. The program offers students the opportunity to develop entrylevel medical office skills and practices.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand and assist with medical office functions and procedures
- Discuss the professional image that is expected of office personnel
- Develop and recognize excellent customer service skills
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business environment
- Learn medical office terms and medical terminology.
- Work within the ethical, legal, and regulatory parameters of the industry

Title IV- Not eligible for Federal aid

## Program Curriculum

### Term 1

- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*
- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 257 - Medical Office Procedures *Credits - 4*

Term 1 Total: 12

### Term 2

- BT 201 - Word Processing/MS Word *Credits - 3*
- BT 251 - Medical Terminology *Credits - 3*
- HTM 131 - Customer Service Management I *Credits - 3*

Term 2 Total: 9

### Term 3

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- BA 277 - Business Ethics *Credits - 3*  
OR
- BA 285 - Human Relations in Business *Credits - 3*
- BT 252 - Medical Terminology *Credits - 3*

Term 3 Total: 10

Total Credits: 31

## **Administrative Professional: Office Assistant (CC)**

Business and Management

### **Intended Program Outcomes:**

This one-year certificate program is designed to provide specialized training and skills for work as an office assistant. Emphasis is placed on the study of general office skills, including practical experience on current equipment and software. The course work lays the foundation for a two-year A.A.S. degree program for those students who want to continue their education. Students will be effective in the workplace in the following areas:

- Use current and emerging word-processing technologies to produce documents
- Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry
- Model effective customer service interactions

- Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 116 - Professional Office Procedures *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*
- LD 000 - Leadership Electives *Credits - 1*
- WR 121 - English Composition *Credits - 4* (or higher)

Term 1 Total: 17

### Term 2

- BA 101 - Introduction to Business *Credits - 4*
- BT 122 - Document Processing II *Credits - 4*
- BT 220 - Calculating Machines *Credits - 1*
- BT 206 - Desktop Publishing *Credits - 3*  
OR
- BT 201 - Word Processing/MS Word *Credits - 3*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5* (or higher)

Term 2 Total: 16

### Term 3

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- BT 140 - Business Document Editing *Credits - 3*
- COM 111 - Public Speaking *Credits - 4*
- BA 277 - Business Ethics *Credits - 3*  
OR
- BA 285 - Human Relations in Business *Credits - 3*

Term 3 Total: 14

Total Credits: 47

## **Administrative Professional: Office Support Specialist (CPCC)**

## Intended Program Outcomes:

This program leads to a career pathways certificate of completion in administrative office professional office support specialist offering students the opportunity to develop entry-level office skills.

- Learning experiences in this program are designed to assist the student in realizing the following outcomes:
- Demonstrates the ability to solve problems in a business environment
- Understand and perform the general office functions.
- Perform various basic math calculations required in an office/business environment
- Discuss the professional image that is expected of office personnel
- Develop awareness for ethical and/or human relation standards in the workplace
- Produce clear, concise and mechanically-correct documents
- Meet or exceed the current speed and accuracy requirements for document processing
- Demonstrate the ability to use appropriate technology (word processing, spreadsheet, database and presentation software) in the business environment

Title IV- Not eligible for Federal aid

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 116 - Professional Office Procedures *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*

Term 1 Total: 12

### Term 2

- BT 201 - Word Processing/MS Word *Credits - 3*  
OR
- BT 206 - Desktop Publishing *Credits - 3*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*

Term 2 Total: 7

### Term 3

- BT 140 - Business Document Editing *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*  
OR

- BA 277 - Business Ethics *Credits - 3*
- BA 230 - Spreadsheets/MS Excel *Credits - 4*

Term 3 Total: 10

Total Credits: 29

## **Business Administration: Business Operations Support Assistant (CPCC)**

Business and Management

### **Intended Program Outcomes:**

The Business Administration: Business Operations Support Assistant is a Career Pathway Certificate of Completion and is one stackable credential on the path to an AAS degree in Business Administration.

This CPCC introduces students to the field Business Administration through office support and various business administration functions. The program offers students the opportunity to develop entry-level business skills.

Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand various functions in the business environment
- Assist with performing various business functions and solve problems in a business environment
- Perform various basic math calculations required in an office/business environment
- Produce clear, concise, and mechanically-correct written documents
- Meet or exceed the current speed and accuracy requirements for document processing
- Use appropriate technology (word processing, spreadsheet, database and presentation software) in the office/business environment

Title IV- Not eligible for Federal aid

### **Program Curriculum**

#### **Term 1**

- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*

Term 1 Total: 8

#### **Term 2**

- BA 101 - Introduction to Business *Credits - 4*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5* (or higher)

Term 2 Total: 8

Total Credits: 16

## **Business Administration: Business Operations Support Specialist (CPCC)**

Business and Management

### **Intended Program Outcomes:**

This program leads to a career pathways certificate of completion in business operations support specialist offering students the opportunity to develop entry-level office skills. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand various functions in the business environment
- Maintain complete and accurate business records
- Assist with performing various business functions and solve problems in a business environment
- Perform various basic math calculations required in an office/business environment
- Develop awareness for ethical and/or human relation standards in the workplace
- Produce clear, concise, and mechanically-correct written documents
- Use verbal, non-verbal, and written communication skills effectively in the business context
- Meet or exceed the current speed and accuracy requirements for document processing
- Use appropriate technology (word processing, spreadsheet, database and presentation software) in the office/business environment

Title IV- Not eligible for Federal aid

### **Program Curriculum**

#### **Term 1**

- BA 101 - Introduction to Business *Credits - 4*
- BA 131 - Introduction to Business Computing *Credits - 4*
- BT 121 - Document Processing I *Credits - 4*
- BA 211 - Principles of Accounting *Credits - 4*  
OR
- BA 111 - Basic Accounting *Credits - 4*

Term 1 Total: 16

#### **Term 2**

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*



Term 2 Total: 8

Term 3

- COM 111 - Public Speaking *Credits - 4*
- WR 121 - English Composition *Credits - 4*

Term 3 Total: 8

Total Credits: 32

## **Business Administration: Leadership and Service Option: Public Sector Employment (CPCC)**

Business and Management

### **Intended Program Outcomes:**

This program leads to a career pathways certificate of completion for those desiring employment in the public sector. There is an emphasis on basic business concepts and conversational Spanish. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Develop customer service skills and understand the competitive advantages associated with having a service-oriented culture
- Ability to understand general office functions and how departments support the overall organization's mission, goals and objectives
- Develop a basic working knowledge of conversational Spanish to better serve the growing Hispanic population in the State of Oregon

Title IV- Not eligible for Federal aid

### **Program Curriculum**

Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- LD 000 - Leadership Electives *Credits - 2*

Term 1 Total: 6

Term 2

- HTM 131 - Customer Service Management I *Credits - 3*
- SPAN 101 - First Year Spanish *Credits - 4*  
OR
- SPAN 161 - Conversational Business Spanish I *Credits - 2*

Term 2 Total: 7

### Term 3

- BA 285 - Human Relations in Business *Credits - 3*
- SPAN 102 - First Year Spanish *Credits - 4*  
OR
- SPAN 162 - Conversational Business Spanish II *Credits - 2*

Term 3 Total: 7

Total Credits: 20

## **Business Administration: Leadership and Service: Customer Service in the Public Sector (CC)**

Business and Management

### **Intended Program Outcomes:**

This one-year certificate program is designed for students working in the public sector who want to improve their customer service skills or for those who seek public sector employment. There is an emphasis on business concepts, customer service, and conversational Spanish. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Develop customer service skills and understand the competitive advantages associated with having a service-oriented culture
- Ability to bring out the best in self and others through enhanced personal communication skills and valuing diversity
- Ability to understand general office functions and how departments support the overall organization's mission, goals and objectives
- Develop a basic working knowledge of conversational Spanish to better serve the growing Hispanic population in the State of Oregon
- Enhance both verbal presentation and writing skills to help promote the organization as most professional and one which demonstrates strong communication skills

Title IV- Not eligible for Federal aid

### Program Curriculum

#### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- COM 111 - Public Speaking *Credits - 4*  
Leadership Electives Credit - 2
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 14

#### Term 2

- BA 101 - Introduction to Business *Credits - 4*

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- HTM 131 - Customer Service Management I *Credits - 3*
- WR 227 - Technical Report Writing *Credits - 4*
- SPAN 101 - First Year Spanish *Credits - 4*  
OR
- SPAN 161 - Conversational Business Spanish I *Credits - 2*

Term 2 Total: 19

Term 3

- BA 277 - Business Ethics *Credits - 3*
- COM 115 - Intercultural Communication *Credits - 4*  
Leadership Electives - 2
- LD 263 - Serving in the Public Sector *Credits - 3*
- SPAN 102 - First Year Spanish *Credits - 4*  
OR
- SPAN 162 - Conversational Business Spanish II *Credits - 2*

Term 3 Total: 16

Total Credits: 49

## **Business Administration: Leadership and Service: Leadership in the Public Sector (CC)**

Business and Management

### **Intended Program Outcomes:**

This one-year certificate program is designed for students working in the public sector who want to improve their leadership skills or for those who seek public sector leadership employment. There is an emphasis on business principles, technical writing, and conversational Spanish. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Understand the difference between management and leadership and develop an appreciation for both
- Ability to bring out the best in self and others through enhanced personal communication skills and valuing diversity
- Develop a basic working knowledge of conversational Spanish to better serve the growing Hispanic population in the State of Oregon
- Enhance both verbal presentation and writing skills to help promote the organization as most professional and one which demonstrates strong communication skills

Title IV- Not eligible for Federal aid

## **Program Curriculum**

Term 1

- BA 101 - Introduction to Business *Credits - 4*

- BA 131 - Introduction to Business Computing *Credits - 4*  
Leadership Electives - 2
- WR 121 - English Composition *Credits - 4*

Term 1 Total: 14

Term 2

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- COM 111 - Public Speaking *Credits - 4*
- HTM 131 - Customer Service Management I *Credits - 3*
- WR 227 - Technical Report Writing *Credits - 4*
- SPAN 101 - First Year Spanish *Credits - 4*  
OR
- SPAN 161 - Conversational Business Spanish I *Credits - 2*

Term 2 Total: 19

Term 3

- BA 206 - Principles of Management *Credits - 4*
- BA 277 - Business Ethics *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*
- LD 262 - Public Sector Leadership *Credits - 3*
- SPAN 102 - First Year Spanish *Credits - 4*  
OR
- SPAN 162 - Conversational Business Spanish II *Credits - 2*

Term 3 Total: 17

Total Credits: 50

## **Business Administration: Workforce Readiness (CPCC)**

This program provides the requisite knowledge, skills, and abilities required to succeed in the workplace. Topics include introduction to the industry, computer literacy, communication, teamwork, enthusiasm and attitude, problem solving, critical thinking, and professionalism.

This Workforce Readiness program provides the requisite knowledge, skills, and abilities required to succeed in the workplace. Topics include introduction to the industry, computer literacy, communication, teamwork, enthusiasm and attitude, problem solving, critical thinking, and professionalism.

Upon completion of this certificate, students will be able to:

- Discuss the role of business in society, the primary functions within a business, and external forces that affect business activities.
- Create, format, and modify Microsoft Office materials to complete common business tasks.

- Understand the importance of matching team values and individual values in order to motivate both a team and an individual.
- Identify ways to build better relationships and behave appropriately in social situations.
- Assess workplace skills such as attitude, ethics, conflict style, and communication style, and learn how to be effective within the work environment.
- Relate personal values to career objectives and develop a framework for making ethical decisions.

Title IV- Not eligible for Federal aid

## Program Curriculum

### Term 1

- BA 101 - Introduction to Business *Credits - 4*
- LD 131 - Leading and Motivating a Team *Credits -1*

Term 1 Total: 5

### Term 2

- LD 215 - Emotional Intelligence *Credits - 2*
- BA 131 - Introduction to Business Computing *Credits - 4*

Term 2 Total: 6

### Term 3

- LD 133 - Workplace Culture *Credits - 1*
- LD 211 - Ethics in Action *Credits - 1*

Term 3 Total: 2

Total Credits: 13

## Hospitality and Tourism (CC)

Business and Management

Human Resources

## Intended Program Outcomes:

This one-year program introduces students to the field of the hospitality industry, including tourism, travel, and management. Online and classroom instruction and cooperative work experience offer students a look into the day-to-day experiences at hospitality and tourism sites. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify specific hospitality industry functions and their required procedures and legal techniques
- Understand and apply market-appropriate professional guest service standards to deliver competitive guest experiences to diverse cultural groups and throughout business and industry
- Identify general business functions to maintain day-to-day operations
- Demonstrate the ability to solve mathematical problems commonly encountered in hospitality-related business setting
- Utilize the technical/computer skills for keeping business records and preparing basic financial statements
- Identify techniques for successfully managing human resources and human relations in business
- Utilize various techniques for effect verbal and written communications
- Prepare general documents related to career searches and job applications.

This certificate helps prepare students for entry-level positions in management and helps students develop the professionalism necessary for business success and upward mobility in the hospitality and tourism industry.

## Program Curriculum

### Term 1

- BA 131 - Introduction to Business Computing *Credits - 4*
- HTM 100 - Hospitality and Tourism Industry *Credits - 3*
- HTM 105 - Food and Beverage Industry *Credits - 3*
- HTM 224 - Catering Operations *Credits - 3*
- HTM 226 - Event Management *Credits - 3*

Term 1 Total: 16

### Term 2

- BA 230 - Spreadsheets/MS Excel *Credits - 4*
- HTM 131 - Customer Service Management I *Credits - 3*
- WR 121 - English Composition *Credits - 4*
- BA 104 - Business Mathematics *Credits - 4*  
OR
- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*  
LD 000 - Leadership Electives *Credits - 2*

Term 2 Total: 17

### Term 3

- BA 249 - Retail Selling *Credits - 3*
- BA 280 - Cooperative Work Experience *Credits - 1-8*  
CWE - *Credits - 3*
- COM 111 - Public Speaking *Credits - 4*
- HTM 230 - Hotel, Restaurant and Travel Law *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*  
OR
- BA 277 - Business Ethics *Credits - 3*

Term 3 Total: 16

Total Credits: 49

## **Retail Management Certificate (SCC)**

Business and Management

Human Resources

### **Intended Program Outcomes:**

This less-than-one-year certificate program is for current retail employees and for students who would like to become retail employees. This program is recognized by WAFC retail employers and identifies skills that lead to professional growth, hiring, and advancement opportunities. The program prepares the student for retail sales and management responsibilities; those who complete the program may be given preference in hiring, may be eligible for promotions, and may receive compensation to recognize their educational achievement. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Define the different types of retail outlets and related principles for successful businesses
- Illustrate unique, competitive marketing strategies for retailers including advertising, public relations, and sales promotion packages
- Demonstrate the ability to use the computer and information services for business-related activities
- Understand the principles and methods for human resource/human relations management
- Demonstrate the ability to solve mathematical problems commonly encountered in hospitality-related business settings
- Utilize the technical skills for keeping business records and preparing financial statements
- Write effective routine, routing, and persuasive styles of written communication
- Employ successful verbal communication in a variety of settings

Western Association of Food Chains WAFC

Title IV- Not eligible for Federal aid

### **Program Curriculum**

#### **Term 1**

- BA 131 - Introduction to Business Computing *Credits - 4*
- BA 214 - Business Communications *Credits - 4*

Term 1 Total: 8

#### **Term 2**

- BA 223 - Principles of Marketing *Credits - 4*
- BA 224 - Human Resources Management *Credits - 3*

Term 2 Total: 7

## Term 3

- BA 206 - Principles of Management *Credits - 4*
- BA 249 - Retail Selling *Credits - 3*
- BA 285 - Human Relations in Business *Credits - 3*
- BA 233 - Accounting for Managers *Credits - 4*

Term 3 Total: 14

Total Credits: 29

## Criminal Justice

### Criminal Justice (AAS)

Human Resources

### Intended Program Outcomes:

The coursework for this two-year program is designed to provide students with the knowledge and skills necessary for entry-level employment in the areas of law enforcement, courts, and adult or juvenile corrections. The competition for jobs in the field of criminal justice is intense; a college education is almost always a minimum requirement for the application process. The degree utilizes an interdisciplinary approach, including criminological, sociological, and psychological coursework. The learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws.
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals
- Understand the legal responsibilities of criminal justice professionals as they relate to cultural diversity and establishing positive community relations
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking

### Program Curriculum

#### Term 1

- CJ 100 - Introduction to Criminal Justice *Credits - 3*
- CJ 109 - Careers in Criminal Justice *Credits - 3*
- WR 121 - English Composition *Credits - 4*
  
- BA 104 - Business Mathematics *Credits - 4* (or higher)  
OR



- MTH 095 - Intermediate Algebra *Credits - 5 (or higher)*

Term 1 Total: 14

Term 2

- CJ 110 - Police Systems and Practices *Credits - 3*
- CJ 120 - American Court Systems and Practices *Credits - 3*
- GS 111 - Physical Science/Forensic Science *Credits - 4*  
OR
- Science with Laboratory Courses *Credits - 4*
- WR 227 - Technical Report Writing *Credits - 4*  
OR
- WR 122 - English Composition *Credits - 4*

Term 2 Total: 14

Term 3

- CJ 132 - Probation and Parole: Systems and Practices *Credits - 3*
- COM 111 - Public Speaking *Credits - 4 (or higher)*
- CJ 130 - Correctional Systems and Practices *Credits - 3*
- ANTH 103 - Introduction to Cultural Anthropology *Credits - 4*
- CS 120 - Concepts of Computing *Credits - 4*

Term 3 Total: 18

Term 4

- PSY 201 - General Psychology *Credits - 4*
- SOC 204 - General Sociology: Sociology in Everyday Life *Credits - 4*
- CJ 200 - Theories of Crime and Delinquency *Credits - 3*
- CJ 220 - Criminal Law *Credits - 3*

Term 4 Total: 14

Term 5

- CJ 201 - Juvenile Justice *Credits - 3*
- SOC 205 - General Sociology/Institutions and Social Change *Credits - 4*
- CJ 212 - Criminal Investigation *Credits - 3*
- PSY 202 - General Psychology *Credits - 4*
- CJ Electives *Credits - 3*  
OR

- CJ 280 - Cooperative Work Experience *Credits - 1-8*

Term 5 Total: 17

Term 6

- SOC 213 - Minorities *Credits - 4*
- CJ 214 - Criminal Justice Report Writing *Credits - 3*
- CJ 227 - Ethics in Criminal Justice *Credits - 3*
- CJ 222 - Procedural Law *Credits - 3*

Term 6 Total: 13

Total Credits: 90

## **Criminal Justice: Corrections (CPCC)**

Human Resources

### **Intended Program Outcomes:**

This less than one-year program leading to a career pathways certificate of completion in law enforcement offers the student an opportunity to develop a foundational understanding of law enforcement, criminal investigation, criminology, and how the criminal justice system functions as a whole. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior.
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system.
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws.
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals.
- Understand the legal responsibilities of law enforcement professionals as they relate to cultural diversity and establishing positive community relations.
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking.

Employment opportunities include correctional officer, work release counselor, and corrections technician in private, local, state, or federal agencies.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- CJ 222 - Procedural Law *Credits - 3*
- CJ 200 - Theories of Crime and Delinquency *Credits - 3*
- CJ 100 - Introduction to Criminal Justice *Credits - 3*
- WR 121 - English Composition *Credits - 4*

- CJ 214 - Criminal Justice Report Writing *Credits - 3*
- CJ 227 - Ethics in Criminal Justice *Credits - 3*
- CJ 212 - Criminal Investigation *Credits - 3*
- CJ 130 - Correctional Systems and Practices *Credits - 3*
- COM 111 - Public Speaking *Credits - 4*
  
- CJ 232 - Correctional Casework Counseling *Credits - 3*  
OR
- CJ 132 - Probation and Parole: Systems and Practices *Credits - 3*

Total Credits: 32

## **Criminal Justice: Court Technician (CPCC)**

Human Resources

### **Intended Program Outcomes:**

This less than one-year program leading to a career pathways certificate of completion in court technician offers the student an opportunity to develop a foundational understanding of working in a legal and criminal justice setting. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking
- Use of appropriate legal terminology with written and oral accuracy
- Ability to effectively use the computer to find information and create documents

Successful completion of this certificate program will provide students with the skills and knowledge needed to qualify for an entry-level position in a local or state judicial system, private legal offices, and various criminal justice agencies.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- CJ 100 - Introduction to Criminal Justice *Credits - 3*
- CJ 120 - American Court Systems and Practices *Credits - 3*
- CJ 200 - Theories of Crime and Delinquency *Credits - 3*
- CJ 222 - Procedural Law *Credits - 3*
- CJ 227 - Ethics in Criminal Justice *Credits - 3*
- BT 230 - Legal Terminology I *Credits - 3*
- BT 232 - Legal Terminology II *Credits - 3*
- COM 111 - Public Speaking *Credits - 4* (or higher)
- WR 121 - English Composition *Credits - 4* (or higher)

- CS 120 - Concepts of Computing *Credits - 4*

Total Credits: 33

## **Criminal Justice: Law Enforcement (CPCC)**

Human Resources

### **Intended Program Outcomes:**

This less than one-year program leading to a career pathways certificate of completion in law enforcement offers the student an opportunity to develop a foundational understanding of law enforcement, criminal investigation, criminology, and how the criminal justice system functions as a whole. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Identify historical and philosophical evolution of theories explaining criminal and delinquent behavior.
- Identify the historical and philosophical evolution of law enforcement, courts, and correctional systems in the American criminal justice system.
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal and procedural laws.
- Identify the characteristics of professional integrity and ethical standards for criminal justice professionals.
- Understand the legal responsibilities of law enforcement professionals as they relate to cultural diversity and establishing positive community relations.
- Demonstrate competence in core skill areas and in written and oral communication, problem-solving, and critical thinking.

Successful completion of this certificate program will provide students with the skills and knowledge needed to qualify for an entry-level position in private, local, state, or federal agencies or as a loss prevention specialist. Many departments require college course work or degrees in addition to civil service requirements, including a background investigation.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- CJ 100 - Introduction to Criminal Justice *Credits - 3*
- CJ 110 - Police Systems and Practices *Credits - 3*
- CJ 200 - Theories of Crime and Delinquency *Credits - 3*
- CJ 212 - Criminal Investigation *Credits - 3*
- CJ 214 - Criminal Justice Report Writing *Credits - 3*
- CJ 220 - Criminal Law *Credits - 3*
- CJ 222 - Procedural Law *Credits - 3*
- CJ 227 - Ethics in Criminal Justice *Credits - 3*
- COM 111 - Public Speaking *Credits - 4*
- WR 121 - English Composition *Credits - 4*

Total Credits: 32

## **Data Center Technician**

# Data Center Technician (CC)

Arts Communication & Information

(Limited-Entry Program)

## Intended Program Outcomes:

Today's data centers contain tens of thousands or even hundreds of thousands of computer servers linked by powerful networks. A data center technician installs, maintains, and repairs a data center's computer and network systems. Students completing this one-year certificate are fully prepared for employment in this rapidly-growing industry.

Students entering this program will start summer term and end winter term. Computer science (CS) coursework take prior to summer 2015 will not count toward this degree. Transfer credit is subject to department approval. All courses must be completed with a grade of C or better.

## Program Curriculum

### Term 1

- COM 100 - Human Communication *Credits - 4*
- CS 109 - Academic Planning for Data Center Tech *Credits - 1*
- CS 145 - Introduction to PC Hardware and Software *Credits - 5*
- CS 179A - Introduction to Networking I *Credits - 2*
- CS 180 - Computer Science Practicum *Credits - 1-5*

Term 1 Total: 16

### Term 2

- CS 140L - Introduction to Linux Administration I *Credits - 3*
- CS 179B - Introduction to Networking II *Credits - 3*
- CS 180 - Computer Science Practicum *Credits - 1-5*
- CS 279 - Network Management II *Credits - 5*

Term 2 Total: 16

### Term 3

- CS 240L - Introduction to Linux Systems Administration *Credits - 3*
- CS 280 - Cooperative Work Experience *Credits - 1-8*
- CS 282 - Computer Science Colloquium *Credits - 3*

Term 3 Total: 14

Total Credits:46

# Dental Assisting

# Diesel Technology

## Diesel Technician (AAS)

Industrial and Engineering Systems

### Intended Program Outcomes:

This two-year A.A.S. degree will prepare graduates with the necessary skills and knowledge to enter the diesel technology field with the following capabilities:

- Service, diagnose and repair diesel engines
- Service and repair suspension and steering
- Service and replace brakes
- Diagnose and repair electrical/electronic systems
- Safe shop practices
- Written and oral communication skills in dealing with customer service and report writing
- Ability to use math in problem solving
- Ability to effectively use the computer to find information, create documents and send correspondence
- Understand and service basic hydraulic systems
- Ability to perform basic arc and oxy-acetylene welding

This program is designed to prepare graduates to meet job entry requirements for a variety of jobs in the field. The curriculum provides classroom work and practical experience in the lab. In addition to the heavy truck focus, this program offers training in agricultural and heavy equipment. **Diesel and welding required courses must be completed with a C or better.** Students must begin this program Fall term.

### Program Curriculum

#### Term 1

- BT 120 - Computer Keyboarding *Credits - 2 (or higher)*
- DSL 141 - Heavy Duty Steering and Suspension *Credits - 4*
- DSL 181 - Shop Practices *Credits - 3*
- DSL 191 - Electrical Systems I *Credits - 4*
- WLD 111 - Basic Gas and Arc Welding *Credits - 3*

Term 1 Total: 16

#### Term 2

- DSL 152 - Manual Drive Trains I *Credits - 3*
- DSL 161 - Diesel Engines *Credits - 4*
- DSL 192 - Electrical Systems II *Credits - 4*

- MTH 042 - Technical Mathematics *Credits - 4* (or higher)

Term 2 Total: 15

Term 3

- DSL 151 - Heavy Duty Brakes I *Credits - 3*
- DSL 153 - Manual Drive Trains II *Credits - 3*
- DSL 162 - Engine Repair I *Credits - 4*
- DSL 193 - Electrical Systems III *Credits - 4*
  
- BA 131 - Introduction to Business Computing *Credits - 4*  
OR
- CS 120 - Concepts of Computing *Credits - 4*

Term 3 Total: 18

Term 4

- DSL 184 - Fluid Mechanics *Credits - 4*
- DSL 251 - Heavy Duty Brakes II *Credits - 3*
- DSL 262 - Engine Repair II *Credits - 4*
- WR 099 - Writing Workshop *Credits - 1* (or higher)

Term 4 Total: 14

Term 5

- COM 100 - Human Communication *Credits - 4*
- DSL 175 - Heavy Duty Equipment *Credits - 3*
- DSL 196 - Electronic Diagnostics and Engine Emissions *Credits - 3*
- DSL 263 - Advanced Engine Technology *Credits - 4*
- DSL 280 - Cooperative Work Experience *Credits - 1-8*

Term 5 Total: 17

Term 6

- DSL 176 - Mobile Air-Conditioning and Heating *Credits - 3*
- DSL 200 - Pre-Employment Seminar *Credits - 1*
- DSL 275 - Heavy Duty Equipment II *Credits - 3*
- DSL 280 - Cooperative Work Experience *Credits - 1-8*
- Human Relations Elective *Credits - 3*

Term 6 Total: 13

Total Credits: 93

## **Diesel Technician: Diesel Technician's Assistant (CPCC)**

Industrial and Engineering Systems

### **Intended Program Outcomes:**

- Learn to explain and demonstrate safe and efficient shop practices; types and use of personal protective equipment, and proper use of shop tools and equipment. Complete forklift training and obtain certificate
- Learn basic electrical theory, principles of electrical circuitry, component construction and operation, and the use of a digital multi-meter
- Diagnose and repair steering and suspension systems, and perform steering, suspension, and chassis alignment
- Understand the design, construction, and operation of the oil fueled, compression ignition engine
- Understand the principles of operation of power train components and application of clutches, drive shafts, manual transmissions, and differential drive axles
- Understand the principles of operation of compressed air systems and air brake components. Study electric, hydraulic, and mechanical braking system operation
- Practice the use of oxyacetylene and AC/DC electric welding equipment to develop skills in brazing, welding, and cutting of various types of material
- Develop basic typing and keyboarding skills

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- WLD 111 - Basic Gas and Arc Welding *Credits - 3*
- DSL 152 - Manual Drive Trains I *Credits - 3*
- DSL 161 - Diesel Engines *Credits - 4*
- DSL 191 - Electrical Systems I *Credits - 4*
- DSL 181 - Shop Practices *Credits - 3*
- DSL 151 - Heavy Duty Brakes I *Credits - 3*
- DSL 141 - Heavy Duty Steering and Suspension *Credits - 4*
- BT 120 - Computer Keyboarding *Credits - 2 (or higher)*

Total Credits: 26

## **Early Childhood Education**

### **Early Childhood Education (AAS)**

Human Resources

### **Intended Program Outcomes:**



This two-year A.A.S. degree program in early childhood education (ECE) will prepare students to work with young children from birth through eight years of age using research-based practices in a variety of settings including child care centers, family child care settings, preschools, Head Start programs, school age programs, special education, and home visiting and parent education programs. This program will prepare students with the requisite knowledge and skills in the following areas:

- Demonstrate knowledge of child development in a socio-cultural context
- Practice ethical and legal standards, as well as professional attitudes and behavior(moved outcome up to match Bloom's order)
- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations
- Apply best practices
- Apply observation and assessment to learning and development

This degree is based on the Guidelines for Preparation of Early Childhood Professionals from the National Association for the Education of Young Children (NAEYC), which qualifies the student to become, among other professional roles, a lead teacher in a child care facility licensed by the Oregon Office of Child Care, a teacher in a Head Start program, and a home visitor in the human services field. Some courses in the program may not transfer to other institutions. Students intending to transfer must seek advisor assistance prior to and throughout their BMCC educational experience.

## Term 1

- ECE 101 - Family and Community Relations *Credits - 3*
- ECE 109 - Foundations and Careers in Early Childhood *Credits - 3*
- ECE 111 - Introduction to ECE Environments *Credits - 3*
- WR 115 - Introduction to College Writing *Credits - 4*  
AAOT Electives *Credits - 3*  
(or) CTE Electives - 3

Term 1 Total: 16

## Term 2

- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed *Credits - 3*
- ECE 152 - Creativity for Young Children *Credits - 3*  
OR
- ECE 153 - Music and Movement *Credits - 3*
- ECE 226 - Child Development *Credits - 3*
- MTH 062 - Quantitative Literacy I *Credits - 4*  
(or higher)

Term 2 Total: 16

## Term 3

- COM 100 - Human Communication *Credits - 4*
- ECE 151 - Guidance and Classroom Management *Credits - 3*
- ECE 175A - Infant/Toddler Caregiving: Social Emotional Growth *Credits - 1*
- ECE 175B - Infant/Toddler Caregiving: Group Care *Credits - 1*
- ECE 280 - Cooperative Work Experience *Credits - 1-8*  
Social Science Electives *Credits - 4*

Term 3 Total: 15

Term 4

- ECE 175C - Infant/Toddler Caregiving: Learning and Development *Credits - 1*
- ECE 175D - Infant/Toddler Caregiving: Culture, Family and Provider *Credits - 1*
- ECE 154 - Literature and Literacy *Credits - 3*
- ECE 225 - Prenatal, Infant and Toddler Development *Credits - 3*  
Social Science Elective Credits - 4  
CTE Electives Credits - 4  
(or) AAOT Electives - 4

Term 4 Total: 16

Term 5

- ECE 240 - Curriculum/Planning *Credits - 3*
- ECE 249 - Inclusion of Children with Special Needs *Credits - 3*
- ECE 280 - Cooperative Work Experience *Credits - 1-8*
- ECE 295 - Child Care Administration *Credits - 3*  
AAOT Electives Credits - 6  
(or) CTE Electives Credits - 6

Term 5 Total: 16

Term 6

- ECE 150 - Observation/Assessment and Recording *Credits - 3*
- ECE 220 - Science and Nature with Young Children *Credits - 3*
- ECE 228 - Responsive Infant Toddler Programs *Credits - 3*
- ECE 245 - Challenging Behavior in Young Children *Credits - 3*  
CTE Electives Credits - 4  
(or) AAOT Electives - 4

Term 6 Total: 16

Total Credits: 92

Note:

The student is required to complete a criminal history check prior to enrollment in ECE 280 - Cooperative Work Experience (CWE).

Early Childhood Education (AAOT) Degree available in accordance to an Articulation Agreement with Eastern Oregon University. Please see Director of Early Childhood Education if you are interested in this degree.

**Early Childhood Education (CC)**

## Intended Program Outcomes:

Demonstrate knowledge of child development in a socio-cultural context

- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations
- Apply best practices in group management to optimize the potential for learning and social-emotional development
- Practice ethical and legal standards, as well as professional attitudes and behavior
- Apply best practices, observation, and assessment to enhance learning and development.

## Program Curriculum

### Term 1

- ECE 101 - Family and Community Relations *Credits - 3*
- ECE 109 - Foundations and Careers in Early Childhood *Credits - 3*
- ECE 111 - Introduction to ECE Environments *Credits - 3*
- ECE 154 - Literature and Literacy *Credits - 3*
- WR 115 - Introduction to College Writing *Credits - 4*  
(or higher)

Term 1 Total: 16

### Term 2

- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed *Credits - 3*
- ECE 152 - Creativity for Young Children *Credits - 3*  
OR
- ECE 153 - Music and Movement *Credits - 3*
- ECE 226 - Child Development *Credits - 3*
- ECE 240 - Curriculum/Planning *Credits - 3*
- ECE 249 - Inclusion of Children with Special Needs *Credits - 3*

Term 2 Total: 15

### Term 3

- ECE 150 - Observation/Assessment and Recording *Credits - 3*
- ECE 151 - Guidance and Classroom Management *Credits - 3*
- ECE 154 - Literature and Literacy *Credits - 3*
- ECE 280 - Cooperative Work Experience *Credits - 1-8*  
Social Science Elective *Credits - 4*
- MTH 062 - Quantitative Literacy I *Credits - 4*  
(or higher)

Term 3 Total: 16

Total Credits: 47

## **Early Childhood Education Assistant (CPCC)**

Human Resources

### **Intended Program Outcomes:**

Demonstrate knowledge of child development in a socio-cultural context

- Apply developmentally appropriate practices (DAP) to meet the needs of diverse populations
- Apply best practices in group management to optimize the potential for learning and social-emotional development
- Practice ethical and legal standards, as well as professional attitudes and behavior
- Apply best practices, observation, and assessment to enhance learning and development.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed *Credits - 3*
- ECE 151 - Guidance and Classroom Management *Credits - 3*
  
- ECE 152 - Creativity for Young Children *Credits - 3*  
OR
- ECE 101 - Family and Community Relations *Credits - 3*
  
- ECE 226 - Child Development *Credits - 3*  
OR
- ECE 249 - Inclusion of Children with Special Needs *Credits - 3*
  
- ECE 280 - Cooperative Work Experience *Credits - 1-8*

Total Credits: 15

## **Early Childhood Education Developmentally Appropriate Early Learning Environments**

### **Early Childhood Education**

### **Intended Program Outcomes:**

This career pathway Certificate of Completion is designed to support students seeking careers in Early Learning Settings.

- Support early learning in applying primary theories implemented in early childhood development and education.

- Apply assessment and observation tools to discern children's behavior, demonstration of understanding, and to inform classroom practices such as curricular, environmental and socioeconomic considerations.
- Demonstrate knowledge of curricular models and positive guidance strategies which support young children's learning and development.
- Build developmentally appropriate curriculum and classroom resources, based on knowledge of children's developmental needs across domains, including cognitive, physical, social and emotional.

Title IV- Not eligible for Federal aid

## Early Childhood Infant Toddler Certificate (CC)

Human Resources

### Intended Program Outcomes:

Have an understanding of, and ability to, work within a quality, responsive, relationship-based infant toddler program including culturally relevant activities, to meet each child's individual developmental needs and to be able to create a healthy, respectful, supportive and challenging learning environment. (NAEYC Standard 1)

- Have an understanding of, and ability to, create and participate in respectful, reflective, reciprocal relationships with family members of infants and toddlers. (NAEYC Standard 2)
- Have an understanding of and skills to participate in effective observation and assessment of infants and toddlers. (NAEYC Standard 3)
- Be able to integrate knowledge of family relations, child development and developmentally appropriate practices to offer an effective infant toddler teaching and learning environment. (NAEYC Standard 4)

Title IV- Not eligible for Federal aid

### Program Curriculum

- ECE 280 - Cooperative Work Experience *Credits - 1-8 -3 credit hours required for program*
- ECE 175A - Infant/Toddler Caregiving: Social Emotional Growth *Credits - 1*
- ECE 175B - Infant/Toddler Caregiving: Group Care *Credits - 1*
- ECE 175C - Infant/Toddler Caregiving: Learning and Development *Credits - 1*
- ECE 175D - Infant/Toddler Caregiving: Culture, Family and Provider *Credits - 1*
- ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed *Credits - 3*
- ECE 109 - Foundations and Careers in Early Childhood *Credits - 3*
- ECE 225 - Prenatal, Infant and Toddler Development *Credits - 3*
- ECE 228 - Responsive Infant Toddler Programs *Credits - 3*

Total Credits: 18

## Education

### AAOT-Elementary Education

AAOT-Elementary Education

**ELEMENTARY/MIDDLE SCHOOL EDUCATION**

The AAOT-Elementary Education degree is designed for those interested in pursuing a career in elementary education. This two year degree prepares students to transfer to an undergraduate teaching program at a four-year university. Required courses will explore topics related to student learning, teaching strategies, and requirements to become a professional educator for an enriching career in education. The Director of Education works closely with students to completion and to transfer seamlessly to a university of their choosing to ensure an efficient pathway to potential licensure.

**GROW YOUR OWN:** A program for students who want to remain local to Eastern Oregon and teach within our own schools. Earn an AAOT-Elementary ED degree in two years from BMCC and transfer seamlessly to EOU to complete the last two years. Completing all onsite at BMCC.

**Associate of Arts Oregon Transfer Degree (AAOT)-Elementary Education**

<p><b>Writing:</b> 2 courses</p> <p>*A student must have 8 credits of writing to satisfy AAOT requirements or they must take an additional writing course</p>	<p><b>English Composition:</b> WR121 &amp; WR122</p>
<p><b>Oral Communication:</b> 1 course</p>	<p><b>Public Speaking:</b> COM111</p>
<p><b>Mathematics:</b> 1 course</p>	<p><b>Foundations of Elementary Mathematics:</b> MTH211</p>
<p><b>Health:</b> 1 or more courses totaling at least 3 credits</p>	<p><b>Health and Wellness:</b> HPE295</p>
<p><b>Arts &amp; Letters:</b> at least 3 courses from 2 or more disciplines</p>	<p><b>Introduction to Literature:</b> ENG104:106</p> <p>AND</p> <p><b>Basic Design:</b> ART115:117</p> <p>- OR -</p> <p><b>Beginning Drawing:</b> ART131:133</p> <p>AND</p> <p><b>Choose 1 more course from the following:</b></p> <p>ART115:117, 154:156, 184:186, 204:205, 231:233, 254:256, 261:266, 276:278, 281:286, 291:293, COM112, 115*, ENG107:109*, 197,260*, 263:264, 269, MUS105, 205:207, PHL101:102, SPAN201:203, 218, TA101, 141:143, 241:243, WR227, 241:243</p>
<p><b>Social Science:</b> at least 4 courses from 2 or more disciplines</p>	<p><b>History of the United States:</b> HST201:203*</p> <p>AND</p> <p><b>American Government and Politics:</b> PS201, 202</p>

	<p>AND</p> <p><b>World/Regional Geography:</b> GEOG120*</p> <p>AND</p> <p><b>General Psychology:</b> PSY201</p>
<p><b>Science/Math/Computer Science:</b> at least 4 courses from 2 or more disciplines</p>	<p><b>Foundations of Elementary Mathematics:</b> MTH212 &amp; MTH213</p> <p>AND</p> <p><b>2 Lab Science Courses</b></p> <p><b>Biology</b></p> <ul style="list-style-type: none"> <li>• <b>General Biology:</b> BI101:103</li> <li>• <b>Cell Biology for Health Occupations:</b> BI112</li> <li>• <b>Global Ecology and Conservation Biology:</b> BI124</li> </ul> <p><b>Geology</b></p> <ul style="list-style-type: none"> <li>• <b>Introduction to Geology:</b> G101:103</li> <li>• <b>Introduction to Geology-Pacific Northwest Geology:</b> G105</li> <li>• <b>Physical Geology:</b> G201, 202</li> </ul> <p><b>General Science</b></p> <ul style="list-style-type: none"> <li>• <b>Physical Geology/Earth Revealed:</b> GS142</li> </ul> <p><b>Physical Science</b></p> <ul style="list-style-type: none"> <li>• <b>Physical Science/Physics:</b> GS104</li> <li>• <b>Physical Science/Chemical Concepts:</b> GS105</li> <li>• <b>Physical Science/Energy:</b> GS110</li> <li>• <b>Essentials of Physics:</b> PHY101</li> <li>• <b>Introductory Chemistry:</b> CH104:106</li> <li>• <b>Foundations of Chemistry:</b> CH110</li> </ul>
<b>Cultural Literacy</b>	Courses meeting this requirement are noted with an asterisk*
<b>Education Courses</b>	<p><b>Foundations of Education:</b> ED216</p> <p><b>Multicultural Education:</b> ED258</p> <p><b>Learning Across the Lifespan:</b> ED253</p> <p><b>Special Education:</b> ED169 (not offered as yet)</p> <p><b>Practicum:</b> ED280</p>
<b>Electives:</b> As needed to complete 90 credits required for degree	Other courses numbered 100 or above may be used toward this requirement.

# Emergency Services

## Fire Science Technology (AAS)

Health Services

**(Limited-Entry Program)**

### Intended Program Outcomes:

This two-year program leading to an A.A.S. degree in Fire Science Technology prepares the student to be effective as a firefighter on an firefighting team in a number of different settings. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Firefighting knowledge and skills, including general knowledge of emergency services,
- Demonstrated application of firefighting safety and practices,
- Ability to perform the duties of emergency medical technician,
- Skilled communication (writing, presentation techniques),
- Proficiency in fire behaviors,
- Demonstrated professional skills (problem solving, interpersonal skills, business computing, proposal development),
- Knowledge of fire prevention and crisis intervention,
- Knowledge and skills of apparatus operation,
- Fire and emergency administration and investigation.

Students desiring to transfer to four-year science degree are encouraged to see an advisor for appropriate coursework.

### Program Curriculum

#### Term 1

- FS 110A - Fire Fighter Skills Academy part A *Credits - 3*
- EMT 151 - Emergency Medical Technician Part A *Credits - 6*
- ES 175 - Introduction to Emergency Services *Credits - 4*
  
- CS 120 - Concepts of Computing *Credits - 4*  
OR
- BA 131 - Introduction to Business Computing *Credits - 4*

Term 1 Total: 17

#### Term 2

- WR 227 - Technical Report Writing *Credits - 4*
- EMT 176 - Emergency Response Patient Transportation *Credits - 2*
- EMT 152 - Emergency Medical Technician Part B *Credits - 6*
- FS 110B - Fire Fighter Skills Academy part B *Credits - 3*
  
- Social Science Courses *Credits - 4*



OR

- Arts & Letters (Humanities) *Credits - 4*

Term 2 Total: 19

Term 3

- EMT 115 - Crisis Intervention *Credits - 3*
- ES 169 - Emergency Service Rescue *Credits - 3*
- FS 112 - Firefighter II Skills Academy *Credits - 4*
- FS 121 - Fire Behavior & Combustion *Credits - 3*
- FS 123 - Hazardous Materials - Awareness/Operation *Credits - 2*
- FS 130 - Wildland Firefighter *Credits - 2*

Term 3 Total: 17

Term 4

- COM 111 - Public Speaking *Credits - 4*
- FS 122 - Fundamentals of Fire Prevention *Credits - 3*
- FS 137 - Fire Protection Systems *Credits - 3*
- FS 170 - Intro to Fire Tactics & Strategies *Credits - 3*

Term 4 Total: 13

Term 5

- FS 166 - Building Construction for Fire Prevention *Credits - 3*
- FS 169 - Apparatus Operator/Driver *Credits - 4*
- FS 212 - Fire Investigation *Credits - 3*
- FS 280 - Cooperative Work Experience *Credits - 1-8*
- MTH 070 - Elementary Algebra *Credits - 5*  
Or Higher

Term 5 Total: 18

Term 6

- FS 214 - Principles of Fire & Emergency Services Safety & Survival *Credits - 3*
- FS 240 - Emergency Services Instructor I *Credits - 3*
- FS 274 - Intro to Fire & Emergency Administration *Credits - 3*
- FS 280 - Cooperative Work Experience *Credits - 1-8*

Term 6 Total: 12

Total Credits: 96

# Emergency Medical Technician (EMT) (CC)

Health Services

**(Limited-Entry Program)**

## Intended Program Outcomes:

This one-year program leading to an Emergency Medical Technician certificate offers students the opportunity to prepare for careers in emergency medical services. Learning experiences in this program are designed to assist the student in realizing the following outcomes:

- Assess and treat patients using protocols within the Oregon defined scope of practice in emergency medical situations.
- Use verbal and non-verbal skills to communicate with patients, families, bystanders and other medical professionals.
- Accurately observe and document patient care data using a variety of tools and techniques including providing written and verbal patient reports.
- Properly and safely lift and move patients in a variety of medical and rescue situations.
- Exhibit respectful, responsive personal behaviors in your personal as well as professional EMS life.
- Perform all care in a professional and ethical manner recognizing cultural diversity.
- Work in an organized manner and provide leadership during stressful and life threatening situation.

## Employment Opportunities:

Career opportunities that may require EMT training including but are not limited to: firefighter (career or volunteer), paramedic, search and rescue, critical care transport or basic life support transport provider. The EMT certificate can lead to a career as a paramedic if a student wishes to continue their studies and completes the requirements or an A.A.S.-EMT (Associate of Applied Science - EMT) degree at an accredited institution.

## Program Curriculum

### Term 1

- EMT 151 - Emergency Medical Technician Part A *Credits - 6*
- ES 175 - Introduction to Emergency Services *Credits - 4*
- MTH 070 - Elementary Algebra *Credits - 5 (or higher)*
- COM 111 - Public Speaking *Credits - 4*
- BI 231 - Human Anatomy and Physiology *Credits - 4*

Term 1 Total: 22

### Term 2

- EMT 176 - Emergency Response Patient Transportation *Credits - 2*
- EMT 152 - Emergency Medical Technician Part B *Credits - 6*
- BI 232 - Human Anatomy and Physiology *Credits - 4*
- WR 121 - English Composition *Credits - 4 (or higher)*

Term 2 Total: 17

Term 3

- BI 233 - Human Anatomy and Physiology *Credits - 4*
- ES 169 - Emergency Service Rescue *Credits - 3*
- EMT 115 - Crisis Intervention *Credits - 3*
- PSY 201 - General Psychology *Credits - 4*
- BT 251 - Medical Terminology *Credits - 3*
  
- Social Science Courses *Credits - 3*  
OR
- Arts & Letters (Humanities) *Credits - 3*

Term 3 Total: 20

Total Credits: 59

\*\*\* To complete this certificate you will need A & P, which has a PRE-REQ of BI 112 . Don't save all this until your last term\*\*\* for more information Contact: **EMS Coordinator 541-278-5786 or Fire Science Coordinator 541-278-5799**

## **Engineering Technologies**

## **English & Writing**

## **Fine Arts**

## **Human Development**

## **Industrial Systems Technology**

## **Industrial Systems Technology (AAS)**

Industrial and Engineering Systems

## **Intended Program Outcomes:**

Students who successfully complete the Associate of Applied Science in Industrial Systems program will have demonstrated the ability to:

- Troubleshoot, maintain, and repair industrial systems (mechanical, fluid, etc.)
- Analyze technical data
- Promote energy efficiency and industrial sustainability
- Contribute to a positive professional workplace culture

All classes are non-sequential. Students may begin any term. Classes must be completed with a grade of C or better.

Note: Program updates approved 8/13/2020, Catalog updated 10/23/2020.

## Program Curriculum

### Term 1

- IST 109 - Introduction to Industrial Systems Technology *Credits - 2*
- IST 121 - Mechanical Drive Systems *Credits - 3*
- IST 141 - Electrical Fundamentals for non-Electricians *Credits - 3*
- IST 157 - Preventative Maintenance Management *Credits - 3*
- IST 147 - Programmable Logic Controllers I *Credits - 3*

Term 1 Total: 14

### Term 2

- DRF 110 - Print Reading For Welders *Credits - 2*
- IST 125 - Bearing and Lubrication Systems *Credits - 3*
- WLD 111 - Basic Gas and Arc Welding *Credits - 3*  
OR
- AGM 221 - Metals and Welding *Credits - 3*
- MTH 062 - Quantitative Literacy I *Credits - 4*  
(or higher)
- IST 247 - Programmable Logic Controllers II *Credits - 3*

Term 2 Total: 15

### Term 3

- COM 100 - Human Communication *Credits - 4*
- DRF 111 - Industrial Print Reading *Credits - 2*
- IST 131 - Industrial Safety *Credits - 3*
- IST 165 - Industrial Pneumatic Systems *Credits - 3*
- IST 248 - Programmable Logic Controllers III *Credits- 3*

Term 3 Total: 15

### Term 4

- BA 131 - Introduction to Business Computing *Credits - 4*  
OR
- CS 120 - Concepts of Computing *Credits - 4*
- DRF 112 - Computer Aided Drafting *Credits - 3*
- IST 162 - Industrial Hydraulic Systems *Credits - 3*
- BA 284 - Pre-Employment Seminar *Credits - 2*

- Technical Elective *Credits - 3*

Term 4 Total: 15

Term 5

- IST 112 - Rigging and Lifting *Credits - 3*
- IST 145 - Electric Motor and Controls Troubleshooting *Credits - 3*
- IST 221 - Pumps and Valves *Credits - 3*
- WR 060 - Elements of the Essay *Credits - 4*  
or higher
- IST 151 - Industrial Shop Practices *Credits - 3*

Term 5 Total: 16

Term 6

- PHY 101 - Essentials of Physics *Credits - 4*
- IST 267 - Process Control and Instrumentation *Credits - 3*
- IST 261 - Automated Material Handling *Credits - 3*
- IST 271 - Capstone Project I *Credits - 3*
- Technical Elective *Credits - 3*

Term 6 Total: 16

Total Credits: 91

## **Industrial Systems Technology: Data Center Operations (CPCC)**

Industrial and Engineering Systems

### **Intended Program Outcomes:**

This less than one-year career pathway certificate is intended to prepare students for entry-level jobs in facility operation and maintenance in a data center. This certificate documents the Data Center Operations Engineering focus area of the Industrial Systems Technology A.A.S. degree.

Students who successfully complete this certificate will have demonstrated the following:

- Familiarity with HVAC system controls
- Awareness of safety
- Ability to operate, maintain, troubleshoot, and repair common pumps and valves
- Familiarity with Data Center Operations
- Verbal and written communication skills

All courses must be completed with a grade of C or better.

Title IV- Not eligible for Federal aid

## Term 1

- IST 109 - Introduction to Industrial Systems Technology *Credits - 2*
- IST 121 - Mechanical Drive Systems *Credits - 3*
- IST 141 - Electrical Fundamentals for non-Electricians *Credits - 3*
- IST 151 - Industrial Shop Practices *Credits - 3*
- IST 157 - Preventative Maintenance Management *Credits - 3*
- IST 162 - Industrial Hydraulic Systems *Credits - 3*

Term 1 Total: 17

## Term 2

- IST 125 - Bearing and Lubrication Systems *Credits - 3*
- IST 145 - Electric Motor and Controls Troubleshooting *Credits - 3*
- IST 147 - Programmable Logic Controllers I *Credits - 3*
- IST 221 - Pumps and Valves *Credits - 3*

Term 2 Total: 12

## Term 3

- DRF 111 - Industrial Print Reading *Credits - 2*
- IST 131 - Industrial Safety *Credits - 3*
- IST 135 - HVAC System Controls *Credits - 3*
- IST 225 - Data Center Operations and Engineering *Credits - 3*
- WR 060 - Elements of the Essay *Credits - 4*  
(or higher)

Term 3 Total: 15

Total Credits: 44

## **Industrial Systems Technology: Industrial Automation (CPCC)**

Industrial and Engineering Systems

### **Intended Program Outcomes:**

This one-year career pathway certificate is intended to prepare students for entry-level employment in the automated control of modern industrial equipment. All classes successfully completed can be applied to the Industrial Systems Technology AAS degree. Students who successfully complete this certificate will have demonstrated the following:

- Familiarity with a variety of industrial systems
- Understanding of automated control of industrial systems
- Ability to apply PLC's and process controls skills and knowledge in a variety of industrial settings

All courses must be completed with a grade of C or better.

Title IV- Not eligible for Federal aid

## Term 1

- IST 157 - Preventative Maintenance Management *Credits - 3*
- IST 162 - Industrial Hydraulic Systems *Credits - 3*
- IST 109 - Introduction to Industrial Systems Technology *Credits - 2*
- IST 121 - Mechanical Drive Systems *Credits - 3*
- IST 141 - Electrical Fundamentals for non-Electricians *Credits - 3*
- IST 151 - Industrial Shop Practices *Credits - 3*

Term 1 Total: 17

## Term 2

- IST 125 - Bearing and Lubrication Systems *Credits - 3*
- IST 145 - Electric Motor and Controls Troubleshooting *Credits - 3*
- IST 147 - Programmable Logic Controllers I *Credits - 3*

Term 2 Total: 9

## Term 3

- DRF 111 - Industrial Print Reading *Credits - 2*
- IST 131 - Industrial Safety *Credits - 3*
- IST 247 - Programmable Logic Controllers II *Credits - 3*
- IST 261 - Automated Material Handling *Credits - 3*
- IST 267 - Process Control and Instrumentation *Credits - 3*

Term 3 Total: 14

Total Credits: 40

## **Industrial Systems Technology: Maintenance (CPCC)**

Industrial and Engineering Systems

### **Intended Program Outcomes:**

This one-year career pathway certificate is intended to prepare students for entry-level employment in operations and maintenance in a variety of industrial settings. All classes successfully completed can be applied to the Industrial Systems Technology A.A.S. degree. Students who successfully complete this certificate will have demonstrated the ability to operate, maintain, and troubleshoot modern industrial equipment.

Skills in the following areas will be demonstrated:

- Maintenance of Bearings, Drives, and Motors
- Understanding of Programmable Logic Controllers
- Troubleshooting a variety of industrial Systems
- Safety in the workplace

All courses must be completed with a grade of C or better

Title IV- Not eligible for Federal aid

## Term 1

- IST 157 - Preventative Maintenance Management *Credits - 3*
- IST 109 - Introduction to Industrial Systems Technology *Credits - 2*
- IST 121 - Mechanical Drive Systems *Credits - 3*
- IST 141 - Electrical Fundamentals for non-Electricians *Credits - 3*
- IST 151 - Industrial Shop Practices *Credits - 3*

Term 1 Total: 17

## Term 2

- IST 112 - Rigging and Lifting *Credits - 3*
- IST 125 - Bearing and Lubrication Systems *Credits - 3*
- IST 147 - Programmable Logic Controllers I *Credits - 3*
- IST 162 - Industrial Hydraulic Systems *Credits - 3*
- IST 221 - Pumps and Valves *Credits - 3*

Term 2 Total: 14

## Term 3

- DRF 111 - Industrial Print Reading *Credits - 2*
- IST 131 - Industrial Safety *Credits - 3*
- IST 165 - Industrial Pneumatic Systems *Credits - 3*

Term 3 Total: 8

Total Credits: 37

## **Industrial Systems Technology: Welding (CPCC)**

Industrial and Engineering Systems

## **Intended Program Outcomes:**



This less than one-year career pathway certificate is intended to prepare students for entry-level jobs in welding in an industrial maintenance environment. This certificate documents the Welding focus area of the Mechatronics: Industrial Systems Technology A.A.S. degree. Students who successfully complete this certificate will have demonstrated the following:

- Ability to craft quality welds
- Awareness of safety
- Ability to interpret weld diagrams

All courses must be completed with a grade of C or better.

Title IV- Not eligible for Federal aid

## Term 1

- IST 109 - Introduction to Industrial Systems Technology *Credits - 2*
- IST 121 - Mechanical Drive Systems *Credits - 3*
- IST 141 - Electrical Fundamentals for non-Electricians *Credits - 3*
- IST 151 - Industrial Shop Practices *Credits - 3*
- IST 157 - Preventative Maintenance Management *Credits - 3*
- IST 162 - Industrial Hydraulic Systems *Credits - 3*

Term 1 Total: 17

## Term 2

- DRF 110 - Print Reading For Welders *Credits - 2*
- IST 147 - Programmable Logic Controllers I *Credits - 3*
- IST 225 - Data Center Operations and Engineering *Credits - 3*
- AGM 221 - Metals and Welding *Credits - 3*
- OR
- WLD 111 - Basic Gas and Arc Welding *Credits - 3*

Term 2 Total: 14

## Term 3

- DRF 111 - Industrial Print Reading *Credits - 2*
- IST 131 - Industrial Safety *Credits - 3*
- WLD 221 - TIG Welding *Credits - 3*

Term 3 Total: 8

Total Credits: 39

## **Math and Computer Science**

### **Software Development (CC)**

## **Intended Program Outcomes:**

This 12-credit-hour certificate of completion provides a year-long introduction to concepts, tools, and techniques used in software development. Students successfully completing the certificate will have the knowledge to pursue a potential AAS in Computer Science, a Bachelor's in Computer Science, or an internship/apprenticeship at an organization providing on-the-job training in the field.

Title IV- Not eligible for Federal aid

### **Program Curriculum**

#### **Term 1**

- CS 160 - Gentle Introduction to Programming *Credits - 4*

Term 1 Total: 4

#### **Term 2**

- CS 161 - Computer Science *Credits - 4*

Term 2 Total: 4

#### **Term 3**

- CS 162 - Computer Science *Credits - 4*

Term 3 Total: 4

Total Credits: 12

## **Medical Assisting**

### **Medical Assisting**

## **Intended Program Outcomes:**

The Medical Assisting program prepares students for a career as a Medical Assistant. Courses will combine cognitive learning and practice of psychomotor skills in classroom and laboratory settings. Clinical training through externships in local outpatient clinics and physician offices will allow students to observe and practice skills gained in the classroom and laboratory in actual healthcare settings. Medical Assistants are skilled professionals who have specific training to work in a physician's office or a clinic.

- Perform the clinical and clerical skills of an entry-level medical assistant.
- Apply knowledge of MAERB Core Curriculum by completing and passing the core competencies and AAMA certification examination.
- Demonstrate professional and effective therapeutic communication skills with all patients and co-workers.
- Define legal and ethical considerations pertaining to the medical assistant's scope of practice.
- Manage medical records in the physician's office by effectively navigation electronic health record software.

## Program Curriculum

### Term 1

- BI 112 - Cell Biology for Health Occupations *Credits - 4*
- BT 251 - Medical Terminology *Credits - 3*
- BT 256 - Electronic Health Records *Credits - 3*
- BT 257 - Medical Office Procedures *Credits - 4*

Term 1 Total: 14

### Term 2

- BI 130 - Survey of Anatomy and Physiology *Credits- 5*
- BT 252 - Medical Terminology *Credits - 3*
- BT 259 - Medical Billing and Coding *Credits - 4*
- MTH 062 - Quantitative Literacy I *Credits - 4 (or higher)*

Term 2 Total: 16

### Term 3

- BT 258 - Medical Insurance Procedures and Coding *Credits - 3*
- COM 100 - Human Communication *Credits - 4*
- MA 209 - Medical Assisting Externship *Credits - 3*
- MA 210 - Fundamentals of Medical Assisting *6*

Term 3 Total: 16

### Term 4

- MA 211 - Medical Assisting Practicum *Credits - 8*

Term 4 Total: 8

Total Credits: 54

## **Nursing**

## Nursing (AAS)

Health Services

**(Limited-Entry Program)**

### Intended Program Outcomes:

This two-year AAS degree in nursing will prepare the student for eligibility for the national licensing examination and licensure as a registered nurse and to be effective in the workplace in the following areas:

- Base personal and professional actions on a set of shared core nursing values, including social justice, caring, advocacy, protection from harm, respect for self and others, collegiality, and ethical behavior; notice, interpret, respond and reflect on ethical dilemmas using ethical principles and frameworks as a guideline.
- Develop insight through reflection, self-analysis, and self-care.
- Engage in intentional learning, developing self-awareness of learning and effects on client care, seeking new, relevant knowledge and skills.
- Demonstrate leadership in nursing and health care to meet client needs, improve the health care system, and facilitate community problem solving.
- Collaborate as part of a health care team, receiving, using and giving constructive feedback.
- Practice within, utilize, and contribute to the broader health care system.
- Practice relationship-centered care, based on empathy and caring, deep understanding of the care experience, and mutual trust and respect for the autonomy of the client.
- Communicate effectively and therapeutically, with attention to elements of cultural influences, and using appropriate modalities and technologies.
- Make sound clinical judgments through noticing, interpreting and responding, using best available evidence, frameworks and systems to organize data and knowledge; accurately perform skills while maintaining patient and personal safety.
- Locate, evaluate, and use the best available evidence.

Registered nurses (RNs) use their knowledge, skills, and problem-solving abilities to help individuals, families, and groups with health needs. RNs care for 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, long-term care, schools, industry, clinics, and patients' homes.

#### About the Program

BMCC is a member of the Oregon Consortium for Nursing Education (OCNE) and offers a competency-based curriculum jointly developed by nursing faculties from the OCNE member community colleges and Oregon Health and Science University (OHSU). The core competencies address the need for nurses to be skilled in clinical judgment and critical thinking; evidence-based practice; relationship-centered care; interdisciplinary collaboration; assisting individuals and families in self-care practices for promotion of health and management of chronic and acute illness; end-of-life care; and teaching, delegation, leadership and supervision of caregivers.

Acceptance to the program allows for co-admission to BMCC and OHSU nursing programs. The program may be completed with four years of full-time study, with the first year devoted to prerequisite/preparatory courses required for admission to the limited entry nursing program. The completion of the prerequisite and preparatory courses may take longer than one academic year. Successful completion of the second and third years leads to an Associate of Applied Science (AAS) Nursing degree offered by BMCC. Completion of the AAS degree at BMCC provides the educational eligibility for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The OCNE curriculum continues for at least three additional terms leading to a Bachelor of Science (BS) degree with a major in Nursing offered by OHSU. See the BMCC Nursing Sample Program of Study at <http://www.bluecc.edu/nursing>.

As an OCNE partner graduate, students who complete the AAS degree at BMCC can seamlessly transition to the OHSU School of Nursing for the final year of nursing coursework to receive the Bachelor of Science (BS) with a major in nursing degree. There are two delivery options-in person or online. The OHSU RNBS Completion in-person option requires transition within the first year after graduating with an AAS and is available full-time (three terms) on the Portland Campus only. The OHSU RNBS Completion Online option is available to all associate degree graduates and can be completed full-time (three terms) or part-time (6 terms). Information on baccalaureate completion can be found at <https://www.ohsu.edu/school-of-nursing/admissions-requirements-and-application-instructions>.

The nursing program is fully approved by the Oregon State Board of Nursing.

### **Entry Requirements**

As part of their training, students must begin with the courses within their skill levels as determined by placement test scores. In addition, students may also be required to enroll in classes that would increase their success.

Program admission occurs once per year. The deadline for fall term 2022 admission and submission of program application materials is February 15, 2022, or the first business day thereafter. BI 231, Anatomy and Physiology I, and MTH 95, Intermediate Algebra, must be completed by the end of fall term, 2021. Applicants must complete a minimum of 30 prerequisite credits by the end of fall term, 2021 in order to be eligible to apply for admission to our 2022-2024 program. All prerequisite/preparatory courses must have been taken with a letter grade and completed with a "C" or better. Consortium partner schools use a shared point system and a set of core criteria for evaluation and selection of candidates to the consortium curriculum, but selection processes, acceptance decisions, and admissions occur at individual schools. Application to the nursing program requires a minimum GPA of 3.0 for all completed prerequisite/preparatory courses. Contact the Registrar or see BMCC's nursing program website for information regarding the application and selection process.

If an applicant has taken an equivalent course elsewhere which has a course number, title, or credit hour different from the BMCC course, the applicant must contact BMCC's Registrar's office for a transcript evaluation as far in advance of the application deadline as possible. To be admitted into nursing courses, students must complete all required prerequisite and preparatory courses and be accepted into the nursing program.

Accepted students must comply with Administrative Requirements for Health Profession Student Clinical Training (OAR 409-030-0100 to 409-030-0250) prior to clinical placement. BMCC contracts with American DataBank to manage required documentation. Information is available on the nursing program's website and is provided to students before fall nursing classes begin.

Students should understand that although co-admitted to the OHSU School of Nursing, those who choose to transition from the BMCC Nursing Program to OHSU will have to undergo a criminal background check for OHSU at the time of transition and ability to enroll in OHSU courses may be negatively impacted by any criminal history in their background.

Internet and email access are integral parts of all nursing courses and access to a computer will be required on a daily basis. Nursing students attend classes at the BMCC campus in Pendleton and clinical practica in northeastern Oregon and need reliable transportation.

### **Graduation Requirements**

These requirements apply only to nursing students admitted to the program during the 2022-2023 academic year. The program of study, graduation requirements, and courses are under constant review and are subject to revision. Students contemplating admission in a later year may have different requirements and must obtain the advising guide or catalog for that year. If required courses are graded only on a pass/no pass basis, a grade of "P" for these courses indicates a student earned a "C" or better grade.

Students must complete all courses on this advising guide with a grade of "C" or better to continue in and complete the program, receive their degrees, and meet the educational requirements to apply to take the NCLEX-RN. The OSBN screens all applicants for licensure and may deny licensure to or place on probation applicants with convictions for certain crimes.

### **Prerequisites/Required Preparatory Courses**

- BI 112 - Cell Biology for Health Occupations *Credits - 4*<sup>1</sup>
- BI 231 - Human Anatomy and Physiology *Credits - 4*<sup>2</sup>
- BI 232 - Human Anatomy and Physiology *Credits - 4*
- BI 233 - Human Anatomy and Physiology *Credits - 4*
- BI 234 - Microbiology *Credits - 4*
- MTH 095 - Intermediate Algebra *Credits - 5*<sup>3</sup> (or higher)
- FN 225 - Nutrition *Credits - 4*
- PSY 201 - General Psychology *Credits - 4*<sup>4</sup>  
Social Science Elective Credits - 4<sup>5</sup>
- PSY 237 - Human Development *Credits - 4*
- WR 121 - English Composition *Credits - 4*<sup>6</sup>
- WR 122 - English Composition *Credits - 4*  
OR
- WR 227 - Technical Report Writing *Credits - 4*

Note:

**All prerequisite/preparatory credits to be completed before admission to nursing courses, minimum of: 48**

## Program Curriculum

### First-Year Nursing Course Requirements

#### Fall Term

- NRS 110 - Foundations of Nursing -Health Promotion *Credits - 9*
- NRS 232 - Pathophysiological Processes I *Credits - 3*

Total credits-1st Fall Term: 12

#### Winter Term

- NRS 111 - Foundations of Nursing in Chronic Illness I *Credits - 6*
- NRS 230 - Clinical Pharmacology I *Credits - 3*
- NRS 233 - Pathophysiological Processes II *Credits - 3*

Total credits-1st Winter Term: 12

#### Spring Term

- NRS 112 - Foundations of Nursing in Acute Care I *Credits - 6*
- NRS 231 - Clinical Pharmacology II *Credits - 3*

Total credits-1st Spring Term: 9

### Second-Year Nursing Course Requirements

## Fall Term

- NRS 221 - Foundations of Nursing in Chronic Illness II/End of Life *Credits - 9*

Total credits-2nd Fall Term: 9

## Winter Term

- NRS 222 - Foundations of Nursing in Acute Care II/End of Life *Credits - 9*

Total credits-2nd Winter Term: 9

## Spring Term

- NRS 224 - Scope of Practice/Integrated Practicum *Credits - 9*

Total credits-2nd Spring Term: 9

## Note:

<sup>1</sup>A genetics course or genetics module within a course is required. BI 112 is highly recommended. BI 112, *or* BI 101, *or* BI 149, *or* BI 211 meet this requirement.

<sup>2</sup> BI 112 is a prerequisite to BI 231, BI 232, and BI 233. The courses within the human anatomy and physiology sequence (BI 231, BI 232, and BI 233) may be taken in any order. Course(s) including cell biology, histology, and chemistry may substitute for BI 112 (BI 211). Enrollment is also possible with an Instructor Override form if you have taken a combination of BI101 + CH104 or higher. BI231 must be completed by the end of fall term 2020 for fall 2021 admission.

<sup>3</sup> MTH 95 or higher must be completed by the end of fall term, 2020, for fall 2021 admission. Competency may be demonstrated by a math placement test or by successful completion of Math 95 or other course that leads to statistics. MTH 95, MTH98, MTH105, MTH 111, MTH112 or MTH 243 are acceptable courses. For students demonstrating MTH95 competency through a placement test, student may take 0-5 elective credits (100 or 200 level) if needed to satisfy the 45 credit minimum prerequisite requirements.

<sup>4</sup> PSY 201 is a prerequisite to PSY 237.

<sup>5</sup> A minimum of nine credits total of social sciences (inclusive of PSY201 and PSY237) are required.

<sup>6</sup>Writing series must include a research component: WR 121, WR 122, & WR 123 (or WR 227) at 3 credits each, or WR 121, WR 122 (or WR 227) at 4 credits each. If WR 121 and WR 122 at 3 credits each are completed, WR 227 may be taken during the first year in the program to complete the series (completing the series prior to program entry is *highly recommended* due to scheduling concerns). Completion of a Bachelor's degree at an English-speaking accredited college or university is considered equivalent to completion of the writing series.

Students who plan to transition to OHSU must be aware that to earn the bachelor's degree from OHSU, they must have two years of the same high school-level language, or two terms of college-level language, or pass a language proficiency examination. College-level foreign language (including American Sign Language) credits count toward degree requirements. A minimum of 9 credits of humanities is required for the OHSU degree. Students planning to transition to OHSU must have 132 credits of prerequisite and program required courses by the completion of the AAS degree in order to meet the 180 credit requirement by the completion of the Bachelor's Degree with a major in Nursing from OHSU. Students planning to earn a

bachelor's degree are encouraged to complete MTH243 Probability and Statistics soon after the prerequisite math course.

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of age, race, gender, marital status, religion, sexual preference, national origin, or disability in any educational programs, activities or employment.

**Total Nursing Credits: 60**

**Total Prerequisite Credits: 48**

**Total Credits Required for AAS Nursing: 108**

## **Science**

## **Social Science**

## **Unmanned Aircraft Systems**

## **UAS Professional Pilot**

## **Intended Program Outcomes:**

Unmanned Aerial Systems (UAS) are being used by many industries to more efficiently collect data and improve operational safety. From herding livestock to aiding law enforcement to inspecting critical infrastructure in the energy industry, UAS are expanding into nearly every major commercial sector. This program is designed to fill the rapidly growing UAS industry with professional UAS workforce personnel who operate on par with manned aviation organizations. Students who have earned this training certificate will gain the necessary knowledge in UAS airframes and aerodynamics, system designs and components, autopilot programming and fundamentals, sensors and payload operations, how to operate in National Airspace for UAS operations, and FAA UAS Regulations. Courses are designed and taught by industry professionals with decades of experience in UAS operations. Curriculum includes both classroom instruction and hands-on experience with Piccolo autopilot software and UAS.

- Monitor, interpret and plan UAS missions around weather
- Understand the principles of aerodynamics and flight
- Proficiency with pre/post-flight operations and in-flight procedures
- Understand Federal Aviation Administration Regulations that apply to Unmanned Aircraft Systems
- Proper procedures for operation within the National Airspace
- Operational knowledge of various Autopilots and user interface across UAS
- Assess the proper sensor for industry requirements

Title IV- Not eligible for Federal aid

## **Program Curriculum**



## Term 1

- 009 .620 - UAS History *Credits - 0 Contact Hours - 2*
- 009 .621 - UAS Weather *Credits - 0 Contact Hours - 7*
- 009 .622 - UAS Airframes and Aerodynamics *Credits - 0 Contact Hours - 4*
- 009 .623 - National Airspace for UAS Operations *Credits - 0 Contact Hours - 7*
- 009 .624 - UAS System Designs and Components *Credits - 0 Contact Hours - 7*
- 009 .625 - UAS Autopilot Programming and Fundamentals *Credits - 0 Contact Hours - 8*
- 009 .626 - UAS Sensors and Payload Operations *Credits - 0 Contact Hours - 4*
- 009 .627 - UAS Simulator Applications and Operations *Credits - 0 Contact Hours - 14*
- 009 .628 - UAS FFA Regulations *Credits - 0 Contact Hours - 7*

Term 1 Total: 60 Contact Hours

Total Hours: 60

## Veterinary Studies

### Veterinary Assistant (CC)

Agriculture, Food and Natural Resources

### Intended Program Outcomes:

This one year certificate in Vet Assisting will prepare the student concerned with working in a veterinarian's practice. Skills developed will include:

- Industry-related employment skills
- Customer-Patient relations
- Animal science (care, health, nutrition, overview)
- Food Animal restraint techniques
- Veterinary technology equipment (use, maintenance, sterilization)
- Vet Assistant skills including office, lab and surgery
- General Education skills in computation, communication and science

The Veterinary Assistant is a 1-year certificate program designed for those who want to work in a veterinarian's practice. The curriculum includes 3 courses in veterinary assistant technologies and a cooperative work experience component of 33 hours in the veterinarian's practice. Students will have hands-on instruction in veterinary office procedures, exam room management, animal vitals, care, and restraint.

## Program Curriculum

### Term 1

- VT 109 - Introduction to Veterinary Science *Credits - 2*

- AGR 111 - Agriculture Computers *Credits - 3*
- MTH 070 - Elementary Algebra *Credits - 5 (or higher)*
- BI 101 - General Biology *Credits - 4*

Term 1 Total: 14

Term 2

- VT 110 - Fundamentals of Veterinary Assistant I *Credits - 3*
- ANS 211 - Animal Nutrition *Credits - 4*
- ANS 121 - Animal Science *Credits - 4*
- CH 104 - Introductory Chemistry *Credits - 5*
- WR 065 - Introduction to Technical Writing *Credits - 3*
- OR
- WR 227 - Technical Report Writing *Credits - 4*

Term 2 Total: 19

Term 3

- VT 111 - Fundamentals of Veterinary Assistant II *Credits - 3*
- ANS 240 - Animal Health *Credits - 5*
- ANS 122 - Animal Science *Credits - 3*
- AGR 280 - Cooperative Work Experience *Credits - 1-8*

Term 3 Total: 13

Total Credits: 46

## **Pre-Veterinary Technician Preparation**

Veterinary Studies

If you enjoy working with animals and people consider following your passions by enrolling in Pre-Veterinary Technology. Begin your studies by completing 26-27 credits with Blue Mountain Community College, then apply for admissions to Colby Community College's Distance Learning Veterinary Technology program, which can be completed entirely online. For information about Colby Community College, see <http://www.colbycc.edu/academics/associate-of-applied-science/veterinary-technician/index.html>

## **Intended Program Outcomes:**

After completing pre-vet tech course work, the student will:

- Be prepared to apply for admission into Colby Community College Distance Learning Veterinary Technician Program.

**Required pre-requisite courses and equivalencies:**

<b>Blue Mountain Community College</b>	<b>Colby Community College</b>
ANS 121 Animal Science I (3 credits)	AG149 Animal Science (3 credits)
BI 101 General Biology (4 credits)	BIO1090 Concepts in Biology (4 credits)
BT 251 Medical Terminology (3 credits)	BHS1390 Medical Terminology (2 credits)
CH 104 Introduction to Chemistry (5 credits) or CH 110 Chemistry Foundations (5 credits)	CHM1110 Introductory General Chemistry (4 credits)
COM 111 Public Speaking (4 credits)	COM2110 Public Speaking (3 credits)
WR 121 English Composition (4 credits)	COM1110 English Composition (3 credits)

**Students must also complete one of the following to fulfill the social/behavioral science elective requirement:**

Blue Mountain Community College	Colby Community College
PSY 201 General Psychology (4 credits)	PSY1010 General Psychology (3 credits)
EC 201 Micro Economics (4 credits)	ECN1430 Micro Economics (3 credits)
EC 202 Macro Economics (4 credits)	ECN1410 Macro Economics (3 credits)

Note: AGR 280 Co-op Work Experience Vet Assistant (3 credits) fulfills the pre-requisite of observation work.

For more information please contact Danielle Wallace at [dwallace@bluecc.edu](mailto:dwallace@bluecc.edu) or (541) 278-5781.

## **Welding**

### **Welding Certificate (CC)**

Industrial and Engineering Systems

### **Intended Program Outcomes:**

This 12-credit-hour certificate of completion program is designed to prepare students for entry-level jobs in welding and related trades and to prepare students to pursue a certificate of completion or A.A.S. degree in welding technology from another educational institution. The program consists of the following courses:

Title IV- Not eligible for Federal aid

### **Program Curriculum**

### **Term**

- WLD 253 - Welding Practices for Certification *Credits - 3*
- WLD 112 - Advanced Arc Welding *Credits - 3*
  
- AGM 221 - Metals and Welding *Credits - 3*  
OR
- WLD 111 - Basic Gas and Arc Welding *Credits - 3*
  
- WLD 256 - Pipe Welding for Certification *Credits - 3*  
OR
- WLD 221 - TIG Welding *Credits - 3*

Total Credits: 12

## Other Programs

### Associate of Arts Oregon Transfer (AAOT)

**Associate of Arts Oregon Transfer (A.A.O.T)** degree, is a non-designated block transfer degree designed for the student who intends to transfer to a four-year college or university within the Oregon University System (OUS).

Students transferring under this agreement will have junior status for registration purposes. Course, class standing or GPA, and requirements for specific majors, departments or schools are not necessarily satisfied by an AAOT degree.

All courses should be aligned with the student's intended program of study and the degree requirements of the baccalaureate institution to which the student plans to transfer. A student is encouraged to work with an advisor in the selection of courses.

The Associate of Arts Oregon Transfer degree is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements
2. Associate of Arts Oregon Transfer Requirements:

A total of 90 credits are required for this degree. All courses must be completed with a grade of "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the AAOT is awarded.

### Foundational Requirements:

Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)

### Writing:

A student must have at least 8 credits of Writing;

- WR 121 - English Composition *Credits - 4* and either
- WR 122 - English Composition *Credits - 4*  
Or
- WR 227 - Technical Report Writing *Credits - 4*
  
- WR 123 may be used to complete the 8 credits.

### Oral Communication:

- COM 111 - Public Speaking *Credits* - 4

## Math:

Complete a minimum of four credits in:

- MTH 105 - Math in Society *Credits* - 5 or higher.

## Health/Wellness:

One or more courses totaling at least three credits from Health/Wellness .

## Discipline Studies:

(Courses must be at least 3 credits)

## Arts and Letters:

Complete at least 3 courses chosen from at least two disciplines in this area

## Social Science:

Complete at least 4 courses chosen from at least two disciplines in this area

## Science/Math/Computer Science:

Complete at least 4 courses from at least two disciplines in Lab Science / Non-Lab Science / Mathematics / Computer Science, including 3 laboratory courses in biological and/or physical science.

## Cultural Literacy:

Complete at least 1 course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List). This course can be one of the 11 required Discipline Studies courses.

## Elective Credit:

Complete 100 or 200 level lower division collegiate courses to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. A maximum of 12 credits of Career and Technical Education courses, as designated by BMCC, may be applied to this degree.

## Associate of General Studies (AGS)

Associate of General Studies (A.G.S.), a non-designated two-year degree that consists of both career and technical education (CTE) courses and college-transfer courses.

A total of 90 credits are required for this degree. All courses must be completed with a grade of "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the AAOT is awarded.

The Associate of General Studies degree is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements
2. Associate of General Studies Degree Requirements:

### Foundational Requirements:

Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)

### Writing:

- WR 121 - English Composition *Credits - 4*

### Communication:

- COM 100 - Human Communication *Credits - 4*
- COM 111 - Public Speaking *Credits - 4*

### Math:

Complete one of the following:

- MTH 042 - Technical Mathematics *Credits - 4*
- MTH 070 - Elementary Algebra *Credits - 5*
- BA 104 - Business Mathematics *Credits - 4*

### Discipline Studies:

(courses must be at least 3 credits)

### Arts and Letters:

Complete at least 2 courses chosen from Arts & Letters (Humanities).

### Social Science:

Complete at least 2 courses chosen from Social Science.

### Lab Science:

Complete at least 1 course from Lab Science

### Elective Credit:

Complete 100 or 200 level lower division collegiate courses to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits.

## Associate of Science Oregon Transfer/Business (ASOT/Bus)

Associate of Science Oregon Transfer/Business (ASOT-BUS.) degree has business-focused lower division general education requirements accepted by any institution in the Oregon University system (OUS), and electives tailored for requirements at each intended transfer institution. Students transferring with this degree will have junior standing for registration purposes.

The ASOT-Business degree does not guarantee admission to an OUS institution, or admission to a competitive business major, or junior standing in a major. Course, class-standing, or GPA requirements for specific majors, departments, or schools are not necessarily satisfied by an ASOT-Business degree.

Students are strongly encouraged to work with an academic advisor to select degree requirement courses that align with requirements at an intended transfer institution. Each student must contact the specific OUS business school/program early in the first year of an ASOT-Business degree to be advised about additional requirements and procedures for admission consideration to the OUS institution and the Business school/program.

The ASOT/Bus is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements
2. Associate of Science Oregon Transfer/ Business Degree Requirements:

A minimum number of 90 credits is required for this degree. All courses must be passed with a grade of "C" or better or P grade.

Students must have a minimum cumulative GPA of 2.0 at the time the ASOT-Business is awarded.

### Foundational Requirements:

Courses must be a minimum of 3 credits

### Writing:

A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.

- WR 121 - English Composition *Credits - 4*
- WR 122 - English Composition *Credits - 4*  
OR
- WR 227 - Technical Report Writing *Credits - 4*

### Oral Communication:

- COM 111 - Public Speaking *Credits - 4*

### Math:

Complete at least 3 courses for which MTH 095 is a prerequisite to include MTH 243.

### Computer Applications:

- BA 131 - Introduction to Business Computing *Credits - 4*

## Discipline Studies:

(courses must be at least 3 credits)

## Arts and Letters:

Complete at least 3 courses chosen from at least two disciplines in this area.

## Social Science:

Complete at least 4 courses chosen from at least two disciplines in this area to include EC201 and EC202.

- EC 201 - Principles of Microeconomic Theory with Applications *Credits - 4*
- EC 202 - Principles of Macroeconomic Theory with Applications *Credits - 4*

## Science:

Complete at least 4 courses chosen from at least two disciplines including at least 3 laboratory courses in biological and/or physical science.

## Cultural Literacy:

- COM 115 - Intercultural Communication *Credits - 4*

## Business Courses:

- BA 101 - Introduction to Business *Credits - 4*
- BA 206 - Principles of Management *Credits - 4*
- BA 211 - Principles of Accounting *Credits - 4*
- BA 213 - Principles of Accounting *Credits - 4*
- BA 226 - Business Law *Credits - 4* (or other advisor approved Business course elective)

## Elective Credit:

If additional credits are needed to meet the minimum of 90 credits for this degree, all 100 or 200 level lower division collegiate course will meet this requirement.

## Associate of Science Oregon Transfer/Computer Science (ASOT/CS)

Associate of Science Oregon Transfer/Computer Science (ASPT/CS.) degree will prepare students to transfer to an Oregon public university. Computer Science (CS) is the study of programs, data, computing machinery, and how these interact. Majors in computer science are offered at EOU, OSU, OIT, PSU, SOU, UO, and WOU in Oregon. Be aware that the core CS curriculum and major options vary at the above-listed schools. Consult with a BMCC faculty adviser before beginning your first term at BMCC as a CS transfer major.

The ASOT/CS is awarded to students who meet the following:

1. Associate Degree Comprehensive Requirements



2. Associate of Science Oregon Transfer/ Computer Science Degree Requirements:

A total of 90 credits are required for this degree. 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 the ASOT/CS is awarded.

### Foundational Requirements:

Courses must be a minimum of 3 credits (except for Health/Wellness courses, which may be any number of credits)

### Writing:

A student must have at least 8 credits of Writing; WR123 may be used to complete the 8 credits.

- WR 121 - English Composition *Credits - 4*
- WR 122 - English Composition *Credits - 4*  
OR
- WR 227 - Technical Report Writing *Credits - 4*

### Oral Communication:

- COM 111 - Public Speaking *Credits - 4*

### Math:

- MTH 251 - Calculus *Credits - 4*
- MTH 252 - Calculus *Credits - 4*

### Health/Wellness:

One or more courses totaling at least three credits from Health/Wellness .

### Discipline Studies:

(courses must be at least 3 credits)

### Arts and Letters:

Complete at least 3 courses chosen from at least two disciplines in this area

### Social Science:

Complete at least 4 courses chosen from at least two disciplines in this area

### Science/Math/Computer Science:

Complete at least 3 laboratory courses in biological and/or physical science

## Cultural Literacy:

Complete at least 1 course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy (as indicated on the General Education/Discipline Studies List). This course **cannot** be one of the 11 required Discipline Studies courses. Course must have been completed summer term 2010 or later.

## Computer Science:

- CS 160 - Gentle Introduction to Programming *Credits - 4*
- CS 161 - Computer Science *Credits - 4*
- CS 162 - Computer Science *Credits - 4*
- CS 260 - Data Structures *Credits - 4*

## Elective Credit:

Complete 100 or 200 level lower division collegiate courses to meet the overall requirement of 90 credits for this degree. Elective courses may be any number of credits. A maximum of 12 credits of Career and Technical Education courses, as designated by BMCC, may be applied to this degree with the exception of BA 104 and BA 105.

## Professional Truck Driver

### *Industrial and Engineering Systems*

#### **Intended Program Outcomes:**

This Limited entry one year program will prepare the student with the knowledge and hands on experience necessary to be employable as an entry level tractor-trailer driver. Upon completion of this program students will:

- Have the knowledge and skills necessary to pass the State/Federal Class A, Commercial Driver's License Road test.
- Be appropriately proficient in communication skills (writing, presentation techniques)
- Have the necessary skills for effective customer service.

Title IV- Not eligible for Federal aid

## Program Curriculum

- TTL 101 - Introduction to Transportation & Logistics *Credits - 4*
- TTL 121 - Practical Application in Transport & Logistics *Credits - 6*
- TTL 141 - Transportation Customer Service Skills *Credits - 3*
- TTL 280 - CWE: Transportation *Credits - 6*

Total Credits: 19

## OER Course List

These are designated courses as free or low cost resource requirements.

## OER

- ANTH 103 - Introduction to Cultural Anthropology *Credits - 4*
- BA 101 - Introduction to Business *Credits - 4*
- BA 111 - Basic Accounting *Credits - 4*
- BA 116 - Bookkeeping Practice *Credits - 2*
- BA 131 - Introduction to Business Computing *Credits - 4*
- BA 206 - Principles of Management *Credits - 4*
- BA 211 - Principles of Accounting *Credits - 4*
- BA 212 - Principles of Accounting *Credits - 4*
- BA 213 - Principles of Accounting *Credits - 4*
- BA 223 - Principles of Marketing *Credits - 4*
- BA 277 - Business Ethics *Credits - 3*
- BA 280 - Cooperative Work Experience *Credits - 1-8*
- BA 284 - Pre-Employment Seminar *Credits - 2*
- BI 101 - General Biology *Credits - 4*
- BI 112 - Cell Biology for Health Occupations *Credits - 4*
- BT 116 - Professional Office Procedures *Credits - 4*
- BT 124 - Keyboarding for Speed & Accuracy *Credits - 1*
- BT 140 - Business Document Editing *Credits - 3*
- BT 220 - Calculating Machines *Credits - 1*
- COM 111 - Public Speaking *Credits - 4*
- COM 115 - Intercultural Communication *Credits - 4*
- CS 120 - Concepts of Computing *Credits - 4*
- G 105 - Introduction to Geology: Pacific Northwest Geology *Credits - 4*
- GEOG 120 - World/Regional Geography *Credits - 4*
- HST 201 - History of the United States *Credits - 4*
- HST 202 - History of the United States *Credits - 4*
- HST 203 - History of the United States *Credits - 4*
- LD 110 - Your Professional Development Plan *Credits - 1*
- LD 130 - Building a Team *Credits - 1*
- LD 131 - Leading and Motivating a Team *Credits -1*
- LD 132 - Team Processes *Credits - 1*
- LD 133 - Workplace Culture *Credits - 1*
- LD 150 - Cultivating Self-Care *Credits - 1*
- LD 190 - Your Financial IQ *Credits - 1*
- LD 211 - Ethics in Action *Credits - 1*
- LD 212 - Preparing for Presentations *Credits - 1*
- LD 215 - Emotional Intelligence *Credits - 2*
- LD 225 - Social Intelligence *Credits - 2*
- LD 262 - Public Sector Leadership *Credits - 3*
- LD 263 - Serving in the Public Sector *Credits - 3*
- LD 288 - Practicing Leadership Through Service Learning *Credits - 1*
- MTH 025 - Pre-Algebra *Credits - 4*
- MTH 070 - Elementary Algebra *Credits - 5*
- MTH 095 - Intermediate Algebra *Credits - 5*
- MTH 111 - College Algebra *Credits - 5*
- MTH 112 - Elementary Functions *Credits - 5*
- MTH 243 - Introduction to Probability and Statistics *Credits - 4*

- SOC 204 - General Sociology: Sociology in Everyday Life *Credits - 4*
- SOC 205 - General Sociology/Institutions and Social Change *Credits - 4*

## Course Numbers, Credits, Descriptions

### Course Numbers

Generally, courses with letter prefixes apply toward degrees and certificates, and courses with 100 and 200 numbers are college transfer courses; those numbered 200 to 299 are considered sophomore-level courses. Be sure to check the degree requirements for the certificate or degree you are seeking to ensure that the course you are taking will be counted.

### Course Credits

In order to earn an associate's degree in two years, students should enroll for an average of 16 college-level credits in fall, winter, and spring terms. If college preparatory courses are required, the number of credits each term would increase accordingly. Curriculum and program requirements described in this catalog provide more information on the program or degree of your choice.

Students participating in intercollegiate athletics, must complete and pass at least 12 credit hours each term for eligibility purposes. Students are encouraged to visit with BMCC's athletic director and/or our coaches for detailed eligibility requirements.

### Reading Course Descriptions

Courses offered at BMCC are listed in this section of the catalog. Not every course is offered every term. Use the schedule of classes to determine quarterly course offerings. Students who plan to transfer should consult with their program advisor to ensure course transferability.

## HOW TO READ A COURSE DESCRIPTION

Courses are grouped by area of study and listed alphabetically by letter prefix and course number. Courses numbered 100 and above are designed for transfer to other colleges for degree credit.

Course Number and Title	Letters and numbers along with the title of the course. Example: AGM131 Agricultural Safety
Course Description	Briefly summarizes course content
Credits, Lecture, Lab	The number of credits earned by taking the course is noted. Each lecture credit corresponds to one hour of instruction per week. Each lab credit equals 3 hours per week. Each other credit generally refers to 2 hours of class time per credit.
Prerequisite	Prerequisites are listed below course descriptions. A prerequisite is a course that must be completed before enrolling in the selected course. It is important to note prerequisites before registering.
Corequisite	Corequisite is a course that should be completed either before or while attending the selected course.

## **Course Designations:**

- [Click here for Arts & Letters \(Humanities\) Courses](#)
- [Click here for Social Science Courses](#)
- [Click here for Computer Science Courses](#)
- [Click here for Mathematics Courses](#)
- [Click here for Non-Lab Science Courses](#)
- [Click here for Lab Science Courses](#)
- [Click here for Health/Wellness Courses](#)
- [Click here for Cultural Literacy Courses](#)
- [Click here for General Elective Course List](#)
- [Click here for Career and Technical Course List](#)
- [Click here for Human Relations Courses](#)

## **Non-Designated Courses**

Courses numbered 100 and above listed in this section of the catalog that have not received a designation mark as outlined above may or may not meet degree requirements or be transferable to other institutions. Questions regarding transferability of courses should be directed to the Academic Advisor, Director of Enrollment Management, or Executive Vice President of Instruction and Student Success.

## **Non-Transfer Courses**

Courses with numerical designations less than 100 are not transferable to four-year institutions.

## **Progression Charts**

Math Progression Chart - [Click here](#)

Writing Progression Chart - [Click here](#)

**AGM 131 - Agriculture Safety**

**AGM 140 - Agriculture Engines**

**AGM 211 - Agriculture Construction and Surveying**

**AGM 221 - Metals and Welding**

**AGM 240 - Tractors**

**AGM 241 - Agriculture Machinery**

**AGM 250 - Irrigation Systems Design**

**AGM 251 - Irrigation Systems**

**AGR 101 - Agriculture Orientation**

**AGR 111 - Agriculture Computers**

**AGR 200 - Pre-Employment Seminar**

**AGR 210 - Agriculture Accounting**

**AGR 211 - Agriculture Business Management**

**AGR 221 - Agriculture Marketing**

**AGR 226 - Agriculture Issues**

**AGR 280 - Cooperative Work Experience**

**AGR 296 - Production Problems**

**ANS 121 - Animal Science**

**ANS 122 - Animal Science**

**ANS 198 - Special Studies**

**ANS 201 - Introduction to Equine Science**

**ANS 211 - Animal Nutrition**

**ANS 212 - Animal Nutrition Recitation**

**ANS 216 - Pregnancy Testing/Bovine**

**ANS 217 - Artificial Insemination**

**ANS 218 - Advanced Artificial Insemination**

**ANS 220 - Beef Production**

**ANS 222 - Sheep and Swine Production**

**ANS 231 - Livestock Evaluation**

**ANS 232 - Live Meat Animal Evaluation**

**ANS 233 - Livestock Evaluation/Oral Reasons**

**ANS 240 - Animal Health**

**ANS 261 - Introduction to Meat Science**

**ANS 262 - Introduction to Meat Processing**

**CSS 100 - Soils and Fertilizers**

**CSS 101 - Introduction to Precision Irrigated Agriculture**

**CSS 109 - Introduction to Precision Agriculture**

**CSS 120 - Irrigated Crops**

**CSS 122 - Irrigated Crops**

**CSS 201 - Principles of Crop Science**

**CSS 210 - Forage Crops**

**CSS 220 - Geospatial Data Collection**

**CSS 221 - Agricultural Spatial Analysis**

**CSS 230 - Precision Irrigation Software**

**CSS 240 - Pest Management**

**CSS 241 - Integrated Pest Management**

**HORT 100 - Plant Science**

**HORT 111 - Alternative Crop Production**

**RNG 241 - Range Management**

**UAS 110 - Introduction to Unmanned Aerial Systems**

**UAS 211 - Introduction to Remote Sensing**

**VT 101 - Introduction to Veterinary Technology**

**VT 102 - Nursing and Restraint**

**VT 103 - Animal Health Record Systems**

**VT 105 - Anatomy and Physiology I**

**VT 106 - Anatomy and Physiology II**

**VT 109 - Introduction to Veterinary Science**

**VT 110 - Fundamentals of Veterinary Assistant I**

**VT 111 - Fundamentals of Veterinary Assistant II**

**VT 120 - Clinical Lab Procedures I**

**VT 121 - Clinical Lab Procedures II**

**VT 201 - Anesthesiology**

**VT 202 - Veterinary Surgical Assisting**

**VT 204 - Applied Radiology**

**VT 205 - Pharmacology**

**VT 210 - Small Animal Disease**

**VT 211 - Large Animal Disease**

**VT 280 - Cooperative Work Experience**

**APR 110A - Plumbing Apprenticeship Fundamentals**

**APR 110B - Plumbing Apprenticeship Math and Basic Installation**

**APR 110C - Plumbing Apprenticeship Print Reading**

**APR 110D - Plumbing Apprenticeship Basic Installation**

**APR 110E - Plumbing Apprenticeship Occupancy**

**APR 110F - Plumbing Apprenticeship Advanced Waste System**

**APR 111A - LMPE Apprenticeship Fundamentals**

**APR 111B - LMPE Apprenticeship AC/DC Circuits**

**APR 111C - LMPE Apprenticeship Measurement**

**APR 111D - LMPE Apprenticeship Theory**

**APR 111E - LMPE Apprenticeship Wiring and Print Reading**

**APR 111F - LMPE Apprenticeship Installation**

**APR 112A - Inside Electrical Apprenticeship Fundamentals**



**APR 112B - Inside Electrician Apprenticeship AC/DC Circuits**

**APR 112C - Inside Electrical Apprenticeship Measurement**

**APR 112D - Inside Electrical Apprenticeship Theory**

**APR 112E - Inside Electrical Apprenticeship Wiring and Print Reading**

**APR 112F - Inside Electrician Apprenticeship Installation**

**APR 114A - PLC Apprenticeship Hardware/Number Systems**

**APR 114B - PLC Apprenticeship Programming Fundamentals**

**APR 114C - PLC Apprenticeship Timers, Counters, Controls**

**APR 115A - LME Apprenticeship Fundamentals**

**APR 115B - LME Apprenticeship AC/DC Circuits**

**APR 115C - LME Apprenticeship Blueprint Reading**

**APR 117A - IMM Apprenticeship Reading Blueprints and Schematics**

**APR 117B - IMM Apprenticeship Industrial Math/Measurement**

**APR 117C - IMM Apprenticeship Metals in the Plant**

**APR 117D - IMM Apprenticeship Nonmetals in the Plant**

**APR 117E - IMM Apprenticeship Hand Tools**

**APR 117F - IMM Apprenticeship Portable Power Tools**

**APR 117G - IMM Apprenticeship Industrial Safety and Health**

**APR 117H - IMM Apprenticeship Troubleshooting Skills**

**APR 117I - IMM App. Industrial Rigging Principles and Practices**

**APR 117J - IMM Apprenticeship Equipment Installation**

**APR 117K - IMM Apprenticeship Basic Mechanics**

**APR 117L - IMM Apprenticeship Lubricants and Lubrication**

**APR 117M - IMM Apprenticeship Power Transmission Equipment**

**APR 117N - IMM Apprenticeship Bearings**

**APR 117O - IMM Apprenticeship Pumps**

**APR 117P - IMM Apprenticeship Piping Systems**

**APR 117Q - IMM Apprenticeship Basic Hydraulics**

**APR 117R - IMM Apprenticeship Hydraulic Troubleshooting**

**APR 117S - IMM Apprenticeship Basic Pneumatics**

**APR 117T - IMM Apprenticeship Pneumatic Troubleshooting**

**APR 117U - IMM Apprenticeship Chemical Hazards**

**APR 117V - IMM Apprenticeship Bulk Handling Conveyors**

**APR 210G - Plumbing Apprenticeship Residential Installation**

**APR 210H - Plumbing Apprenticeship Commercial Installation**

**APR 210I - Plumbing Apprenticeship Code**

**APR 210J - Plumbing Apprenticeship Industrial Installation**

**APR 210K - Plumbing Apprenticeship Basic Waste Water System**

**APR 210L - Plumbing Apprenticeship Code and Test Preparation**

**APR 211G - LMPE Apprenticeship Safety and Code**

**APR 211H - LMPE Apprenticeship Motors and Controls**

**APR 211I - LMPE Apprenticeship Fiber Optics**

**APR 211J - LMPE Apprenticeship Math/Test Equipment**

**APR 211K - LMPE Apprenticeship Voltage**

**APR 211L - LMPE Apprenticeship Code and Test Prep**

**APR 212G - Inside Electrical Apprenticeship Safety and Code**

**APR 212H - Inside Electrical Apprenticeship Motors and Controls**

**APR 212I - Inside Electrical Apprenticeship Fiber Optics**

**APR 212J - Inside Electrical Apprenticeship Math/Test Equipment**

**APR 212K - Inside Electrical Apprenticeship Voltage**

**APR 212L - Inside Electrical Apprenticeship Code and Test Prep**

**APR 214D - PLC Apprenticeship Operation**

**APR 214E - PLC Apprenticeship Troubleshooting**

**APR 214F - PLC Apprenticeship Practical Applications**

**APR 215D - LME Apprenticeship Safety and Code**

**APR 215E - LMPE Apprenticeship Motors and Controls**

**APR 215F - LME Apprenticeship Code and Test Prep**

**APR 217A - IMM Apprenticeship Maintenance of Mechanical Drives**

**APR 217B - IMM Apprenticeship Mechanical and Fluid Drive Systems**

**APR 217C - IMM Apprenticeship Bearing & Shaft Seal Maintenance**

**APR 217D - IMM Apprenticeship Pump Installation and Maintenance**

**APR 217E - IMM Apprenticeship Maintenance Pipe Fitting**

**APR 217F - IMM Apprenticeship Tubing & Hose System Maintenance**

**APR 217G - IMM Appr Valve Maintenance & Piping System Protection**

**APR 217H - IMM Apprenticeship Force and Motion**

**APR 217I - IMM Apprenticeship Introduction to Robotics**

**APR 217J - IMM Apprenticeship Welding Principles**

**APR 217K - IMM Apprenticeship Oxyfuel Operations**

**APR 217L - IMM Apprenticeship Arc Welding Operations**

**APR 217M - IMM Apprenticeship Basic Electricity and Electronics**

**APR 217N - IMM Apprenticeship Electrical Safety and Protection**

**APR 217O - IMM Apprenticeship How Power Plants Work**

**APR 217P - IMM Apprenticeship Introduction to Packaging**

**APR 217Q - IMM Apprenticeship Packaging Machinery**

**APR 217R - IMM Apprenticeship Casing Machinery**

**APR 217S - IMM Apprenticeship Programmable Logic Controllers**

**APR 217T - IMM Apprenticeship Machine Shop Practices**

**ART 101 - Introduction to Visual Arts**

**ART 102 - Introduction to Visual Arts**

**ART 103 - Introduction to Visual Arts**

**ART 115 - Basic Design**

**ART 116 - Basic Design**

**ART 117 - Basic Design**

**ART 131 - Beginning Drawing**

**ART 132 - Beginning Drawing**

**ART 133 - Beginning Drawing**

**ART 154 - Beginning Ceramic Pottery**

**ART 155 - Beginning Ceramic Pottery**

**ART 156 - Beginning Ceramic Pottery**

**ART 184 - Beginning Watercolor**

**ART 185 - Watercolor**

**ART 186 - Watercolor**

**ART 198 - Special Studies**

**ART 204 - History of Western Art**

**ART 205 - History of Western Art**

**ART 231 - Intermediate Drawing**

**ART 232 - Intermediate Drawing**

**ART 233 - Intermediate Drawing**

**ART 254 - Intermediate Ceramic Pottery**

**ART 255 - Intermediate Ceramic Pottery**

**ART 256 - Intermediate Ceramic Pottery**

**ART 261 - Beginning Photography**

**ART 262 - Digital Photo Imaging**

**ART 263 - Beginning Photography**

**ART 264 - Intermediate Photography**

**ART 265 - Intermediate Photography**

**ART 266 - Intermediate Photography**

**ART 276 - Beginning Sculpture**

**ART 277 - Beginning Sculpture**

**ART 278 - Beginning Sculpture**

**ART 281 - Beginning Painting**

**ART 282 - Beginning Painting**

**ART 283 - Beginning Painting**

**ART 284 - Intermediate Painting**

**ART 285 - Intermediate Painting**

**ART 286 - Intermediate Painting**

**ART 291 - Intermediate Sculpture**

**ART 292 - Intermediate Sculpture**

**ART 293 - Intermediate Sculpture**

**ART 298 - Special Studies**

**BA 101 - Introduction to Business**

**BA 104 - Business Mathematics**

**BA 105 - Business Mathematics**

**BA 106 - Casino Games Management**

**BA 107 - Survey of Gaming Regulations**

**BA 110 - Database/MS Access**

**BA 111 - Basic Accounting**

**BA 116 - Bookkeeping Practice**

**BA 131 - Introduction to Business Computing**

**BA 131A - Introduction to Word**

**BA 131B - Introduction to Excel**

**BA 131C - Introduction to Access**

**BA 131D - Introduction to Power Point**

**BA 155 - Introduction to Fraud Examination**

**BA 177 - Payroll Accounting**

**BA 198 - Special Studies**

**BA 206 - Principles of Management**

**BA 209 - Accounting Applications/QuickBooks**

**BA 211 - Principles of Accounting**

**BA 212 - Principles of Accounting**

**BA 213 - Principles of Accounting**

**BA 214 - Business Communications**

**BA 215 - Cost Accounting**

**BA 220 - Tax Accounting**

**BA 221 - Accounting Problems/Tax**

**BA 223 - Principles of Marketing**

**BA 224 - Human Resources Management**

**BA 225 - Introduction to Gaming Management**

**BA 226 - Business Law**

**BA 230 - Spreadsheets/MS Excel**

**BA 233 - Accounting for Managers**

**BA 249 - Retail Selling**

**BA 261 - Intermediate Accounting**

**BA 268 - Introduction to Auditing**

**BA 277 - Business Ethics**

**BA 280 - Cooperative Work Experience**

**BA 284 - Pre-Employment Seminar**

**BA 285 - Human Relations in Business**

**BA 298 - Special Studies**

**BT 116 - Professional Office Procedures**

**BT 120 - Computer Keyboarding**

**BT 121 - Document Processing I**

**BT 122 - Document Processing II**

**BT 124 - Keyboarding for Speed & Accuracy**

**BT 140 - Business Document Editing**

**BT 201 - Word Processing/MS Word**

**BT 202 - Word Processing/Advanced MS Word**

**BT 206 - Desktop Publishing**

**BT 220 - Calculating Machines**

**BT 230 - Legal Terminology I**

**BT 232 - Legal Terminology II**

**BT 251 - Medical Terminology**

**BT 252 - Medical Terminology**

**BT 256 - Electronic Health Records**

**BT 257 - Medical Office Procedures**

**BT 258 - Medical Insurance Procedures and Coding**

**BT 259 - Medical Billing and Coding**

**BT 290 - Integrated Office Systems**

**HTM 100 - Hospitality and Tourism Industry**

**HTM 105 - Food and Beverage Industry**

**HTM 107 - Hospitality Cost Control**

**HTM 109 - Front Desk Operations**

**HTM 127 - Selling in the Hospitality Industry**

**HTM 130 - Beverages**

**HTM 131 - Customer Service Management I**

**HTM 224 - Catering Operations**

**HTM 226 - Event Management**

**HTM 230 - Hotel, Restaurant and Travel Law**

**LD 101 - Student Success: Career Choices**

**LD 110 - Your Professional Development Plan**

**LD 130 - Building a Team**

**LD 131 - Leading and Motivating a Team**



**LD 132 - Team Processes**

**LD 133 - Workplace Culture**

**LD 150 - Cultivating Self-Care**

**LD 151 - Service Leadership I**

**LD 152 - Service Leadership I**

**LD 153 - Service Leadership III**

**LD 190 - Your Financial IQ**

**LD 201 - Student Success II**

**LD 211 - Ethics in Action**

**LD 212 - Preparing for Presentations**

**LD 215 - Emotional Intelligence**

**LD 225 - Social Intelligence**

**LD 251 - Service Leadership IV**

**LD 252 - Service Leadership V**

**LD 253 - Service Leadership VI**

**LD 254 - Ambassadorship**

**LD 262 - Public Sector Leadership**

**LD 263 - Serving in the Public Sector**

**LD 288 - Practicing Leadership Through Service Learning**

**COM 100 - Human Communication**

**COM 111 - Public Speaking**

**COM 112 - Small Group Communication**

**COM 115 - Intercultural Communication**

**COM 237 - Gender and Communication**

**CJ 100 - Introduction to Criminal Justice**

**CJ 109 - Careers in Criminal Justice**

**CJ 110 - Police Systems and Practices**

**CJ 120 - American Court Systems and Practices**

**CJ 130 - Correctional Systems and Practices**

**CJ 132 - Probation and Parole: Systems and Practices**

**CJ 198 - Special Studies**

**CJ 200 - Theories of Crime and Delinquency**

**CJ 201 - Juvenile Justice**

**CJ 204 - Behavioral Cognitive Processes**

**CJ 205 - Victimology**

**CJ 210 - Police and Community**

**CJ 212 - Criminal Investigation**

**CJ 214 - Criminal Justice Report Writing**

**CJ 220 - Criminal Law**

**CJ 222 - Procedural Law**

**CJ 225 - Correctional Law**

**CJ 227 - Ethics in Criminal Justice**

**CJ 232 - Correctional Casework Counseling**

**CJ 240 - Crime, Justice and Diversity**

**CJ 243 - Narcotics and Dangerous Drugs**

**CJ 250 - Criminal Justice Administration**

**CJ 280 - Cooperative Work Experience**

**DSL 141 - Heavy Duty Steering and Suspension**

**DSL 151 - Heavy Duty Brakes I**

**DSL 152 - Manual Drive Trains I**

**DSL 153 - Manual Drive Trains II**

**DSL 161 - Diesel Engines**

**DSL 162 - Engine Repair I**

**DSL 175 - Heavy Duty Equipment**

**DSL 176 - Mobile Air-Conditioning and Heating**

**DSL 181 - Shop Practices**

**DSL 184 - Fluid Mechanics**

**DSL 191 - Electrical Systems I**

**DSL 192 - Electrical Systems II**

**DSL 193 - Electrical Systems III**

**DSL 196 - Electronic Diagnostics and Engine Emissions**

**DSL 200 - Pre-Employment Seminar**

**DSL 251 - Heavy Duty Brakes II**

**DSL 262 - Engine Repair II**

**DSL 263 - Advanced Engine Technology**

**DSL 275 - Heavy Duty Equipment II**

**DSL 280 - Cooperative Work Experience**

**TTL 101 - Introduction to Transportation & Logistics**

**TTL 121 - Practical Application in Transport & Logistics**

**TTL 141 - Transportation Customer Service Skills**

**TTL 280 - CWE: Transportation**

**ECE 100 - Developmentally Appropriate Practice in Early Childhood Ed**

**ECE 101 - Family and Community Relations**

**ECE 109 - Foundations and Careers in Early Childhood**

**ECE 111 - Introduction to ECE Environments**

**ECE 112 - Introduction to Early Childhood Education/Professionalism**

**ECE 150 - Observation/Assessment and Recording**

**ECE 151 - Guidance and Classroom Management**

**ECE 152 - Creativity for Young Children**

**ECE 153 - Music and Movement**

**ECE 154 - Literature and Literacy**

**ECE 175A - Infant/Toddler Caregiving: Social Emotional Growth**

**ECE 175B - Infant/Toddler Caregiving: Group Care**

**ECE 175C - Infant/Toddler Caregiving: Learning and Development**

**ECE 175D - Infant/Toddler Caregiving: Culture, Family and Provider**

**ECE 198 - Special Studies**

**ECE 220 - Science and Nature with Young Children**

**ECE 225 - Prenatal, Infant and Toddler Development**

**ECE 226 - Child Development**

**ECE 228 - Responsive Infant Toddler Programs**

**ECE 230 - Mathematics and the Young Child**

**ECE 240 - Curriculum/Planning**

**ECE 245 - Challenging Behavior in Young Children**

**ECE 249 - Inclusion of Children with Special Needs**

**ECE 280 - Cooperative Work Experience**

**ECE 295 - Child Care Administration**

**ECE 296 - Issues and Trends**

**ED 101 - Introduction to Education Seminar and Practicum**

**ED 115 - Introduction to Education: Oregon Teacher Pathway**

**ED 216 - Foundations of Education**

**ED 253 - Learning Across the Lifespan**

**ED 258 - Multicultural Education**

**ED 280 - Cooperative Work Experience**

**ED 298 - Special Studies**

**EMT 115 - Crisis Intervention**

**EMT 151 - Emergency Medical Technician Part A**

**EMT 152 - Emergency Medical Technician Part B**

**EMT 176 - Emergency Response Patient Transportation**

**EMT 177 - Emergency Response Communication//Documentation**

**ES 169 - Emergency Service Rescue**

**ES 175 - Introduction to Emergency Services**

**FS 110A - Fire Fighter Skills Academy part A**

**FS 110B - Fire Fighter Skills Academy part B**

**FS 112 - Firefighter II Skills Academy**

**FS 121 - Fire Behavior & Combustion**

**FS 122 - Fundamentals of Fire Prevention**

**FS 123 - Hazardous Materials - Awareness/Operation**

**FS 130 - Wildland Firefighter**

**FS 137 - Fire Protection Systems**

**FS 166 - Building Construction for Fire Prevention**

**FS 169 - Apparatus Operator/Driver**

**FS 170 - Intro to Fire Tactics & Strategies**

**FS 212 - Fire Investigation**

**FS 214 - Principles of Fire & Emergency Services Safety & Survival**

**FS 240 - Emergency Services Instructor I**

**FS 274 - Intro to Fire & Emergency Administration**

**FS 280 - Cooperative Work Experience**

**DRF 113 - Advanced Computer Aided Drafting**

**DRF 243 - Industrial Drafting**

**DRF 263 - 3-D Computer Aided Drafting**

**ENGR 231 - Engineering Statics**

**ENGR 235 - Engineering Strength of Materials**

**ET 114 - Introduction to Geographic Information Systems**

**ET 222 - Concrete Practices**

**ET 222A - Concrete Field Testing Technician**

**ET 222B - Concrete Control Technician**

**ET 222C - Concrete Strength Testing Technician**

**ENG 104 - Introduction to Literature**

**ENG 105 - Introduction to Literature**

**ENG 106 - Introduction to Literature**

**ENG 107 - World Literature**

**ENG 108 - World Literature**

**ENG 109 - World Literature**

**ENG 197 - Film as Literature**

**ENG 198 - Special Studies**

**ENG 201 - Shakespeare**

**ENG 202 - Shakespeare**

**ENG 203 - Shakespeare**

**ENG 204 - Survey of English Literature**

**ENG 205 - Survey of English Literature**

**ENG 206 - Survey of English Literature**

**ENG 240 - Native American Literature**

**ENG 253 - Survey of American Literature**

**ENG 254 - Survey of American Literature**

**ENG 255 - Survey of American Literature**

**ENG 260 - Introduction to Women Writers**

**ENG 263 - Detective Fiction**

**ENG 264 - Detective Fiction**

**ENG 269 - Nature Literature**

**PHL 101 - Introduction to Philosophy**

**PHL 102 - Introduction to Ethics**

**PHL 103 - Critical Thinking**

**WR 060 - Elements of the Essay**

**WR 065 - Introduction to Technical Writing**

**WR 099 - Writing Workshop**

**WR 115 - Introduction to College Writing**

**WR 121 - English Composition**

**WR 122 - English Composition**

**WR 198 - Special Studies**

**WR 227 - Technical Report Writing**

**WR 241 - Introduction to Imaginative Writing**

**WR 242 - Introduction to Imaginative Writing**

**WR 243 - Introduction to Imaginative Writing**

**WR 298 - Special Studies**

**SPAN 101 - First Year Spanish**

**SPAN 102 - First Year Spanish**

**SPAN 103 - First Year Spanish**

**SPAN 161 - Conversational Business Spanish I**

**SPAN 162 - Conversational Business Spanish II**

**SPAN 201 - Second-Year Spanish**

**SPAN 202 - Second-Year Spanish**

**SPAN 203 - Second-Year Spanish**

**SPAN 211 - Spanish Conversation and Composition**

**SPAN 212 - Spanish Conversation and Composition**

**SPAN 213 - Spanish Conversation and Composition**

**SPAN 218 - Spanish for Heritage Speakers**

**UMA 101 - First Year Umatilla**

**FN 225 - Nutrition**

**FN 230 - Children, Families and Nutrition**

**HE 100 - Introduction to Health Services**

**HE 115 - Body Composition Assessment**

**HE 250 - Personal Health**



**HE 252 - First Aid**

**HE 253 - Personal Nutrition**

**HE 298 - Special Studies**

**HPE 295 - Health and Fitness for Life**

**PE 090 - Physical Education**

**PE 131 - Introduction to Physical Education**

**PE 185 - Physical Education Activity**

**PE 198 - Special Studies**

**PE 290 - Lifeguard Training Review**

**PE 291 - Lifeguard Training**

**PE 292 - Water Safety Instructor/WSI**

**PE 293 - Lifeguard Instructor Training/LGI**

**HD 080 - Life Transitions**

**HD 100 - College Survival and Success**

**HD 109 - Academic Planning**

**HD 110 - Career Planning**

**LC 109 - Learning Community for Academic Success**

**DRF 110 - Print Reading For Welders**

**DRF 111 - Industrial Print Reading**

**DRF 112 - Computer Aided Drafting**

**IST 109 - Introduction to Industrial Systems Technology**

**IST 112 - Rigging and Lifting**

**IST 121 - Mechanical Drive Systems**

**IST 125 - Bearing and Lubrication Systems**

**IST 131 - Industrial Safety**

**IST 135 - HVAC System Controls**

**IST 141 - Electrical Fundamentals for non-Electricians**

**IST 145 - Electric Motor and Controls Troubleshooting**

**IST 147 - Programmable Logic Controllers I**

**IST 151 - Industrial Shop Practices**

**IST 157 - Preventative Maintenance Management**

**IST 162 - Industrial Hydraulic Systems**

**IST 165 - Industrial Pneumatic Systems**

**IST 221 - Pumps and Valves**

**IST 225 - Data Center Operations and Engineering**

**IST 247 - Programmable Logic Controllers II**

**IST 248 - Programmable Logic Controllers III**

**IST 261 - Automated Material Handling**

**IST 267 - Process Control and Instrumentation**

**IST 271 - Capstone Project I**

**IST 273 - Capstone Project II**

**IST 275 - Capstone Project III**

**IST 280 - CWE: Industrial Systems Technology**

**CS 020 - Computer Orientation**

**CS 080 - Introduction to Personal Computers**

**CS 090 - Personal Computer Applications**

**CS 095 - Personal Computer Applications**

**CS 109 - Academic Planning for Data Center Tech**

**CS 120 - Concepts of Computing**

**CS 125 - Software Applications**

**CS 125i - Digital Imaging (Photoshop)**

**CS 125M - 3D Modeling and Animation**

**CS 133 - Programming Languages**

**CS 133B - Programming with Visual Basic**

**CS 133J - Scripting: Javascript with jQuery**

**CS 133U - Programming with C+**

**CS 140L - Introduction to Linux Administration I**

**CS 145 - Introduction to PC Hardware and Software**

**CS 160 - Gentle Introduction to Programming**

**CS 161 - Computer Science**

**CS 162 - Computer Science**

**CS 179 - Introduction to Networking**

**CS 179A - Introduction to Networking I**

**CS 179B - Introduction to Networking II**

**CS 180 - Computer Science Practicum**

**CS 195 - Web Development**

**CS 198 - Special Studies**

**CS 240L - Introduction to Linux Systems Administration**

**CS 260 - Data Structures**

**CS 275 - Database Development**

**CS 279 - Network Management II**

**CS 280 - Cooperative Work Experience**

**CS 282 - Computer Science Colloquium**

**CS 284 - Fundamentals of Cybersecurity**

**CS 288 - Network Management III**

**CS 295 - Web Development**

**CS 298 - Special Studies**

**MTH 025 - Pre-Algebra**

**MTH 042 - Technical Mathematics**

**MTH 062 - Quantitative Literacy I**

**MTH 070 - Elementary Algebra**

**MTH 084 - Technical Mathematics for Civil Engineer Technicians**

**MTH 085 - Technical Math for Industrial System Techs**

**MTH 095 - Intermediate Algebra**

**MTH 098 - Quantitative Literacy II**

**MTH 103 - Problem Solving with Technology**

**MTH 105 - Math in Society**

**MTH 111 - College Algebra**

**MTH 112 - Elementary Functions**

**MTH 198 - Special Studies**

**MTH 211 - Foundations of Elementary Mathematics**

**MTH 212 - Foundations of Elementary Mathematics**

**MTH 213 - Foundations of Elementary Mathematics**

**MTH 231 - Discrete Mathematics**

**MTH 241 - Calculus for Management/Social Science**

**MTH 243 - Introduction to Probability and Statistics**

**MTH 251 - Calculus**

**MTH 252 - Calculus**

**MTH 253 - Calculus**

**MTH 254 - Vector Calculus**

**MTH 256 - Differential Equations**

**MTH 261 - Linear Algebra**

**MTH 261 - Linear Algebra**

**MTH 298 - Special Studies**

**MA 209 - Medical Assisting Externship**

**MA 210 - Fundamentals of Medical Assisting**

**MA 211 - Medical Assisting Practicum**

**MUP 105 - Jazz Ensemble**

**MUP 115 - General Ensemble**

**MUP 122 - Concert Choir**

**MUP 125 - Vocal Jazz Ensemble**

**MUP 141 - Symphony Orchestra**

**MUP 168 - Applied Woodwinds**

**MUP 169 - Applied Brass**

**MUP 170 - Applied Strings**

**MUP 171 - Applied Piano**

**MUP 174 - Applied Voice**

**MUP 205 - Jazz Ensemble**

**MUP 222 - Concert Choir**

**MUP 225 - Vocal Jazz Ensemble**

**MUP 241 - Symphony Orchestra**

**MUP 268 - Applied Woodwinds**

**MUP 269 - Applied Brass**

**MUP 270 - Applied Strings**

**MUP 271 - Applied Piano**

**MUP 274 - Applied Voice**

**MUS 101 - Fundamentals of Music**

**MUS 105 - Music Appreciation**

**MUS 111 - Music Theory**

**MUS 112 - Music Theory**

**MUS 113 - Music Theory**

**MUS 114 - Ear Training and Sight Singing**

**MUS 115 - Ear Training and Sight Singing**

**MUS 116 - Ear Training and Sight Singing**

**MUS 131 - Class Piano**

**MUS 132 - Class Piano**

**MUS 133 - Class Piano**

**MUS 135 - Class Voice**

**MUS 198 - Special Studies**

**MUS 201 - Introduction to Music and Its Literature**

**MUS 202 - Introduction to Music and Its Literature**

**MUS 203 - Introduction to Music and Its Literature**

**MUS 205 - Introduction to Jazz History**

**MUS 206 - Introduction to History of Rock Music**

**MUS 207 - History of Folk Music**

**MUS 211 - Music Theory**

**MUS 212 - Music Theory**

**MUS 213 - Music Theory**

**MUS 298 - Special Studies**

**NRS 110 - Foundations of Nursing -Health Promotion**

**NRS 111 - Foundations of Nursing in Chronic Illness I**

**NRS 112 - Foundations of Nursing in Acute Care I**

**NRS 221 - Foundations of Nursing in Chronic Illness II/End of Life**

**NRS 222 - Foundations of Nursing in Acute Care II/End of Life**

**NRS 224 - Scope of Practice/Integrated Practicum**

**NRS 230 - Clinical Pharmacology I**

**NRS 231 - Clinical Pharmacology II**

**NRS 232 - Pathophysiological Processes I**

**NRS 233 - Pathophysiological Processes II**

**RD 090 - Effective Reading Strategies**

**RD 101 - College Textbook Reading**

**RD 120 - Critical Reading and Thinking**

**RD 220 - Advanced Critical Reading & Thinking**

**BI 080 - Anatomy and Physiology**

**BI 101 - General Biology**

**BI 102 - General Biology for Non-Majors**

**BI 103 - General Biology for Non-majors**

**BI 112 - Cell Biology for Health Occupations**

**BI 124 - Global Ecology and Conservation Biology**

**BI 130 - Survey of Anatomy and Physiology**

**BI 149 - Human Genetics**

**BI 160 - Local Ecosystems**

**BI 161 - Ecosystems Recovery**

**BI 162 - Selected Topics in Natural History**

**BI 163 - Natural History of Oregon**

**BI 198 - Special Studies**

**BI 211 - General Biology**

**BI 212 - General Biology for Majors**

**BI 213 - General Biology for Majors**

**BI 231 - Human Anatomy and Physiology**

**BI 232 - Human Anatomy and Physiology**

**BI 233 - Human Anatomy and Physiology**

**BI 234 - Microbiology**

**BI 260 - Microbiology**

**BOT 221 - Systematic Botany**

**CH 104 - Introductory Chemistry**

**CH 105 - Introductory Chemistry**

**CH 106 - Introductory Chemistry**

**CH 110 - Foundations of Chemistry**

**CH 221 - General Chemistry**

**CH 222 - General Chemistry**

**CH 223 - General Chemistry**



**G 101 - Introduction to Geology - Minerals and Rocks**

**G 102 - Introduction to Geology - Environmental Geology**

**G 103 - Introduction to Geology - Historical Geology**

**G 105 - Introduction to Geology: Pacific Northwest Geology**

**G 147 - Basic Geology**

**G 198 - Special Studies**

**G 201 - Physical Geology**

**G 202 - Physical Geology**

**G 203 - Historical Geology**

**GEOG 101 - Physical Geography**

**GS 104 - Physical Science/Physics**

**GS 105 - Physical Science/Chemical Concepts**

**GS 107 - Physical Science/Astronomy**

**GS 110 - Physical Science/Energy**

**GS 111 - Physical Science/Forensic Science**

**GS 160 - Observational Astronomy**

**GS 198 - Special Studies**

**PHY 101 - Essentials of Physics**

**PHY 198 - Special Studies**

**PHY 201 - General Physics**

**PHY 202 - General Physics**

**PHY 203 - General Physics**

**PHY 211 - General Physics with Calculus**

**PHY 212 - General Physics with Calculus**

**PHY 213 - General Physics with Calculus**

**ANTH 101 - Introduction to Physical Anthropology**

**ANTH 102 - Introduction to Archaeology and Prehistory**

**ANTH 103 - Introduction to Cultural Anthropology**

**ANTH 298 - Special Studies**

**EC 198 - Special Studies**

**EC 201 - Principles of Microeconomic Theory with Applications**

**EC 202 - Principles of Macroeconomic Theory with Applications**

**GEOG 103 - Human Geography**

**GEOG 120 - World/Regional Geography**

**GEOG 206 - Geography of Oregon**

**GEOG 298 - Special Studies**

**HST 201 - History of the United States**

**HST 202 - History of the United States**

**HST 203 - History of the United States**

**HST 298 - Special Studies**

**PS 198 - Special Studies**

**PS 201 - American Government and Politics**

**PS 202 - American Government and Politics**

**PS 203 - American Government/State and Local**

**PSY 201 - General Psychology**

**PSY 202 - General Psychology**

**PSY 237 - Human Development**

**SOC 198 - Special Studies**

**SOC 204 - General Sociology: Sociology in Everyday Life**

**SOC 205 - General Sociology/Institutions and Social Change**

**SOC 213 - Minorities**

**SOC 217 - Family and Society**

**TA 101 - Introduction to the Theatre**

**TA 141 - Fundamentals of Acting Techniques**

**TA 142 - Fundamentals of Acting Techniques**

**TA 143 - Fundamentals of Acting Techniques**

**TA 165 - Technical Theatre Workshop**

**TA 180 - Theatre Rehearsal and Performance**

**TA 241 - Intermediate Acting Techniques**

**TA 242 - Intermediate Acting Techniques**

**TA 243 - Intermediate Acting Techniques**

**WLD 111 - Basic Gas and Arc Welding**

**WLD 112 - Advanced Arc Welding**

**WLD 221 - TIG Welding**

**WLD 253 - Welding Practices for Certification**

**WLD 256 - Pipe Welding for Certification**

**009 .620 - UAS History**

**009 .621 - UAS Weather**

**009 .622 - UAS Airframes and Aerodynamics**

**009 .623 - National Airspace for UAS Operations**

**009 .624 - UAS System Designs and Components**

**009 .625 - UAS Autopilot Programming and Fundamentals**

**009 .626 - UAS Sensors and Payload Operations**

**009 .627 - UAS Simulator Applications and Operations**

**009 .628 - UAS FFA Regulations**

## **Additional Degree and Transfer Information**

- Degree and Certificate Options Definitions
- Transfer Status
- Apprenticeship
- BMCC General Education Outcomes

## **Degree and Certificate Options**

**ASSOCIATE OF GENERAL STUDIES DEGREE (A.G.S.)** This is a non-designated two-year degree that consists of both career and technical education (CTE) courses and college-transfer courses.

A total of 90 credits are required for this degree. All courses must be completed with a grade of "C" or better. Students must have a minimum cumulative GPA of 2.0 at the time the A.G.S. is awarded.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)** This degree is awarded to students who complete the requirements of a two-year designated program as outlined in the college catalog.

These degrees are two-year designated career and technical programs requiring a minimum of 90 credits. Each degree listed on the following pages includes program requirements and foundational requirements designed to meet core competencies that meet state requirements for writing, speech, mathematics/computer science, human relations, and general education.

These degrees are two-year designated career and technical programs requiring a minimum of 90 credits. Each degree listed on the following pages includes program requirements and foundational requirements designed to meet core competencies that meet state requirements for writing, speech, mathematics/computer science, human relations, and general education.

**CERTIFICATE OF COMPLETION** This certificate is awarded to students who complete the requirements of a specific curriculum of less than two academic years.

The certificate of completion must include at least 9 credit hours of foundational requirement courses in the areas of communication, computation, and human relations. For specific program requirements, see the Program Description section of this catalog. Program requirements are subject to change. Please consult with an advisor for the most up-to-date information.

**CAREER PATHWAYS CERTIFICATE OF COMPLETION (CPCC)** This is a less-than-one-year certificate in which all courses are contained within an existing A.A.S. or certificate program. The career pathway certificate provides a credential to acknowledge skill proficiency tied to a specific occupation, allowing the student to select that occupation or apply all coursework to an associated certificate or A.A.S. degree.

**STATEWIDE CAREER PATHWAYS CERTIFICATE OF COMPLETION (SCPC)** This is a less-than-one-year certificate in which all courses are contained within an existing A.A.S. or certificate program. The career pathway certificate provides a credential to acknowledge skill proficiency tied to a specific occupation, allowing the student to select that occupation or apply all coursework to an associated certificate or A.A.S. degree.

## **Transfer Degree Options**

- Associate of Arts Oregon Transfer (AAOT)
- Associate of Science (AS)

- Associate of General Studies (AGS)
- Associate of Science Oregon Transfer/Business (ASOT/Bus)
- Associate of Science Oregon Transfer/Computer Science (ASOT/CS)

## **Career and Technical Programs A.A.S./Certificates and Career Pathways Certificates of Completion (CPCC)**

### Career Pathways

Blue Mountain Community College provides educational opportunities in the following programs. These programs provide students with training to qualify them for work in specific fields. Career Pathway Certificates, One-year certificates and/or two-year associate of applied science degrees are offered in the following areas: Degrees and Certificate Programs

## **BMCC General Education Outcomes**

The education of undergraduate students who obtain the AAOT degree is an essential activity of all Oregon community colleges and universities. This requires effective General Education curriculum that aligns to Statewide General Education Outcomes. Through the course offerings necessary to attain an AAOT degree, BMCC students will have achieved the following general education outcomes:

### **Arts & Letters**

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

### **Cultural Literacy**

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

### **Mathematics**

- 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**

- 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**

- 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**

- Engage in ethical communication processes that accomplish goals;
- Respond to the needs of diverse audiences and contexts; and

- Build and manage relationships.

### **Writing**

- Read actively, think critically, and write purposefully and capably 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**

- 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; and
- Understand many of the economic, legal, and social issues surrounding the use of information.

## **Transfer Status**

Any student who holds an AAOT, AS, or ASOT degree that conforms to the guidelines set forth herein, and who transfers to any institution in the Oregon University System, will have met the lower division general education requirements of that institution's baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes. For transfer students graduating from high school in 1997 and thereafter, the Oregon University System has a second language admission requirement: two terms of a college level second language with an average grade of C or above, OR two years of the same high school level second language with an average grade of C or above, OR satisfactory performance on an approved second language assessment of proficiency. Demonstrated proficiency in American Sign Language meets this second language admission requirement.

- Oregon Transfer Module (OTM)
- Core Transfer Maps

## **Apprenticeship**

Apprenticeship training as a method of career and technical education is recognized by the Apprenticeship and Training Division of the Oregon Bureau of Labor and Industries (BOLI). It combines on-the-job training and trade-related instruction taken in conjunction with each other. Apprenticeship courses are approved for BOLI-registered apprentices or journey-level workers and are not available to the general public.

BMCC's apprenticeship program offers Statewide Associate of Applied Science degrees (SAAS) and certificates of completion for journeymen in the areas of inside electrician, manufacture plant electrical, limited maintenance electrical, plumbing, industrial maintenance mechanic, and programmable logic controller technician as part of Oregon's community college statewide apprenticeship degree program. The program provides statewide transfer opportunities, certificates of completion, and an optional transfer path into either a bachelor of applied in technology and management or a Bachelor of Science degree in operations management at the Oregon Institute of Technology. Electricians and plumbers require state licensure. Related training courses meet industry standards and are offered through a partnership between the Oregon State Apprenticeship Training Council and the local Joint Apprenticeship Training Committee.

If you are interested in becoming registered in an Oregon State Apprenticeship program, please contact the Oregon State Bureau of Labor and Industries Apprenticeship Training Division at 971-673-0761 or [www.boli.state.or.us](http://www.boli.state.or.us) for program and entrance requirements. For more information on BMCC's apprenticeship certificates and degrees, see pages 58, 65-66 and 69 of this catalog, or contact the Director of Apprenticeship at 541-278-5854.

# Inter-College Partnerships and Articulated Degree Programs

## Inter-College Partnerships and Articulated Degree Programs

### Inter-College Partnerships

#### Eastern Oregon Collaborative Colleges Council (EOCCC)

BMCC, Treasure Valley Community College (TVCC), and Eastern Oregon University (EOU) have worked together in several academic disciplines to improve articulation opportunities for students, allowing them to share lower division course work among BMCC, TVCC, and EOU; to transfer those credits to EOU; and to complete upper division courses at EOU culminating in a four-year degree. For more information on the co-enrollment process, please go to the Service Center or call 541-278-5759.

**Oregon State University Dual Admission:** Through an agreement with Oregon State University (OSU), BMCC students may be jointly admitted to BMCC and OSU and be eligible to enroll concurrently at both institutions. There is a joint application process for eligible students; the admission deadline is one week before the start of classes of each term based on OSU's academic calendar. Students enrolled in the program are required, as a condition of admission, to agree that their student records will be shared between and available to each institution. For more information on this program, contact BMCC's Office of Admissions and Records.

### Articulated Degree Programs

BMCC enjoys articulation agreements with a variety of institutions. The following agreements allow you to attain your degree while staying in your local area.

#### Central Oregon Community College: Pharmacy Technician Program

BMCC has partnered with Central Oregon Community College to offer this distance education three-term program 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.

For more information, please see: <http://www.bluecc.edu/academics/degree-partnership-programs/pharmacy-technician>

The program will prepare students to take the national certification examination to become a certified pharmacy technician as required by the Oregon Board of Pharmacy and to be employed in a pharmacy setting.

For questions about the program or application process, contact:

- COCC: Shannon Waller, CPhT, Program Director, (541) 318-3722 or via email: [swaller@ccoc.edu](mailto:swaller@ccoc.edu)
- BMCC: Wade Muller, (541) 278-5971 or via email: [wmuller@bluecc.edu](mailto:wmuller@bluecc.edu).

#### Colby Community College: Veterinary Technician

Blue Mountain community college offers a Veterinary Technician Preparation (Vet Tech Prep) program in partnership with Colby Community College's Distance Learning Veterinary Technology Program (DLVTP). Start your studies by completing the pre-requisite courses at Blue Mountain Community College then apply for admission to Colby Community College's DLVTP.

For more information please see: <https://www.colbycc.edu/academics/associate-of-applied-science/veterinary-technician/index.html>.

#### Eastern Oregon University: Teacher Education Programs

BMCC students seeking Teacher licensure in the state of Oregon have two options through a partnership with EOU. Both programs prepare a student to enter the Master of Arts in Teacher (MAT) at EOU which allows individuals to become licensed teachers in either elementary or secondary settings.

Students may complete their own lower division content area pathway by following the education fast track, <https://www.eou.edu/pathways/files/2016/04/FTT-BMCC-ELED.pdf> EOU's undergraduate initial teacher preparation in elementary education spans two years, pairing coursework alongside practical classroom experiences every term and culminates with full time student teaching. The program prepares candidates with full time student teaching. The program prepares candidates for an Oregon teaching license with two endorsements, Elementary - Multiple Subjects and ESOL, in a cohort setting either in LaGrande or Hermiston.

For secondary licensure students will complete a Bachelor's degree in any discipline through a combination of lower division courses (AAOT courses at BMCC) and upper division courses at EOU. Once a student has completed a Bachelor's degree, they required to complete the MAT program in order to earn their secondary teacher license.

EOU has an advising center at the BMCC Hermiston Center and on the main campus in Pendleton. An EOU education faculty member is available for appointments at both locations. For more information, please contact the College of Education at <https://www.eou.edu/cobe/ed/> or speak to a BMCC advisor.

#### **Linn-Benton Community College: Diagnostic Imaging Technology (DIT)**

BMCC has partnered with Linn-Benton Community College to offer a distance education program for diagnostic imaging. Using a combination of clinical instruction, online courses within the college learning management system, and the synchronous virtual classroom environment, distance education students can receive dynamic instruction to help them achieve their learning goals.

The Diagnostic Imaging Program prepares students through a progressive, outcome-based educational format. Modules of study include radiation protection, radiographic procedures, image production and evaluation, equipment maintenance operation, patient care and management, and clinical radiography.

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 Radiological Technologists (ARRT) and The American Society of Radiological Technologists (ASRT) Course Curriculum Guide; and to apply for and successfully complete ARRT certification examinations. Upon completion of the program and the general education requirements students will be eligible to apply for an associate of applied science degree through Linn-Benton Community College.

The Diagnostic Imaging Program is highly prescriptive and entails several key elements. Please contact our program site coordinator in the Student Success Center, 541-278-5853 for more information about this program.

#### **Linn-Benton Community College: Occupational Therapy Program**

BMCC has partnered with Linn-Benton Community College to offer a two-year associates 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.

Please contact our program site coordinator in the Student Success Center, 541-278-5853 for more information about this program.

#### **Washington State University - Tri Cities**



The Bridges program is intended to boost four-year public university degree attainment in the mid-Columbia region. It enables students to begin an Associate of Arts - Oregon Transfer (AAOT) or Associate of Science Oregon Transfers (ASOT/Bus, ASOT/CS) at BMCC and declare their intent to finish their Bachelor of Arts or Bachelor of Science (BA/BS) degree at WSU Tri-Cities.

Bridges provide a seamless process designed to serve the needs of students in northeast Oregon and surrounding communities to reduce many of the barriers that can occur for transfer students upon matriculation into a four-year university or college.

Students who participate in the Bridges program are expected to abide by the catalog and code of conduct for the institution at which they are enrolled.

BMCC and WSU Tri-Cities will hold an information session during each fall and winter quarter of the academic year that will be open to all transfer-eligible BMCC students and other prospective students. The purposes of the sessions are to:

- Explain Bridges and its benefits.
- Invite students to join Bridges and provide the Declaration of Intent to those interested in Bridges.
- Highlight information about policies and procedures, advising, financial aid, scholarships, student organizations, and other student services.
- Provide students the opportunity to meet faculty and academic advisors to learn about their academic areas of interest.
- Share information about research and internship opportunities.

In addition to the formal Bridges information sessions, WSU Tri-Cities admissions staff will also have access to BMCC's student success workshops, freshman seminars, orientations, or other appropriate classes to give admissions presentations.

#### **Wenatchee Valley Community College: Medical Laboratory Technician (MLT) Program**

BMCC has partnered with Wenatchee Valley College to offer this two-year degree to provide students with the general knowledge and basic skills needed for this allied health profession.

During the preparatory first three quarters of the first year, the typical MLT student takes general education courses and specialized medical laboratory courses designed to provide a solid base for the second year of on-the-job training. Students spend the second year in medical laboratory facilities that have agreed to be training centers, while simultaneously taking theoretical supporting courses.

Please contact our program site coordinator in the Student Success Center, 541-278-5853 for more information about this program.

Other Programs

## **Student Services**

### **Student Life**

#### **BMCC Athletics**

BMCC participates in both the Northwest Athletic Conference (NWAC) and the National Intercollegiate Rodeo Association (NIRA). The NWAC is the parent organization for 36 community colleges in Oregon and Washington. BMCC sponsors athletic teams under the NWAC, including women's volleyball, men's and women's basketball, women's softball, men's baseball and women's and men's soccer. The BMCC rodeo team competes in the NIRA Northwest Region with universities and colleges from Oregon, Washington, and Idaho. NWAC and NIRA colleges provide a variety of academic and vocational offerings as well as many enrichment activities for their students.

Under the guidance of BMCC's coaches and athletic director, student athletes are part of an athletic program that:

- Stresses academic, personal, and athletic excellence
- Strengthens success-producing traits such as dedication, discipline, focus, integrity, communication, organization, and leadership
- Emphasizes the value of teamwork
- Creates a positive, lasting memory of BMCC for each athlete

Since 1962, BMCC has been a member of the Northwest Region and competing in the National Intercollegiate Rodeo Association. During this time, BMCC rodeo has won 35 regional titles, 5 national titles, and five top 5 finishes in the nation. The BMCC rodeo teams have had several athletes move on to compete in the Professional Rodeo Cowboys Association (PRCA) circuit and become world and national champions.

If you are interested in becoming a member of the Timberwolves athletics programs, please visit [www.bmcc timberwolves.com](http://www.bmcc timberwolves.com) and fill out the recruitment form.

BMCC Athletic Director - Dawn DiFuria McClendon 541-278-5937

Assistant Athletic Director & Baseball - Brad Baker 541-278-5908

Women's Softball - Steve Richards 541-278-5895

Men's Basketball - Doug Baxter 541-278-5893

Women's Basketball - Adam Driver 541-278-5894

Women's Volleyball - Ceanna Larson 541-278-5910

Men's Rodeo - Shawn Eng 541-278-5896

Women's Rodeo - Kayla Tiegs 541-278-5896

Women's Soccer - Jordan Hillmick 541-278-5964

Men's Soccer - Austin Shick 541-278-5867

Program Assistant - Jeff Neeley 541-278-5956

Athletic Trainer - Abigail Watkins 541-278-5898

## **Intramural Sports**

Beginning in Fall 2016 Intramural sports will be offered each term. Thanks to the leadership of Associated Student Government (ASG), intramural sports will include: Basketball, Soccer, Volleyball, Dodgeball as well as other shorter term sports (ping-pong for example).

## **Clubs**

A variety of student activities are available which enhance the cultural atmosphere of the campus and provide educational, recreational, social, and leadership opportunities for interested students. Some of these clubs include: The Network Club, Fueling the Future Diesel Club, Smoke and Mirrors (Writing Club) and Phi Theta Kappa Honor Society. For more information contact the Admissions and Outreach Department (541) 278 -5937 or stop the office in Morrow Hall rm. 124 on the Pendleton campus.

Phi Theta Kappa is the international honor society for two-year colleges. The Society recognizes and encourages academic achievement and provides opportunities for individual growth and development through scholarship, leadership, service, and fellowship. Students must have a cumulative 3.5 GPA in order to become members.

The BMCC chapter is Beta Delta Zeta and meets weekly throughout the academic year. Students regularly participate in service and research activities on campus. Leadership positions are available. For more information about this program, please see the chapter's website at <http://bluecc.edu/support-services/student-life/phi-theta-kappa>.

## **Student Ambassadors**

BMCC student ambassadors represent various regions, programs, and interests of the student body. They participate in recruitment events and college fairs, visit high schools, give campus tours, communicate with potential students, and represent BMCC to the community.

The student ambassadors' primary function is to provide leadership, assistance, and information to prospective BMCC students. The program is an exciting opportunity that helps students develop their leadership skills, while making lifelong friends. By becoming an ambassador, you can make a difference in a prospective student's outlook by giving him/her information about the transition into college life and how to make the most out of the college experience.

In exchange for weekly service, student ambassadors receive scholarships and leadership training. Each spring, the college selects ambassadors for the following academic year. For more information contact the Admissions and Outreach Department at 541-278-5936.

## **Student Government**

The Associated Student Government (ASG) at BMCC has an active student government. ASG is responsible for planning various cultural, governmental, and entertainment events, as well as contributing to college governance committees. ASG sponsors a variety of events each quarter (Fall-Spring). The events include a Welcome Back BBQ, student appreciation lunches, Christmas Eve Dinner, American Red Cross blood drives, an Arts and Culture Festival BBQ, and Spring Fling.

The Executive Committee of the ASG consists of the President, Vice President, Secretary, Treasurer, Club Coordinator, Outreach Coordinator, and Publicity Coordinator. The remaining members of the ASG are Student Senators. If you would like to apply to ASG, applications are located on the BMCC website and are due April 30th of each year for the following year. If you are interested in ASG or would like additional information, please contact the Admissions and Outreach Department (541) 278 -5937 or stop the office Morrow Hall rm. 124 on the Pendleton campus. All BMCC students are encouraged to become involved.

## **Theatre Arts and College Community Theatre**

For over 50 years, the BMCC Theatre Arts Department has enjoyed a unique collaboration with College Community Theatre (CCT), the local community theatre company. Together, these combined programs, often also working with the BMCC Music Department, produce a minimum of three major productions each academic year, presented in the 270-seat Bob Clapp Theatre on the BMCC Pendleton campus. These productions provide creative opportunities and valuable hands-on experience for students and volunteers alike, while presenting first-rate theatre for the enjoyment of audiences from throughout the region. Whether seeking a creative outlet, or preparing for a career in the theatre arts, participants can work both on and off stage in all areas of theatrical production, including: acting; scenic, costume, sound, and lighting design and construction; box office; stage management; assistant directing; and more.

For more information contact the BMCC Fine Arts Department at 541-278-5944 or email [theatre@bluecc.edu](mailto:theatre@bluecc.edu).

Or visit us at <http://bluecc.edu/community/college-community-theatre>

## **Betty Feves Memorial Art Gallery**

The Betty Feves Memorial Art Gallery is located on the Pendleton campus. During the fall, winter and spring terms a variety of local and regional artists are featured in the gallery. Opening receptions are held for each show, which provide opportunities for students, staff and the community to meet and talk with the artists. Every spring the gallery hosts the Annual BMCC Student Art Show, which features awards, prizes and an opening reception. The gallery's vision is to provide an important educational tool, to foster an appreciation for the richness and diversity of art, and to provide personal and professional development by supporting artistic expression. For more information contact the Gallery Director at 541-278-5952.

## **Counseling, Success Coach, and Advising**

All degree-seeking students, whether full or part-time, are assigned a faculty advisor and a success coach upon admission to the college. However, faculty advisors and success coaches are available for all students at BMCC, whether degree-seeking or not. Faculty Advisors and Success Coaches work together to help students effectively meet their educational goals.

### **Success Coaches**

Success coaches provide students with support, information, and access to important resources. A success coach will help students learn how to navigate college systems and act as a liaison between the student, academic advising, and all student services offered at BMCC. Some of these services include orientation to college life, veterans' assistance, transfer guidance, career guidance, tutoring, health and wellness resources, and disability support services.

### **Academic Advising**

Faculty advisors meet with students at designated academic progress points to help students plan, develop, and stay on track with their academic career paths. Faculty advisors work with students to help ensure they are taking classes that are appropriate for the students' level of readiness and apply to their chosen degree plans.

### **Special Needs Contact Statement:**

Persons having questions about or requests for special needs or accommodation should contact Roman Olivera, Recruitment & Retention Expert, at Blue Mountain Community College, 2411 NW Carden Ave, Pendleton OR 97801, Phone 541-278-5958 or use Oregon Relay (7-1-1) for hearing impaired assistance. Contact should be made 72 hours in advance of the event.

Coordinator info:

#### **Section 504 Coordinator:**

Roman Olivera, Recruitment & Retention Expert: 541-278-5958

2411 NW Carden Avenue, Pendleton, OR 97801

#### **Title II Program Coordinator:**

Director College Preparation, 541-278-5803

2411 NW Carden Avenue, Pendleton, OR 97801

Title IX Program Coordinator:

Chief Human Resources Officer, 541-278-5947

2411 NW Carden Avenue, Pendleton, OR 97801

## Student Health & Wellness

### Health & Wellness Resource Center

The Student Health & Wellness Resource Center (HWRC) is located in the Garrett Lee Smith Memorial Library in Morrow Hall. Employing a whole-health perspective, the HWRC offers services that recognize the mental, emotional, spiritual, and physical concerns of students. The HWRC uses a proactive approach to well-being through life coaching, peer mentoring, counseling, disabilities accommodations, informational workshops, group connections, and referral to community resources. We are also working to develop a safe college atmosphere through drug and alcohol education, sexual assault and violence awareness, and life balance. Students are welcome to drop in for a quiet place to study, relax, or seek assistance.

### BMCC Counseling Services

Counseling services through the Health & Wellness Resource Center provide assistance in the areas of problem solving, adjustment issues, crisis intervention and other matters of personal concern that may interfere with your academic success at BMCC. We offer short-term individual counseling (approximately 5 sessions). If you require services that are outside the scope of assistance provided by our department and/or involve long-term intensive or specialized care (in-patient treatment) you may be referred to an appropriate mental health provider in the community.

**Availability of Service:** Personal counseling services are available during regular business hours in fall, winter, and spring terms. We also provide limited access to counseling services in the summer term. Students may schedule a counseling appointment through one of the contacts listed below. If the counselor is available, meeting on an unscheduled, "drop-in" basis is acceptable.

Appointments to see the counselor may be scheduled with the Health & Wellness Resource Coordinator at 541-278-5965, or the Student Support Services Program Assistant at 541-278-5853. The Counseling office phone number is 541-278-5954.

Appointments may also be scheduled through Appointment Manager in the student portal on the BMCC website. If you require emergency services when BMCC staff are unavailable, you are advised to contact Lifeways (Comprehensive Mental Health Services) at 541-276-6207. A 24-hour Crisis Services Line can be reached at 866-343-4473.

Email [hope@bluecc.edu](mailto:hope@bluecc.edu).

## Bookstore

The BMCC Bookstore is located adjacent to the library in Pioneer Hall on the BMCC Pendleton campus and provides services to students at all BMCC locations. All the most up-to-date course material information can be found at the BMCC Bookstore. Merchandise and Course Materials can be ordered online at the Bookstore website, [www.bookstore.bluecc.edu](http://www.bookstore.bluecc.edu), which utilizes an integrated price comparison tool to do the shopping for you and help you find the best price for your books.

Bookstore products and services include new and used textbooks, on-line textbook rentals, study aides, calculators, school and art supplies, sundries, and stamps. The Bookstore also offers a wide selection of clothing, gifts, snacks, and beverages - including an espresso cart so you can get the caffeine boost you need! Please contact the Bookstore for book refund and textbook buyback policy.

For more information or questions, please contact the Bookstore at 541-278-5733 or e-mail [bookstore@bluecc.edu](mailto:bookstore@bluecc.edu).

## **Print Center**

The BMCC Print Center is located in the bookstore in Pioneer Hall on the Pendleton campus and is open to the public. The Print Center offers a variety of services, including black and white or color copies, term paper covers, resume printing, laminating, and various types of binding, among others. It is available for drop-off service. Please stop in or call 541-278-5966 to speak with a member of the copy center staff for more information.

## **Student Union Cafeteria**

The Pendleton campus houses the BMCC Student Union (SU), located in Pioneer Hall. The Student Union is open to students, staff and visitors. The SU is a place where student and staff can find food options along with a place to relax and study. The SU also offers a game room for recreation.

The SU food service is operated by a local, privately run business and offers catering services to support the college faculty, staff, and students by assisting with special events and college catering. If you need any of these services, please call 541-278-5946. Hours are Monday - Thursday 10:30 am-1:30 pm. Payment method includes: cash, check, and debit.

## **Library**

The Library at Blue Mountain Community College serves all students, faculty, and staff who attend BMCC in person at one of our physical locations or who are pursuing their learning solely online. Through thoughtful services and access to vital learning and technology resources, the library supports the scholarly pursuits and lifelong learning goals of both the campus and wider community.

Located in Pioneer Hall on the Pendleton campus, the physical space of the Library provides a welcoming environment for learning through a variety of group and individual study spaces. The Library is equipped with an array of technologies including: multiple computers, laptops for checkout, media viewing/listening stations and a copier, printer, and scanner. The Library's print and online collections are selected and maintained to meet the academic needs of the institution. Additionally, the Library is a member of the SAGE Library system, a consortium of over 75 libraries in eastern Oregon from which patrons can easily borrow and return materials. Interlibrary Loan services are available to all faculty and students for requesting items that are beyond our region.

The Library's extensive amount of online resources are available to all Blue Mountain Community College library card holders. These materials and services can be accessed via the Library's homepage, [www.bluecc.edu/library](http://www.bluecc.edu/library) and include: eBooks, Library databases offering full-text content, streaming media, and Research Guides that support learning via tutorials and suggested resources by discipline. All of our online research resources are accessible 24/7 from your favorite study location!

If you need help getting started with library resources, you are encouraged to contact a Library staff member for assistance in navigating Library resources. From brainstorming, working through your thesis, to find just the right research, our Library Director is available to assist you in person or even via e-mail. Research assistance is also available online 24/7 through the Library's, "Ask a Librarian" link.

Regardless of when and where you take classes at BMCC, learning to find, use, and evaluate information is a key skill set that you will use in any profession and throughout your life. The Library's mission is to support your skills and academic success, for more information please go to the Library's website, [www.bluecc.edu/library](http://www.bluecc.edu/library) email: [library@bluecc.edu](mailto:library@bluecc.edu), or call, 541-278-5915.

## **Technology Support**

BMCC's IT department provides a Help Desk to assist with technology issues. Call 541-278-5827 or email [helpdesk@bluecc.edu](mailto:helpdesk@bluecc.edu).

## Distance Education

Distance education is any kind of learning in which students and the instructor are separated by time and/or place. You will need to have access to the internet and a current laptop or desktop computer. It can be delivered using various methods, including:

- **DISTANCE CLASSROOM:** Course meets at a specific time at a BMCC site and you will join using web conference technology. Your instructor will not be in the room; he/she will be lecturing live from another location. In person attendance is expected
- **DISTANCE INTERNET:** Course meets at a specific time; attendance is expected but you can join remotely from any location using web conferencing technology.
- **ONLINE:** Course can be completed entirely without being in a specific location. You may be required to take exams at an approved testing center. The college uses Canvas as their learning management system.
- **BLENDED:** Course is delivered via a combination of in-person and online delivery methods. You (student) are expected to attend the first day of class to receive instructions for course expectations.

**Distance Education Class Textbooks:** There are many options for accessing textbooks for distance education courses at BMCC. In some courses, textbook costs are included as a part of the course tuition, so students will not have to purchase a textbook separately. In other courses, textbooks are built using Open Educational Resources, which are low-cost or free for students. Please contact the BMCC Bookstore for textbook options [www.bookstore.bluecc.edu](http://www.bookstore.bluecc.edu), or students can e-mail the course instructor for textbook information.

**Technical Help and Support:** The Office of Distance Education is located on the Pendleton campus in Emigrant Hall, Room 115. The email address is [Distance\\_Ed@bluecc.edu](mailto:Distance_Ed@bluecc.edu). Find tutorials, frequently asked questions, self-assessment tests, and hardware and software requirements for taking online classes on our [BMCC Online Resources page](#).

**Registering for Distance Education Classes.** For registration information and a list of courses, go to <https://ais2.bluecc.edu/Schedule/>.

**Financial Assistance for Distance Education:** Online students may be eligible to receive financial assistance. Complete the Free Application for Federal Student Aid (FAFSA) form, available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). BMCC's federal school code is 003186. Check our Website for more financial assistance information or your wolf-web (financial aid) for additional documents needed.

**Paying for Distance Education Classes:** Tuition and fees for distance education classes are assessed at the rates listed in the Schedule of Classes published each term and online at [www.bluecc.edu](http://www.bluecc.edu). There is an additional \$40.00 per class fee for any online class taken for credit.

## Student Rights and Responsibilities

### Student Rights and Responsibilities

Students at Blue Mountain Community College (BMCC) have the right to various freedoms and protections, such as the right to: freedom of association, inquiry, expression, and learning in an educational environment that is free from harassment and discrimination of all types. Students in good standing at BMCC have the right to participation in institutional governance, co-curricular activities, student clubs, and other student life activity. Students are afforded the right to due process, to file a grievance, or to make a complaint. A student's admission to the College obligates them to be personally responsible for their conduct and to comply with the policies and regulations of the College.

**Definitions:**

- "Student" is defined as an individual that has been admitted to BMCC and subsequently enrolled in a course (credit or noncredit). Once an individual has enrolled in a course, they are then considered a BMCC student regardless of their current enrollment status.
- "College" includes college facilities, premises, and non-college property if the student is at any BMCC sponsored, approved, or related activity or function where students are under the jurisdiction of the College.

**Conditions:**

- Enrollment with BMCC and participation in college sponsored activities and curriculum carries with it the presumption that the student is in good standing with the college and will conduct themselves as responsible members of the BMCC community.
- The college is granted approval by the Board of Education to adopt student rights, responsibilities, and conduct standards that are deemed necessary to assure the college is a safe and supportive environment for all.
- Student rights and responsibilities applies to all immediate and surrounding areas deemed as BMCC property and/or jurisdiction.
- It is the students' responsibility to observe college rules and regulations and to help maintain appropriate conditions in the classroom, on campus, and in the community.

**I. FREEDOM OF ASSOCIATION**

A. Students shall be free to organize and join associations to promote their common interests subject to the following considerations:

- i. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who are verified BMCC students or their representatives.
- ii. Each organization shall be free to select its own BMCC advisor, except for the Associated Student Government whose advisor is hired by the BMCC administration. Employees serve the college community when they accept the responsibility to advise and consult with student organizations; they shall not have authority to control the procedure of such organizations.
- iii. Campus organizations, including those affiliated with an external organization, shall be open to all students without respect to race, gender, religion, national origin, sexual orientation, marital status, color, parental status, age, mental or physical disability, Vietnam Era or disabled veteran status, expunged juvenile records, family relationships, application for workers' compensation benefits, or any other status protected under applicable federal, state, or local law.
- iv. In keeping with BMCC Procedure (07-2003-0012), children will not be permitted in classrooms. Children under the age of 16 must be accompanied by an adult while using any BMCC facility including the McCrae Activity Center, Computer Labs or Library.

**II. FREEDOM FROM HARASSMENT AND DISCRIMINATION, RIGHT TO FILE A COMPLAINT OR GRIEVANCE**

A. BMCC does not tolerate unlawful discrimination based on race, color, religion, use of native language, national origin, sex, marital status, height/weight ratio, disability, veteran status, age, or sexual orientation in any area, activity, or operation of the college. BMCC complies with applicable federal, state, and local civil rights laws and regulations prohibiting discrimination. Equal opportunity for employment, admission, and participation in BMCC's benefits and services shall be extended to all persons, and BMCC shall promote equal opportunity and treatment through application of this policy and other efforts of BMCC designed for that purpose.

- i. Any person who believes they have been discriminated against or harassed by a BMCC employee, representative, or student is encouraged to file a complaint through the Office of Human Resources, Pendleton Campus, Morrow Hall, or through the online incident reporting link.



ii. Any person who believes that they have been discriminated against on the basis of disability under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act ("ADA"), including believing that they have not been provided with a reasonable accommodation or modification to which they are entitled, may discuss these concerns with a disability services staff member in the Success Center or submit a complaint through the online incident reporting link.

B. The College recognizes that disputes may sometimes arise and requires the parties involved to resolve the conflict informally whenever possible. A formal complaint process is provided in matters that can't be resolved informally in order to assure impartial and equitable resolution for those conflicts.

i. Any student that feels they have been treated unfairly may submit a report through the online complaint reporting link.

ii. Students will have the ability to present their concerns and have the right to be heard fairly and promptly.

iii. The informal/formal complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity.

iv. Matters which are not grievable through the formal complaint process include Federal and State laws, employment and personnel decisions, policies of the BMCC Board of Education, rules and procedures adopted by the Oregon, Higher Education Coordinating Council (HECC).

### **III. FREEDOM OF INQUIRY AND EXPRESSION**

A. Students, faculty, and staff are obligated to respect freedom of inquiry and expression and to take appropriate action when illegal prevention or disruption of this right occurs.

i. Students have the right to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. However, they are responsible for learning the content of any course of study in which they are enrolled.

ii. Students have the right to conduct orderly demonstrations in approved free expression space unless the participants of those demonstrations threaten to endanger the safety of any member(s) of the College community, pose a threat to physical facilities, or substantially obstruct or disrupt regular and essential operations.

a. The college recommends that those intending to conduct an outdoor demonstration consult with the Vice President of Student Affairs or designee to identify allowable space that accommodates the reasonable needs of both the College and those engaged in acts of speech or protest.

b. Individuals and groups holding an indoor demonstration must comply with campus policies and procedures for requesting space. Advance notice and approval is required for indoor demonstrations to allow the College to make appropriate and reasonable logistical arrangements for the demonstration.

iii. Students have the right to distribute free publications not in violation of federal or state laws, and/or College policies and procedures, such as books, magazines, newspapers, handbills, leaflets, and similar materials. Distribution of these materials in classrooms, hallways, libraries, offices or other College facilities used primarily for educational and instructional purposes must not interfere with the work or study of persons in those facilities.

a. Any persons desiring to post or distribute publications must comply with campus policies and procedures. All handbills, leaflets, newspapers, posters, and similar materials must bear the name and address of the organization and/or individual distributing the materials.

b. Information on submitting items for posting may be obtained through the Executive Vice President of Instruction & Student Success Office.

### **IV. RIGHT TO PARTICIPATE IN INSTITUTIONAL GOVERNANCE**

A. Students have the right to be appointed representatives on selected College councils and committees and to participate in institutional governance. Appointment to participate is by invitation of the acting committee Chair through the ASG, Student Life Office. Students must be in good standing with the college to serve on a council or committee.

i. Student information may be shared among College faculty and staff when it has been determined that there is a legitimate educational interest in the information.

ii. The confidentiality of student record information obtained by counseling and advising services will be strictly maintained, except when the College is legally permitted or required to disclose student record information.

iii. Students have the right to access their educational record as reflected in the Family Educational Rights and Rights Privacy Act.

#### **V. RIGHT OF ACCESS TO COLLEGE FACILITIES**

A. Students have the right of access to college facilities and are subject to published business hours, schedules, 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.

i. Designated college staff have the authority to prohibit entry or ask the student to leave the premises if the student's behavior is disruptive, threatening to the health and welfare of the College community, or interferes with the ingress and/or egress of persons.

#### **VI. RIGHT OF SALE AND DISTRIBUTION OF MATERIAL, RIGHT TO CONDUCT FUND-RAISING ACTIVITIES**

A. The use of college grounds or facilities for the purpose of commercial or private gain is prohibited except where such activity contributes to the operation of the instructional program or where limited sale is specifically authorized by the college for the benefit of an approved student activity.

B. Students have the right to engage in legal incidental sales of personal private property in private transactions, provided College facilities are not expressly used for this purpose.

C. All fundraising activities by clubs and organizations must be approved in accordance with Student Life.

D. All merchandise, periodicals, magazines and books offered for commercial sale may be sold only through the College bookstore and food services, except when approved by Executive Vice President of Instruction & Student Success.

#### **IX. RIGHT TO PROTECTION FROM IMPROPER ACADEMIC EVALUATION**

A. Student academic performance will be evaluated on an academic basis (which may include attendance), and the ability to apply skills, and not on a student's opinions or conduct in matters unrelated to academic standards.

i. The course syllabus will contain and articulate the evaluation standards and grading criteria by which student performance is measured for that particular course.

ii. Students are responsible for meeting the standards of academic performance established for each course in which the student is enrolled.

iii. A student may dispute their academic evaluation under the Colleges Grade Appeal Procedure if the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor or were imposed in an arbitrary or capricious manner.

*Note: Blue Mountain Community College reserves the right to make changes to the rights, regulations, procedures, and information contained in the Statement of Student Rights and Responsibilities as education, financial, and legal considerations or mandates require. Academic policies in the College's catalog supersede all college policies listed in this document if in conflict.*

# Student Code of Conduct

Blue Mountain Community College (BMCC) is committed to the success of its students and is dedicated to student learning, retention, safety, and the development of responsible personal and social conduct.

Each member of the BMCC community must adhere to a code of responsible behavior. This code of conduct communicates the expectations that the College has of students and is intended to educate and guide students to understand their responsibilities. This Code is aligned with the College's Non-Discrimination Statement and shall not be administered in a discriminatory manner. Every effort will be made to balance the needs and rights of the individual with the welfare of the community as a whole.

This Code applies to all BMCC students, recognized student organizations, and groups of students. In addition, students who are enrolled in specific educational programs with additional standards of behavior are also expected to follow those related academic and conduct standards.

## Definitions:

- **Adjudicate:** a method of resolving alleged student misconduct which employs a fact-finding, impartial adjudicator to render a binding decision in the matter.
- **Administrative Hearing:** a meeting held by a Student Conduct Officer to (a) investigate or (b) gather more information about a possible Code violation.
- **Appellate Officer:** the Executive Vice President of Instruction and Student Success or designee, has the authority to consider an appeal of a Student Conduct Officer's decision.
- **Code:** this Student Code of Conduct.
- **College:** Blue Mountain Community College; BMCC; or any physical space or virtual environment being used by Blue Mountain Community College.
- **College Official:** any person employed, contracted, or assigned by the College, including, on some occasions, students performing assigned administrative or professional responsibilities.
- **College Premises:** includes all physical space (buildings, facilities, and other property, including adjacent streets and sidewalks) and the virtual environment in the possession of, owned, used, or controlled by the College.
- **Educational Record:** any record directly related to a student and maintained by the College or by a party acting for the College, as defined by the Family Educational Rights and Privacy Act. This includes academic records and disciplinary records.
- **Faculty Member:** any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty or instructional staff.
- **Member of the College Community:** any person who is a student of, employee of, or who is contracted to perform services of any kind for the College.
- **Policy:** the written rule or regulations of the College as found in, but not limited to, the Code, as well as contracts, academic catalogs, administrative procedures, and any other documents that are deemed by the College to express College policy.
- **Preponderance of Evidence:** a decision whether the Responding Party more likely than not engaged in an alleged violation of this Code.
- **Reporting Party:** an individual or group who brings forward an allegation of a Code violation. The College may be the "Reporting Party."
- **Responding Party:** any student or group charged with an alleged violation in this Code.
- **Student:** any person who is registered for one or more credit or non-credit hour(s), including online learning courses, or who has applied for admission, received financial aid, or received any other service or benefit provided by the College which requires student status. Any person who has withdrawn or who is not enrolled in any courses, but who has a continuing relationship with the College, may be considered a "student" for the purposes of this Code.
- **Student Conduct Officer:** an official authorized by the Executive Vice President of Instruction & Student Success or designee(s) to be responsible for administration of the Code and to conduct an Administrative Hearing. This official is also authorized to impose sanctions when it has been determined that a violation has occurred.

- **Student Organization:** any student or group of students formally recognized by the College as a Student Organization, or any group with student membership that uses College spaces, funds, or materials.
- **Support Person:** any person that attends an Administrative Hearing or proceeding under this Code with a student, including, but not limited to, a parent, a friend, a Success Coach or Faculty Advisor, a Disability Services practitioner, another College staff person, or an attorney.

**Authority:**

- A. The Board of Education delegates to the College President the authority to oversee the administration of conduct standards.
- B. Administration of the Student Code of Conduct is the responsibility of the Executive Vice President of Instruction & Student Success or designee(s), who shall develop procedures to carry out the Code.
- C. Student Conduct Officers (Executive Vice President of Instruction & Student Success, Dean, or Center Director) shall serve as the principal investigators and administrators for alleged violations of the Code, and shall interpret and implement procedures to carry out the Code. Decisions made by a Student Conduct Officer shall be final, pending the appeal process set forth in this Code.
- D. The Students First Advisory Council (SFAC) is responsible for reviewing the Student Code of Conduct policy and Student Rights and Responsibilities Statement as set forth in administrative procedures. All revisions to these policies must be approved by the SFAC, the Executive Vice President of Instruction & Student Success, President's Cabinet, and the College President.

**Jurisdiction:**

- A. The Code shall apply to student conduct on College premises; at or in connection with College-related or sponsored events and activities, regardless of location, including but not limited to international or domestic travel, activities funded by the Associated Student Government, athletic events, trainings, online learning, supervised academic/work experiences, or any other College-sanctioned social or club activities; and off-campus during non-College- related or sponsored events and activities, when the College, in its sole discretion, determines that the alleged off campus misconduct adversely affects the College community or the pursuit of the College's objectives.
- B. The Code shall apply to student conduct at all hours during each term, between terms, and during periods in which a student is not enrolled but has a continuing relationship with the College, from the time a student applies for admission to the College through the student's receipt of a degree, completion of program, or withdrawal from the College. Proceedings under the Code may continue if a student withdraws while a disciplinary matter is pending, whether or not the student has a continuing relationship with the College.
- C. All persons, including persons who are not students, must comply with all applicable College policies and procedures when attending or participating in any activity connected with the College.
- D. At the discretion of the Student Conduct Officer(s), allegations of misconduct by students or student groups may be adjudicated prior to, concurrent with, or following any civil or criminal proceedings.

**Conduct Subject to Disciplinary Action:**

The following constitutes conduct prohibited by the College for which a student or student organization is subject to disciplinary action:

- A. **Academic Misconduct.** Actions constituting violations of academic integrity include, but are not limited to the following:
1. **Cheating.** Includes but is not limited to use of any unauthorized assistance for academic work and use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
  2. **Collusion.** Includes but is not limited to assisting another to commit an act of academic misconduct, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, unauthorized group work, use of unauthorized electronic devices, or allowing someone to do these things for one's own benefit.

3. **Fabrication.** Includes but is not limited to falsifying data, information, or citations in completing an academic assignment or other institutional document, and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.

4. **Plagiarism.** Includes but is not limited to use of someone else's language, ideas, or other original material (not common-knowledge) without attribution to the source. This definition applies to all student work, not limited to print materials, online materials, manuscripts, oral discussion, and the work of other students. Examples include submitting someone else's language, ideas, or materials as one's own; inadequate paraphrasing, copying words and changing them a little, even if you give the source; carelessly or inadequately citing ideas and words borrowed from another source; self-plagiarism, including the unauthorized submission for credit of academic work that has been submitted for credit in another course.

**B. Alcohol, Drug, and Tobacco Violations.** See BMCC Drug and Alcohol-Free College and Prohibited Use of Tobacco Products or Inhalant Delivery Systems policies

1. **Alcohol.** The use, possession, delivery, sale, or being under the influence of any alcoholic beverage is prohibited on College premises and during College-related or sponsored events and activities, except as permitted by law and applicable College policies.

2. **Drugs.** The use, possession, delivery, sale, or being under the influence of any illegal drugs is prohibited at all times. This includes unauthorized use of prescription drugs.

3. **Marijuana.** The possession, consumption, being under the influence of, or furnishing marijuana, cannabis, or any of its derivatives is prohibited on College premises and during College-related or sponsored events and activities.

4. **Tobacco.** Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all BMCC grounds and property. This includes, but is not limited to: in facility buildings, at facility-sponsored activities, in vehicles on facility grounds on the main campus and at all centers, including satellite properties. Tobacco is permitted in outdoor areas (unless posted otherwise), in smoking areas that are located 20 feet away from doorways, windows, and ventilation systems to prevent smoke from entering buildings and facilities.

**C. Assault, Endangerment, Harassment, and Intimidation.** Unwelcome physical contact that obstructs or disrupts a person from engaging in individual activities; puts a person in reasonable fear for personal safety; or causes or creates a substantial risk of personal injury or property damage. Non-physical contact, including but not limited to, bullying, intimidating, or threatening behavior, that obstructs a person from engaging in individual activities; puts a person in reasonable fear for personal safety; causes or creates a substantial risk of personal injury or property damage; or causes or is intended to cause emotional or physical distress. Non-physical contact includes all forms of direct or indirect contact with another person, including, but not limited to, written, electronic, or telephonic communication of any form.

### **Reporting Amnesty**

BMCC encourages all community members to report behavior associated with assault, endangerment, harassment, and intimidation. To support such reporting, BMCC will not pursue student conduct proceedings against a reporting student, a complainant, a respondent or witness for personal use of alcohol, marijuana or other drugs at or near the time of the incident provided their use did not place the health or safety of any other person at risk. BMCC may however, initiate an educational discussion with any student regarding their personal use of alcohol, marijuana or other drugs. BMCC's reporting amnesty is in alignment with ORS 471.434.

BMCC WILL NOT pursue any conduct violation against a survivor for substance use, including alcohol, at the time of sexual assault/harassment if the sexual assault/harassment is reported to the Executive Vice President of Instruction & Student Success or the Director of Human Resources/Title IX Coordinator.

1. **Hazing.** An act which endangers or jeopardizes the mental or physical health or safety of a student or other College community member, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. This includes, but is not limited to all violations of applicable hazing laws. The express or implied consent of the person subject to the hazing does not relieve an individual or group from responsibility for violating the Code. Apathy or acquiescence in the presence of hazing are not neutral acts but are violations of this rule.

2. **Harassment.** Unwelcome verbal, nonverbal, visual, or physical conduct that is so severe, persistent, or pervasive that it interferes with or limits the ability of a student, faculty, or staff member to participate in, or benefit from, the College's educational and/or employment opportunities, programs, or activities. A single, serious incident may also constitute harassment. At the College's sole discretion, harassment may be addressed through the College's Nondiscrimination and Non-harassment Policy instead of, or in addition to, this Code.

3. **Sexual Misconduct.** Unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence), stalking, and includes related acts of retaliation. Relevant definitions and the procedures for addressing possible sexual misconduct are included in the College's [Gender-Based Misconduct Policy](#). At its sole discretion, the College may address possible sexual misconduct through this Code or its Gender-Based Misconduct Policy instead of, or in addition to, this Code.

a. **Sexual Harassment:** is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender based nature.

b. **Sexual Harassment:** is defined as any unwelcome conduct of a sexual nature, including sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual or gender based nature.

c. **Domestic Violence:** An intra-family offense that results in physical injury, including physical pain or illness, or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

d. **Dating Violence:** An offense against an intimate partner (romantic, dating, or sexual relationship) that results in physical injury, including physical pain or illness or that caused or was intended to cause reasonable fear of imminent serious physical injury or death.

e. **Stalking:** A course of conduct directed at a specific individual with the intent to cause that individual (or where the person knows or should have known that it would cause the individual) to fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress.

#### D. Disruptive Behavior

1. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures, other College-related or sponsored activities, including the College's public service functions, or other authorized activities on College-owned or controlled property.

2. Obstruction or disruption interfering with the freedom of movement, including obstruction of the free flow of pedestrian or vehicular movement on College property or at a College activity.

3. Leading or participating in any activity that unreasonably infringes on the rights of another member of the College community or that is intended to or reasonably may incite another person to unreasonably infringe on the rights of another member of the College community.

4. Leading or participating in any activity that unreasonably infringes on the rights of another member of the College community or that is intended to or reasonably may incite another person to unreasonably infringe on the rights of another member of the College community.

#### E. Failure to Comply

1. Failure to comply with reasonable directions of College officials, acting in the scope of their duties. In some cases "officials" may be students employed to act on behalf of the College.

2. Failure to comply with any disciplinary sanction imposed under the Code.

**F. Falsification of Information** includes, but is not limited to:

1. Knowingly furnishing false information, or failing to furnish correct information, in response to request or requirement of a College Official.

2. Forging, altering, or misusing BMCC documents, records, or identification cards, including electronic documents and records.

3. Unauthorized use of another individual's identification or password, or sharing one's personal identification or password with an unauthorized user.

4. Knowingly reporting a false emergency.

5. Knowingly making a false accusation of misconduct.

**G. Fire and Life Safety** includes, but is not limited to:

1. Tampering with fire safety equipment, generating a false alarm, or engaging in behavior that constitutes a fire or safety hazard.

2. Failure to evacuate a College building after an alarm has sounded.

3. Failure to follow the fire and/or life safety-related directives of a person authorized to give such directives.

**H. Property Theft and/or Damage.** Attempted or actual theft of, unauthorized use or possession of, and/or damage to property of the College or of a member of the College community.

**I. Recording**

1. Using, obtaining, or attempting to obtain, electronic or other means to photograph or record the likeness of another without the individual's consent, in any situation in which there is a reasonable expectation of privacy, is prohibited. This includes, but is not limited to, recording another person in an intimate situation.

2. Recording in any College locker room or restroom is strictly prohibited.

3. Recordings of lectures and presentations may not be used for any reason other than personal educational purposes and may not be shared publicly.

**J. Retaliation.** Retaliating, or attempting to retaliate, against any individual for exercising one's rights or reporting, providing information, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or College policy, including, but not limited to, the provisions of this Code.

**K. Unauthorized Access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to College Premises, or unauthorized entry onto or into College premises.

**L. Violation of College Policy.** Violation of any College policy, rule, or regulation that is posted by a College Official or available electronically on the College website.

**M. Violation of Law or Regulation.** Engaging in conduct that is contrary to any federal, state, or local law when such violation interferes with, or poses a risk to, the College or interferes with other students' participation in College programs, activities, or events.

**N. Weapons and Dangerous Materials.** Possession or use of firearms, explosives, instruments, or other weapons including replicas of weapons, or dangerous chemicals on College premises or use of any item in a manner that harms, threatens, or causes

disruption to the educational environment. Exceptions to this policy are permitted when the weapon and/or dangerous materials are used in conjunction with an approved College instructional program, is carried by a duly constituted law enforcement officer, or is otherwise permitted by law.

#### General Misconduct Procedures:

**A. Temporary Removal of Registered Students.** If a student is engaging in disruptive behavior, a course instructor may temporarily restrict a student's participation in class or temporarily block access to the digital learning management system. Before allowing the student to return to class, the instructor, Department Chair, and/or Dean will clarify with the student the behavioral standards that must be met in order to continue in the class. This clarification will occur as expeditiously as possible, preferably before the next class session or equivalent. During the period of restriction, the student must be provided the opportunity to maintain access to the educational/course content. Instructors must facilitate an alternate method for this to occur. A Student Conduct Officer can provide consultation and coordination throughout the classroom management process. If the disruptive behavior is not resolved through the clarification process, the situation must be referred to a Student Conduct Officer. Any permanent removal from class must be in accordance with the procedures of this Code.

**B. Removal of Unauthorized Individuals.** Instructors may restrict persons who are not registered from attending class sessions. Exceptions on the basis of disability must be approved by the College's Disability Services Office. Other exceptions may be made by a College official.

#### **C. Administrative Hearing Process**

**1. Report.** Anyone may submit information about a possible Code violation by submitting an incident report to [https://cm.maxient.com/reportingform.php?BlueMountainCC&layout\\_id=4](https://cm.maxient.com/reportingform.php?BlueMountainCC&layout_id=4)

**2. Preliminary Review.** The Student Conduct Officer may gather further information to determine whether the reported conduct, if substantiated, may constitute a possible Code violation. If the Student Conduct Officer determines that the reported conduct, even if substantiated, likely would not amount to a Code violation, the Student Conduct Officer may choose to close the report or address the report through another College administrative process.

**3. Interim Action.** Student Conduct Officer may impose an appropriate sanction as reflected in the Code with the exception of Expulsion, including (a) immediate suspension; (b) restricting access to College premises, the virtual learning environment, and/or all other College activities or privileges; or (c) any other action approved by the Executive Vice President of Instruction & Student Success deemed as reasonable to prevent the recurrence of the alleged Code violation or to protect the integrity of the investigation. The interim action(s) does not replace the Administrative Hearing process as outlined in this Code. The student will be notified in writing of any interim action and the rationale. As soon as practical following implementation of the interim action, in most cases within three (3) days, the Student Conduct Officer shall provide the student an opportunity to address the action and supporting information in person, by phone, or through written communication. Based on that information, the Executive Vice President of Instruction & Student Success or the Student Conduct Officer/Coordinator may maintain, revoke, or modify the interim action.

**4. Notice of Hearing.** After the preliminary review by the Student Conduct Officer, a Hearing Notice may be sent to the Responding Party. The notice shall include: (a) a brief description of the reported allegation(s), (b) the section(s) of the Code the Responding Party is alleged to have violated, (c) the range of possible sanctions for the alleged violation(s), (d) a specific date to schedule a meeting by, (e) information about having a Support Person attend, (f) information on how to request accommodations for a disability, and (g) information on the Administrative Hearing procedures. The Administrative Hearing typically occurs within ten (10) days from the date on the Hearing Notice. Requests for extensions by the Responding Party may be granted at the discretion of the Student Conduct Officer.

#### **5. Administrative Hearing and Investigation**

a. The Responding Party may elect to participate in the Administrative Hearing in person, by telephone, by videoconference, and/or by submitting a written statement.



b. The Responding Party may elect to not participate in this hearing. If the Responding Party elects not to participate in or fails to attend the hearing, the Student Conduct Officer may decide the matter in the party's absence. Failure to cooperate or appear will not delay the outcome of the matter.

c. If the Responding Party elects to participate in the hearing, the Student Conduct Officer will review the alleged violation(s) with the Responding Party at the hearing. The Responding Party will be provided a reasonable opportunity to share the party's perspective, provide information to the Student Conduct Officer, and respond to the information presented.

d. The College and/or the Responding Party may seek legal advice at the party's own expense. The Responding Party may consult the party's Support Person, including an attorney, during the Administrative Hearing, but the Support Person may not participate in the meeting in any other manner, including speaking on behalf of the student. The Responding Party must notify the College within forty-eight (48) hours prior to the Administrative Hearing if the Support Person will be an attorney.

e. The Student Conduct Officer may gather additional information after the meeting, such as by conducting interviews and reviewing documents. The Student Conduct Officer may need to meet with the Responding Party about information gathered after the initial Administrative Hearing. In general, this may take up to ten (10) days after the hearing, or longer as appropriate under the circumstances.

f. The Student Conduct Officer will make reasonable efforts to communicate to all relevant parties any anticipated delays of more than ten (10) days.

## 6. Decision

a. The Student Conduct Officer's decision will be based on a preponderance of the evidence.

b. After the hearing and the conclusion of any investigation, a decision letter will be sent to the Responding Party's College email explaining (i) the decision of the Student Conduct Officer, (ii) the sanction(s) imposed, if any, and (iii) information about the appeal process, if a Code violation is found.

c. In accordance with FERPA, the Reporting Party may be notified of the decision and if an appeal is filed.

d. The decision of the Student Conduct Officer is final unless an appeal is filed in accordance with the appeal procedures set forth in this Code.

i. **Administrative Removal from a Class.** The Responding Party will be removed from a specific class but be allowed to continue in all other courses, unless otherwise restricted. The Responding Party is responsible for any tuition and fees associated with the administrative withdrawal process.

ii. **Community Service.** The Responding Party must provide a designated number of hours of service to a designated entity.

iii. **Educational Sanctions.** The Responding Party must complete tasks such as assignments, interviews, reflection papers, educational meetings, or other educational activities.

iv. **Expulsion.** The sanction of Expulsion is by recommendation of the Executive Vice President of Instruction & Student Success to the President and will result in the permanent separation of the Responding Party from the College. This means that the Responding Party may not, at any time in the future: enroll in the College; be a member of any student club or organization; or register for, or participate in, any program, activity, or event sponsored or organized, in whole or in part, by the College. The Responding Party is trespassed from College Premises, which means the party may never again be present on College owned or controlled property, or access the virtual learning environment. The Responding Party's rights and privileges as an enrolled student at the College are immediately revoked. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process, including any financial aid status implications.

v. **Loss of Privileges.** The Responding Party is denied specified privileges of being a student for a designated period of time.

vi. **No Contact Directive.** The Responding Party is prohibited from contacting a specified person(s) related to the Code violation. This includes contact initiated through any means (including personal, electronic, and telephonic) as well as contact

initiated by any third parties on the Responding Party's behalf or request. This restriction applies both on and off campus. Failure to abide by the terms of this sanction will result in further disciplinary action.

vii. **Notation on Transcript.** A notation may be placed on the Responding Party's academic transcript related to the party's disciplinary standing only if there is a sanction of Expulsion.

viii. **Probation.** For a specified period of time, any additional Code violations by the Responding Party will result in progressive disciplinary action. During the period of probation, the Responding Party is not considered in good disciplinary standing. Upon expiration of the probation period and fulfillment of other sanctions imposed (if any), the disciplinary probation will be lifted.

ix. **Restitution.** For violations involving damage to, destruction of, or theft of property, the Responding Party may be required to make monetary restitution and/or return any stolen or misappropriated property in an amount not to exceed the actual expenses, damages, or losses incurred.

x. **Registration Hold.** Students who do not complete assigned sanctions within the time provided may be prevented from registering for classes until completion of those sanctions.

xi. **Suspension.** The temporary separation of the Responding Party from the College for a specific period of time. During the suspension period, the Responding Party is not eligible for the privileges and services provided to enrolled students, including but not limited to registering, attending class, or accessing the virtual learning environment. The Responding Party is trespassed from the College, including from all College owned or controlled property, services, and facilities. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process including any financial aid status implications. Upon expiration of the suspension period, the Responding Party must submit in writing a request for reinstatement to the Executive Vice President of Instruction & Student Success, or designee. The Responding Party may be asked to provide a statement demonstrating readiness to return and successfully re-engage with the College community. If the Student Conduct Officer confirms that all terms of the suspension have been met and the suspension is lifted, the Responding Party may be reinstated with or without additional conditions, at the discretion of the Vice President of Student Affairs.

xii. **Warning.** Written notice that the Responding Party has been found responsible for violating the Code. Additional Code violations may result in progressive disciplinary action. A warning does not affect the Responding Party's disciplinary standing.

## 8. Appeals

a. Appeals must be submitted electronically via email to the Executive Vice President of Instruction & Student Success through the link provided in the Responding Party's decision letter and received within five (5) days of issuance of the decision letter.

b. The request for an appeal must state the specific grounds for the appeal. Dissatisfaction with a decision is not grounds for an appeal. Grounds for an appeal are limited to:

i. Demonstrating that the Administrative Hearing deviated from the procedures outlined in the Code; however, deviation from these procedures shall not invalidate a decision or result in any other remedy unless it materially affected the Student Conduct Officer's decision.

ii. Demonstrating that the imposed sanction(s) was inappropriate for the Code violation.

iii. Considering directly relevant information that was not known to the Student Conduct Officer and was not known, and that could not reasonably have been known, to the Responding Party at the time of the Administrative Hearing.

c. The Executive Vice President of Instruction & Student Success will assign an Appellate Officer who will review the appeal request, together with any other information the Appellate Officer deems relevant, which may include reviewing the Administrative Hearing record and consulting with the Student Conduct Officer, to determine whether an appeal hearing would assist the Appellate Officer in deciding the appeal. The Appellate Officer, using best judgment may grant an appeal hearing, or not.

d. If an appeal hearing is granted, the Appellate Officer may limit the subject of the hearing to matters that will assist the officer in deciding the appeal, which may include a request to the Responding Party for additional information. The Appellate Officer

may ask questions of the Responding Party at the hearing. The Responding Party's failure to cooperate or appear at the appeal hearing will not delay the outcome of the appeal. The Appellate Officer may dismiss the appeal if the Respondent fails to appear at the hearing.

e. The College and/or the Responding Party may seek legal advice at the party's own expense. The Responding Party may consult the party's Support Person, including an attorney, during the appeal hearing, but the Support Person may not participate in the hearing in any other manner, including speaking on behalf of the student.

f. The Appellate Officer will make one of the following decisions on the appeal:

i. Refer the case back to the original Student Conduct Officer for reconsideration or additional proceeding if the Appellate Officer determines that new information provided by the Responding Party, as set forth above, is directly relevant and may alter the findings of the Student Conduct Officer.

ii. Deny the appeal. In this case, the decision of the Administrative Hearing, including any sanctions imposed, is affirmed.

iii. Grant the appeal. In this case, the Appellate Officer may render a new decision, including amending the findings and/or sanctions of the original decision.

g. The decision to grant or deny the appeal will be based on the preponderance of the evidence.

h. The Appellate Officer's decision will be issued in writing to the Responding Party and is final. The decision shall be issued within five (5) days after receipt of the appeal.

#### Academic Misconduct Procedures

**A. Report.** Anyone may submit information about a possible academic misconduct Code violation at <https://www.bluecc.edu/academics/academic-portals/academic-dishonesty-cheating>. Academic misconduct allegations not involving instruction, grades, academic programs, and/or classroom matters will be facilitated through the General Misconduct Procedures described above.

**B. Review.** Allegations of academic dishonesty or disruptive classroom behavior are first addressed by the instructor. Instructors are expected to make a reasonable effort to discuss the allegations with the Responding Party prior to submitting an Academic Dishonesty report.

**C. Sanctions:** Instructors may impose one of the following academic sanctions after discussing the incident with the Responding Party:

1. A score of 0 for the assignment or test
2. Require the student to redo the assignment or test
3. Lower the grade on assignment or test
4. Assign a failing "F" grade for the course
5. Dismissed from the course
6. Dismissal from a program (as approved by the corresponding Instructional Department Chair and Dean)

**D. Grade Appeals:** In accordance with the BMCC Blue Mountain Faculty Association (BMFA) contract, (Article 12.B), should a student feel that they have been graded unfairly, after discussing the issue with the instructor, the student may appeal to the Vice President of Instruction for a change in grade in accordance with the following grade appeal process:

1. The student shall complete a grade appeal form which shall include all the particulars of the situation surrounding the grade given, what grade change is requested, and a statement that substantiates the perception of the student that the grade assigned is unfair.

2. The form shall be submitted to the Executive Vice President of Instruction & Student Success (or designee) who shall review the appeal with the instructor. The instructor shall respond to the statement of the student in written form.
3. If the instructor's decision is to change the grade in agreement with the student's request, it will be so recorded and the process will be complete.
4. If the instructor's decision is not to change the grade and the student is not satisfied with the decision the appeal process may be continued.
5. All documentation surrounding the grade appeal shall be reviewed by a committee of three faculty members in accordance with the BMCC BMFA contract. The committee shall be authorized to change a grade and the committee's decision shall be final.
6. A permanent record of the grade change shall be maintained in the Registrar's Office.

Concurrent Proceedings:

Nothing in this Code shall preclude or in any way restrict additional actions in any College department, educational program, or activity related to academic, professional, or similar standards specific to the department, program, or activity.

Student Code of Conduct Revision Schedule:

- A. The Student Code of Conduct shall be reviewed at least every three (3) years or as determined by the Students First Advisory Council.
- B. In situations where a timely revision is necessary due to changes in federal or state laws, the Students First Advisory Council will create an interim revision to a specific aspect within this code for the Executive Vice President of Instruction & Student Success' immediate approval. This temporary/ interim statement will be put into effect until a permanent revision is able to move through the formal approval process.

Student Code of Conduct/Disciplinary Record Retention:

- A. All files and records of General Misconduct procedures under this Code are maintained by the Office of the Executive Vice President of Instruction & Student Success.
- B. All files and records of Academic Misconduct procedures under this Code are maintained by the Office of Instruction.

*Blue Mountain Community College reserves the right to make changes to the rights, regulations, procedures, and information contained herein as educational, financial, and legal considerations or mandates require. Academic policies in the BMCC catalog supersede the academic policies listed in this document if in conflict. Additionally, some academic programs may have additional student conduct requirements in addition to the policies contained in this document.*

*Revised September 2021*

## **Administration and Faculty**

### **BMCC Board of Education**

**Chris Brown**  
Zone 1, Term Expires 2023

**Bill Markgraf**  
Zone 2, Term Expires 2023

**Kent Madison**  
Zone 3, Term Expires 2025

**Kim Puzey**  
Zone 4, Term Expires 2025

**Don Rice**  
Zone 5, Term Expires 2023

**Abe Currin**  
Zone 6, Term Expires 2025

**Jane Hill**  
Zone 7, Term Expires 2023

## **Oregon Board of Education**

**Anthony Veliz, Chair**  
5th Congressional District

Term expires 6/30/24

**Kimberly Howard, Vice Chair**

3rd Congressional District

Term Expires 6/30/24

**Guadalupe Martiniez Zapata**

At Large

Term expires 6/30/24

**Jerome Colonna**  
2nd Congressional District  
Term expires 6/30/22

**Jennifer Scurlock**  
At Large  
Term Expires 6/30/23

**George Russell**

At Large

Term expires 6/30/24

**Bridgett Wheeler**

At Large

Term expires 6/30/24

# **BMCC Foundation Board of Directors**

**Ken Daniel**

Pendleton, Executive Director

**Mike Hawman, Chair**

Hermiston

Term Expires 2022

**Phil Hamm, Vice Chair**

Hermiston, Term Expires 2022

**Carole Innes, Past Chair**

Pendleton

Term Expires 2022

**Dotty Miles, Secretary**

North Powder, Term Expires 2021

**Brian Harrington, Treasurer**

Pendleton, Term Expires 2021

**Gibb Evans**

Irrigon

Term Expires 2022

**Tracy Gammell**

Hermiston

Term Expires 2022

**Viki Lange**

Pendleton

Term Expires 2022

**Ellsworth Mayer**

Pendleton, Term Expires 2021

**Abe Currin**

BMCC Board of Education Liasion

**BMCC Student**

Ex-Officio - Associated Student Government

**BMCC Classified Staff**

Ex-Officio

**BMCC Faculty**

Ex-Officio

## **Higher Education Coordinating Commission**

## Non-Voting Members

**Duncan Wyse, Chair** **Lee Ayers-Preboski**

**David Rives** (University Faculty)

**Sandy Rowe** **Enrique Farrera**

**Vanessa Becker** (College/University staff)

**Ramon Ramirez** **Frank Goulard**

(Community College Faculty)

**Larry Roper**

**Carmen Rubio**

**Terry Cross**

## BMCC Employees

### Administration

**Mark Browning** (2021)

President

B.A., Idaho State University

M.A., Idaho State University

Doctoral Candidate, Idaho University

**John Fields** (2018)

Executive Vice President of Instruction & Student Success

J.D., Rutgers School of Law

M.A., University of Florida

B.A., University of Florida

**Daniel Anderson** (2019)

Dean of Student Learning & Success

Ph.D., George Mason University

M.A., Portland State University

B.A., Portland State University

A.A.O.T., Clackamas Community College

**Brad Holden** (1989)

Chief Officer, Information Technology

B.S., Western Governors University

A.A.O.T., Blue Mountain Community College

**Tammy Krawczyk** (2018)

Dean of Applied Technologies, Workforce Development, Regional Education & Strategic Partnerships

M.Ed., Angelo State University  
B.B.A., Abilene Christian University

**Wade Muller (2005)**

Dean of Student Engagement, Retention & Strategic Planning  
M.S., Western Governors University  
B.S., Montana State University

**Vacant**

Chief Operating Officer

**Celeste Tate (2012)**

Chief Finance Officer  
B.S., Eastern Oregon University  
A.A.O.T., Blue Mountain Community College

**Directors, Coordinators, and Managers**

**Ashley Armachardy (2010)**

Coordinator of Grant County  
M.S., Boise State University

B.S., Eastern Oregon University

**Brad Baker (2013)**

Assistant Director of Athletics  
M.A.T., Pacific University  
B.A., Pacific University  
A.A.O.T., Blue Mountain Community College

**Theresa Bosworth (1989)**

Director of Enrollment Services/Registrar  
B.S., Eastern Oregon University  
A.A., Blue Mountain Community College

**Shannon Chrisman (2013)**

Manager of JOBS Program  
B.S., Southern Oregon University

**Nayeli Contreras (2019)**

Director of BMCC Hermiston  
B.S. - Oregon State University

**Eric DeLary (2019)**

Director of Small Business Development Center  
A.A., Community College of Vermont  
Mechanical Engineering - University of Vermont  
Marketing & Communications - Portland State University

**Ken Daniel (2020)**

Executive Director of BMCC Foundation  
M.A., Utah State University  
B.A., Utah State University



**Riley Faircloth (2019)**

Assistant Director of Enrollment Services  
B.S., Oregon State University  
A.A.O.T. - Blue Mountain Community College

**Jeremy Gillette (2015)**

Coordinator of Fire Science  
B.S., Eastern Oregon University  
A.A.S., Chemeketa Community College

**Melissa Griffin (2013)**

Coordinator of EMS  
B.S., Eastern Oregon University  
A.S., Columbia Basin College  
A.A.O.T., Blue Mountain Community College

**Joey GrosJacques (2018)**

Director of TRiO/Student Success Services  
Master's Degree Info needed  
B.S., Eastern Oregon University  
A.A.O.T., Blue Mountain Community College

**Jennifer Hills (1994)**

Director of Apprenticeship Program  
M.Ed., Eastern Washington University  
A.A.O.T., Blue Mountain Community College

**Danielle Hodgen (2020)**

Director of Student Financial Assistance  
B.A., Eastern Washington University  
A.A., Spokane Falls Community College

**Tammie Parker (2021)**

Interim Chief Officer of Human Resources  
B.S., Eastern Oregon University

**Susan Kralman (2015)**

Director of BMCC Milton-Freewater  
M.S., Walla Walla University  
B.A., Portland State University

**Carrie Luke (2015)**

JOBS Coordinator/Facilitator  
B.S., Eastern Oregon University  
A.A.O.T., Blue Mountain Community College

**Dawn DiFuria McClendon (2014)**

Director of Athletics and Student Life  
M.A., Arizona State University  
B.A., Boise State University  
B.S., Boise State University  
A.A., Boise State University

**Lori McNeil (2021)**

Regional Director, Baker and Union Counties  
M.Ed., Northwest Christian University

M.B.A., Corban University  
B.S., Eastern Oregon University

**Debbie Merrill (1996)**

Coordinator of College Prep  
A.A.O.T., Blue Mountain Community College

**P.J. Moore (2020)**

Director, Instructional Support Services

Ed.D, Exeter Univeristy (UK)

M.A, University of New England (AU)

B.A., Millikin University

**Anne Morter (1993)**

Director of Workforce Training Center, Boardman  
B.A., Eastern Oregon University  
A.A., Lane Community College

**Karl Schrader (2004)**

Manager of BMCC Bookstore  
B.A., Washington State University

**Tammy Short (2019)**

Director of Early Childhood Education & Education  
M.S., Waldon University  
B.S., Eastern Washington University

**Dwayne Williams (2016)**

Director of Facilities and Grounds  
Diploma

**Brittany Young (2019)**

Director of Library & Media Services  
B.S., Oregon State University  
MLIS, San Jose State University

## **BMCC Faculty**

(As of July 2021)

### **Lower Division Collegiate and Career & Technical Programs**

#### **Full-Time Faculty**

**Velda Arnaud (2014)**

Instructor of Business & Leadership  
B.A., University of Oregon  
M.A., University of Oregon  
Ph.D., Walden University

**Stan Beach (2012)**

Instructor of Math/Computer Science  
B.S., Oregon State University  
M.S. Ed, Western Oregon University  
M.S. Ed Tech Boise State University

**Shaindel Beers (2006)**

Instructor of English  
B.A., Huntington College  
M.A., University of Chicago  
M.F.A., Vermont College of Fine Arts

**Carl Daggett (2018)**

Instructor of Diesel Technology  
A.S., Blue Mountain Community College

**Katrina Dielman (2020)**

Instructor of Nursing  
B.S.N., Oregon Health Sciences University

**Lincoln A. DeBunce (1999)**

Instructor of Geography and Anthropology  
B.S., Southern Oregon University  
B.S., Southern Oregon University  
M.A., Louisiana State University  
Ph.D., University of Oregon

**Matthew DeGarmo (2017)**

Instructor/Program Coordinator Criminal Justice  
A.S., Missouri Southern State University  
B.S., Missouri Southern State University  
M.A., University of Missouri- St. Louis  
Ph.D., Washington State University

**Dulcie Hayes (2003)**

Instructor of Adult Basic Skills - Corrections  
A.A., BMCC  
B.A., Eastern Oregon University

**Ann Marie Hardin (2009)**

Instructor of Civil Engineering Technology  
B.S., University of Idaho  
M.S., University of Idaho

**Peter Hernberg (2012)**

Instructor of Math/Computer Science  
B.A., State University New York, Potsdam  
M.A., State University New York, Potsdam

**Mary (Katy) Holdman (2008)**

Instructor of Adult Basic Skills - Corrections  
Instructor of College Prep Corrections Education

B.A., Eastern Washington University

**Jessica Humphreys (2013)**

Instructor of Nursing  
A.A.O.T., Blue Mountain Community College  
B.S. University of Portland  
M.S., Walden University

**Carol Johnson (2012)**

Instructor of College Prep  
B.A., University of Oregon  
M.E., Eastern Oregon University

**Greg Jones (2005)**

Instructor of Adult Basic Skills - Corrections  
B.A., Oregon State University  
M.A., Oregon State University

**Llewellyn (Wells) Jones (1995)**

Instructor of Physical Education  
B.S., Lewis Clark State College  
M.S., University of Oregon

**Sheri Jordan (2017)**

Instructor of English  
M.A., Biola University  
Ph.D., Indiana University

**Cheri Kendrick (2002)**

Instructor of Communication  
B.A., Oregon State University  
M.A., Oregon State University  
J.D., Willamette University of Law

**Chandra Kunapareddy (2016)**

Instructor of Chemistry  
B.S., Acharya Nagarjuna University  
M.S., Osmania University  
Ph.D., Texas Tech University

**Andrew Leggett (2018)**

Instructor of Irrigated Agriculture  
A.A.O.T., Blue Mt. Community College  
B.A., Oregon State University/Eastern Oregon University

**Matt Liscom (2014)**

Instructor of Agriculture Science  
Teaching Certificate Completion, Walla Walla University  
B.A., Oregon State University

**Shannon Maude (2001)**

Instructor of College Prep  
B.A., Southern Oregon University  
Ed.M., Oregon State University

**Margaret M. Mayer (2001)**

Instructor of Music  
B.A., Linfield College

M.M., Michigan State University  
Ph.D., University of California-Santa Barbara

**Sascha McKeon (2012)**

Instructor of Biology  
B.S., Chapman University  
Ph.D., State University of New York

**Jerry McMichael (2015)**

Instructor of Industrial Systems Technology  
B.A., University of Oregon  
M.E., University of Idaho

**Michelle Miller (1995)**

Instructor of Biology  
B.S., University of Idaho  
M.S., University of Oklahoma

**Ron Neeley (2004)**

Instructor of Business & Leadership  
B.S., Eastern Oregon University  
B.S., Central Washington University  
M.B.A., Portland State University

**Nick Nelson (2007)**

Instructor of Animal Science  
A.A., Lassen College  
B.S., California State University  
M.A., Oregon State University

**Kristen Oja (2011)**

Instructor of Biology  
B.S., Linfield College  
M.S., Oregon State University  
PhD., Oregon State University

**Gary G. Parker (1996)**

Instructor of Mathematics  
A.S., Community College of Rhode Island  
B.A., Rhode Island College  
M.S., Western Washington University

**Jeremy Pike (2014)**

Instructor of Diesel Technology  
A.A.S., Walla Walla Community College

**Melinda S. Platt (2002)**

Instructor of Business & Leadership  
B.S., Eastern Oregon University  
M.T.E., Eastern Oregon University

**Laurie Post (2004)**

Coordinator/Instructor of Nursing  
A.S., Walla Walla Community College  
B.S.N., Oregon Health Sciences University  
M.S.N., Gonzaga University

**Brilynn Reed (2004)**

Instructor of Adult Basic Skills - Corrections  
A.A., Blue Mountain Community College  
B.S., Eastern Oregon University  
Ed.M., Oregon State University

**Sara Reyburn (2000)**

Instructor of Psychology  
B.S., Pittsburg State University  
M.S., Pittsburg State University

**Ki Russell (2012)**

Instructor of English  
B.A., University of Missouri  
M.A., University of Missouri  
Ph.D., University of Louisiana

**Philip Schmitz (2008)**

Instructor of Geology & Physics  
B.S., University of Notre Dame  
M.S., University of Utah

**Shannon Schuette (2015)**

Instructor of Adult Basic Skills - Corrections  
A.A.O.T., Blue Mt. Community College  
B.S., Eastern Oregon University  
M.A., Hope International University

**Greg Schulberg (2015)**

Instructor of Math/Computer Science  
B.S., Cornell University  
M.E., Cornell University

**Leah Smith (2019)**

Instructor of Agriculture Sciences  
B.S., Oregon State University  
M.S., Oregon State University

**Alison Timmons (2005)**

Instructor of English  
B.A., Washington State University/Columbia Basin College  
M.A., University of Manchester

**Kevin Tompos (2012)**

Instructor of Adult Basic Skills - Corrections  
B.A., Northwest Nazarene University

**Jason C. Villers (2001)**

Instructor of Adult Basic Skills - Corrections  
A.A., Spokane Falls Community College  
B.A., Eastern Washington University  
M.E.T., Boise State University

**Scott Wallace (1993)**

Instructor of Business & Leadership

B.A., Brigham Young University  
M.A., Brigham Young University

**Jeanine Youncs (2007)**

Instructor of ABSD, Special Education - Corrections  
A.A., Blue Mountain Community College  
B.S., Eastern Oregon University  
M.S., Eastern Oregon University

## Glossary

### Terms Needed for College Success

**A.A.O.T.:** Associate of arts Oregon transfer degree. A non-designated block transfer degree, consisting of 90 credits and designed for the student who intends to transfer to a four-year college or university with the Oregon University System (OUS). *Students need to work closely with an academic advisor to plan their program of study at BMCC.*

**A.A.S.:** Associate of applied science degree. A non-transfer degree awarded to students who complete the requirements of a two-year program, usually a 90-credit designated program as outlined in the college catalog.

**A.S.:** Associate of science degree. A non-designated college-transfer degree designed for students whose program requirements do not fit A.A.O.T. degree patterns. This degree does not always "block transfer" to Oregon universities.

**A.G.S.:** Associate of general studies degree. A terminal, two-year, 90-credit program of study that yields a non-designated and non-transferring degree, although some, or possibly all, of the courses may be accepted by another institution of higher education.

*(In every case above, students should verify course transferability for each program of study before transferring to another college or university. Even in Oregon, particular schools may have some differences in lower division credits required for their programs.)*

**Academic Advisor:** An assigned BMCC faculty or staff member trained to assist the student in developing and managing the completion of the student's program of study based on the documented assessments and declared educational goals within the student's individual educational plan.

**Academic Calendar:** Start and end dates of the academic year and of each quarter. The calendar reflects deadlines and other information related to payment schedules, add/drop options, graduation applications, and related policies.

**Academic Records:** The official listing of courses attempted and completed by a student at BMCC, including the credits accepted as a result of the BMCC registrar's evaluation of official transcripts from other institutions. This information is listed in the student management module of the integrated administrative system, WolfTrax, and is accessible to the student through WolfWeb.

**Academic Year:** The four-quarter sequence beginning in summer and ending the following spring.

**Academic Notification of Warning, and Suspension:** An official process by which degree-seeking students who do not achieve satisfactory academic progress receive a specific level of notice whenever their cumulative GPA falls below 2.00 and their cumulative Pace of completion falls below 67%.

**Advanced Placement (AP):** The national exam for high school students that allows the granting of credit based on points earned and recorded on the official AP transcripts. Earned points of 4 and 5 are considered evidence that the student has mastered the equivalent of an introductory course in English or history at BMCC or other various other subject matters.

**Articulation:** Formal alignment of resources, instruction, curriculum, processes, and/or credit between education programs or institutions. Programmatic articulation aligns curriculum based on standards, proficiencies, skill sets, or expectations for student

learning (e.g., CTE Alignment and Articulation resources). Institutional articulation refers to interrelationships of curriculum, standards, and policies across levels (e.g. secondary, community college, and higher education) such that community college credit can be awarded to secondary students, and/or higher education credit can be awarded to secondary or community college students for completing that higher institution's expectations.

**Audit:** Taking a credit class without being required to participate fully in the class activities (taking tests or doing homework). Classes taken under audit status do not count as credits attempted in financial aid calculations, and the AU status does not count in calculating GPAs.

**BMCC Campus:** BMCC's main campus is located in Pendleton.

**BMCC Center:** Within the Blue Mountain Community College system, four outreach centers serve the college's district, which includes Baker, Morrow, and Umatilla counties. Centers are located in Baker City (Baker County), Boardman (Workforce Training Center), Hermiston, and Milton-Freewater.

**BMCC Identification Number:** A unique, official identification number randomly issued by the college for each BMCC student that is used to record, access, and store academic records.

**Certificate Program:** A specified program of study leading to an official award and notation on the transcript. BMCC awards certificates to students who complete certain career and technical or post-secondary programs requiring less than two years of college study and who earn a GPA of no less than a 2.00, or C average.

**Class Roster:** The official list of students' names enrolled in a particular class.

**Cohort:** A group, regardless of size, of individuals that can be identified by at least one identifiable characteristic.

**College Preparatory Programs:** A BMCC department administering classes and activities related to English as a second language (ESL), adult basic education (ABE), general educational development (GED), credit retrieval, post-secondary remediation up to the 60 level.

**Contracts Out Of District (COD):** Within the Blue Mountain Community College service area, there are two counties (Grant County and Union County) that are outside the BMCC district but that contract with the college for educational services. BMCC has a COD office in John Day and La Grande.

**Corequisite:** A course or activity that is required to be taken simultaneously with the course described.

**Core Curriculum:** Courses required for a specific major. Courses in the core curriculum usually must be taken for a grade (pass/no pass is not allowed) to count toward degree requirements.

**Course/Class:** An organized unit of instruction within an academic discipline or subject of study, or one of the instructional subdivisions of a discipline or subject area.

**Course Description:** The paragraph in the course catalog that describes a course's emphasis and content; the description also may specify prerequisites, corequisites, recommended preparation, and credit hours.

**Credit:** A measurement of course work and time spent in an academic endeavor. One credit generally equates to fifty minutes (a clock hour) of instruction and two hours of preparatory work outside the instructional classroom each week, or the equivalent thereof. Credits and clock hours may vary depending upon the type of course.

**Credit Load:** The total number of credits taken in a given term.

**Curriculum:** An organized program of study.

**CWE:** Cooperative work experience. CWE is a program of study in a work environment for which students, instructors, and participating businesses develop written training and evaluation plans to guide student development within specific programs. Students receive course credit for their work experience, whether or not they are paid a wage.



**Distance Education:** The delivery of instruction to students located throughout the district, state, nation, and the world using a variety of technologies and telecommunications networks. Delivery systems include interactive synchronous distance, video recorded instruction, online instruction, guided instruction, and hybrid courses.

**Drop:** The process of removing one's name from the class roster within the 100-percent refund period for a course or courses. This procedure results in a full refund. After a drop, there is no record of the student's having ever registered for the class and no grade is reflected on the transcript.

**Electives:** Courses that students may choose to take, as contrasted with courses that are required for an academic program.

**Emphasis:** A concentration or specialization within a program or academic option that provides additional curricular focus. *An emphasis does not appear on a transcript except in the A.A.S. degree and certificate programs.*

**English Language Acquisition (ELA) (Formerly known as, English as a Second Language [ESL] or English Language Learner [ELL]):** Terms that denote students or a program for students who want to improve their English language proficiency in order to perform effectively in an academic, work, or community setting. Many college preparatory classes are structured specifically for ELA students.

**Enrollment:** The placement of a student within a credit or non-credit course. Enrollment and registration are interchangeable terms from a student standpoint. From an institutional standpoint, registration is the process of enrollment and enrollment is a status.

**Enrollment Management (EM):** The college's administrative unit consisting of the following functions: admissions, records and testing; advising; financial aid, C.A.S.E., the Student Learning Center, tutoring and veterans' benefits; student employment; services for students with disabilities; recruitment and marketing; and the TRiO Student Support Services grant-funded program. In addition, the Associated Student Government reports to the associate vice president of enrollment management. The EM offices provide services to students in such areas as: official grades and transcripts; degree, credit, and transfer-transcript audits; international student services; issuance of diplomas; institutional academic progress (IAP); student safety; student dispute resolution; student orientation and student success strategies.

**Ethnic/Racial Group:** An ethnic or racial category with which a person most closely identifies. Federal and state regulations require BMCC to report aggregated ethnic/racial information and other demographic statistics for its employees and students. The categories listed on federal reports are: American Indian/Alaskan Native, Asian/Pacific Islander, Black, Hispanic, and White. BMCC ethnic/racial reports also include "unknown" and "not reported" categories for students who may be of mixed race or heritage and do not identify with or select any of the categories as listed, who choose not to respond to the query, or who check "unknown" or "not reported" on the data collection form. These ethnic categories do not include international students, who are reported separately.

**Faculty:** The group of employees whose primary assignment is instructional support of the academic mission.

**FAFSA:** The Free Application for Federal Student Aid to apply for financial aid for college or grad school. A completed FAFSA is required for students to be considered for federal and state financial aid.

**Financial Aid Offer:** A combination of financial student-support mechanisms (such as a scholarships, grants, loans, and work-study) determined by the BMCC Office of Financial Aid.

**First-Generation College Student:** Defined at BMCC as a student whose parents have not earned an associate's degree or higher. Defined by the federally funded TRiO-Student Support Services program as a student whose parents have not earned a bachelor's degree or higher.

**First-Time Freshman:** A student with fewer than 45 credits who has enrolled for the first time in college.

**Foundational Requirements:** Refer to General Education Requirements.

**Full-Time Student:** A student enrolled in 12 or more credits during any one term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). Definitions for financial aid and veterans' services programs may vary.

**General Education (Gen. Ed.) Requirements:** Courses in the conventional divisions of arts and humanities, social sciences, and math and science that provide students with a broad educational experience. General education courses are typically introductory in nature and provide students with fundamental skills and knowledge. Students seeking an A.A.O.T. or an A.A.S. degree from BMCC and/or planning to transfer to a four-year academic institution often take these required courses while attending a community college in preparation for successful transition as a junior in pursuit of their baccalaureate degree.

**Grade:** A mark indicating a degree of academic accomplishment.

**Grade Point Average (GPA):** A computation of work done at BMCC and at other academic institutions. 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 0 points for each credit of F or FA. All assigned courses, regardless of curriculum, are included in the BMCC cumulative grade point average. To compute your GPA, take the number of points for your grade, multiply them by the number of credits for that class (for example, if you received an A for a four-credit class, you would have a total of 16 points), and divide the total points by total credits. All marks except A, B, C, D, F and FA are disregarded in the computation of grade point averages; however, some of these disregarded marks will affect financial aid and athletic eligibility. *Honors GPA and graduation are calculated differently (see below).*

**Grant:** An award of student financial support that does not require repayment and is based on financial need.

**Honors:** An official recognition of students with exceptional academic qualifications; such students may graduate with honors or high honors. For honors designation, students must have a cumulative GPA of 3.40 to 3.84 in all courses that meet degree requirements. The high honors designation requires a cumulative GPA of 3.85 or higher in all courses that meet degree requirements. The cumulative GPA calculation will include all courses taken at BMCC and other institutions as long as they apply to the degree requirements.

**Hybrid Course:** Courses delivered by a combination of in class time and online coursework.

**In-State Resident:** As defined for tuition purposes, a U.S. citizen or national whose primary residence is in Oregon, Washington, Idaho, Wyoming, Nevada, Montana, or California.

**Interlibrary Loan Service (ILL):** A service provided by the Library and Media Services Center through which BMCC's centers and students, as well as the general public, may obtain materials on temporary loan from other libraries nationwide.

**International Student:** As defined for tuition purposes, a person who is not a citizen or a national of the United States and who is in this country temporarily and specifically to obtain a postsecondary educational degree. BMCC assesses an international student the same rate of tuition as a student who is classified as a nonresident alien; an international student pays the same amount for fees and books as any other student.

**Junior:** Usually defined by four-year institutions as a student with 90 quarter credits of 100-level or higher course work.

**Major:** An extensive program of study in a designated subject area offered at four-year institutions; students seeking a bachelor's degree must declare a major and complete all of its requirements. There are no majors offered at BMCC.

**Matriculation:** Advancing through the educational process toward a goal, particularly related to enrolling in a college or university (for example, upon completing the A.A.O.T. degree at BMCC, a student may to matriculate to Eastern Oregon University).

**Minor:** A field of specialized study secondary to a major that may be offered by an academic unit at a four-year institution. There are no minors offered at BMCC.

**New Student:** A student that has not attended BMCC, has attended BMCC but has not attended within the most recent two academic years, earned credits at BMCC prior to completing high school

**Non-Credit Enrollment:** Course offerings in which no credit is awarded for completion; non-credit courses often serve to upgrade skills, maintain licensure, or gain personal enrichment.

**Non-Designated Degree:** A set of courses fulfilling general education requirements for a transfer degree leading to a baccalaureate degree or for the associate of general science degree, which offers a broad education as opposed to a focused or career study program.

**Nonresident Alien:** A term used for tuition purposes to define a person who is not a citizen or a national of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. The tuition rate for a nonresident alien is different from the resident tuition rate, but a resident alien student pays the same amount for fees and books.

**Non-Traditional Student:** A student in credit classes or developmental education classes not fitting the traditional student definition.

**Oregon Transfer Module:** A one-year program of study through which a student can complete most, but not all, general education requirements before transferring to a public four-year institution in Oregon.

**Orientation:** An activity for students that is intended to acquaint them with campus resources and thereby better prepare them for successful learning and navigation within the educational system.

**Out-of-State Resident:** A term used to assess tuition for a student who is a U.S. citizen or national whose primary residence lies outside Oregon, Idaho, Washington, Nevada, Montana, or California.

**Outcome:** A term used at BMCC and at other institutions that defines institutional expectations and academic standards. Student-learning outcomes are specific statements defining the expected understanding, knowledge, and/or skill-set that a successful student will have obtained upon completing a course. All course syllabi at BMCC list expected student-learning outcomes.

**Part-Time Student:** For most purposes at BMCC, and consistent with national definitions, a degree-seeking student who is enrolled in fewer than 12 credit hours in a term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). Definitions for the financial aid and veterans' services programs may vary.

**Peer Tutor:** A trained student who works with fellow students to provide, at no additional cost to the recipients, additional instruction in course work that he or she has completed with a grade of B or better.

**Placement Test:** An assessment of academic preparedness that helps place a student into a specific course addressing the particular skill level identified by the test. BMCC uses placement tests in math, reading, and writing to help ensure a student's success in college.

**Pre-registration:** Allows students to register before the beginning of classes each term. Students must be in good academic standing and have no outstanding financial balance due from a previous term; otherwise they may be prevented from enrolling in classes or be removed from classes until such obligations are met.

**Prerequisite:** A course or instructional program that students are expected to complete successfully as a necessary requirement before they are permitted to enroll in another course or instructional program that is more advanced.

**Professional Tutors:** Professional tutors are qualified individuals who have a minimum of a bachelor's degree and have been approved through the Office of Instruction to offer tutoring services to credit seeking, GED, ABE, or ESL students at BMCC.

**Quarter:** Synonymous with the academic period often called a term at BMCC. There are four quarters in an academic year, beginning with the summer quarter and ending with the following spring quarter.

**Registration:** The placement of a student within a credit or non-credit course. Enrollment and registration are interchangeable from a student standpoint. From an institutional standpoint, registration is the process of enrollment and enrollment is a status.

**Resident:** For tuition purposes, a student whose primary residence is in Oregon; residents are charged in-state tuition. At BMCC, students who reside in Idaho, Washington, Nevada, Montana, and California are also considered residents.

**Resident Alien:** A person who is not a citizen or national of the United States and who has been lawfully admitted for permanent residence (and who holds alien registration receipt cards Form I-551/155). A resident alien is assessed tuition at the same rate as a citizen or national of the United States.

**Returning student:** Student that has graduated from high school or is over 18 and has attended BMCC within the most recent two academic years.

**Scholarships:** Financial support mechanisms awarded to students based on merit or need. Scholarships may require that recipients meet certain conditions such as term credit load or progress toward degree. Scholarships do not have to be repaid.

**Sequence Courses:** Two or more closely related courses in a discipline or subject area, taken in a specified order using chronological numbering.

**Sophomore:** A student who has completed 45 or more credit hours.

**Staff:** The category of employees whose primary assignment is administrative support of the academic mission.

**Subject Code:** An alphabetical abbreviation used with a course number to indicate an academic subject area, such as MTH for math courses.

**Supplemental Instruction:** Face-to-face or online teaching and learning opportunities offered by instructors in addition to and in support of the classroom experience.

**Syllabus:** An outline of a particular course offering that communicates the course's content, learning objectives, and expected performance criteria for student grades.

**Term:** An academic quarter.

**Traditional Student:** A student who is between the ages of 18 and 22 years old taking credit-bearing courses and who has received a high school diploma.

**Transcripts:** The official record of courses and grades attempted or completed by a student. *Official transcripts* must be ordered by the student from an academic institution's enrollment management office. *Transfer transcripts* are records from another school that BMCC uses for admission purposes or for evaluating a student's earned credits that may be accepted toward a program of study at BMCC. Students requesting transfer transcripts from another institution must arrange to have those transcripts sent directly to BMCC's Office of Enrollment Management in order for those transcripts to be considered official and to be used in assessing credits already earned. *Unofficial transcripts* from BMCC are available online through the student's account.

**Transition:** The process of a student's successful fulfillment of declared educational goals and his/her subsequent advancement to another endeavor as a result of completing those goals. Transitions may occur, for example, from one academic level to the next, from a study program to a job, or from one institution of higher education to another.

**TRiO Student Support Services:** A federally funded student-support program that provides services to help eligible students succeed in college. The project serves first-generation, low-income, or disabled students who are seeking a college degree and who hold U. S. citizenship.

**Tuition and Fees:** BMCC Board approved total mandatory charges assessed students for enrolling in the institution each term.

**Tutor:** A person with expertise in specific subject areas to assist students in understanding concepts taught in the classroom. Tutors are available free to the students at most BMCC locations, though they may be available to help only in specific academic areas.

**Withdraw:** The process of filing the required paperwork when a student abandons an attempt to earn the credits associated with a given course. Both the course and a grade of W appear on the student's transcript. The grade of W is not calculated for GPA; however, a W may affect a student's financial aid. Students withdrawing from classes do not receive a refund of tuition or fees.

**WolfWeb:** The Internet-based resource that provides BMCC students online access to all of their BMCC information.

## **BMCC Services**

Admissions	278-5759
Advising	278-5931
Ambassadors	278-5936
Art Gallery, Betty Feves	278-5952/5154
Athletics	278-5900/5896
Bookstore	278-5733
Box Office (Theater)	278-5953
Business Office	278-5744
Computer Services / Help Desk	278-5827
Cooperative Work Experience	278-5969
Copy Center	278-5966
CTUIR / Tribal Liaison	278-5935
Disability Services	278-5965
Distance and Extended Learning	278-5763/5969
Enrollment Management	278-5760
EOU Distance Education	278-5776/5778
Financial Assistance to Students	278-5759
Food Services	278-5946
Foundation	278-5775/5930
Grants	278-5831/5930
Health and Wellness Resource Center	278-5965
Human Resources	278-5837/5850

Inclement Weather Information	276-1260
Instruction, Office of	278-5930
Library	278-5915
Maintenance	278-5903/5904
Marketing	278-5936/5962
Public Relations	278-5839
McCrae Activity Center	278-5900/5896
OSU Extension Office	278-5403
Operations	278-5780
President's Office.	278-5951
Recruitment (Student)	278-5936
Registrar	278-5757
Room Scheduling	278-5969
Service Center	278-5759
Small Business Development Center, Pendleton	278-5833
Student Employment	278-5165
Student Government Office/Student Activities	278-5948
Student Learning Center	278-5958
TDD Hearing Impaired Hermiston	564-9248
Pendleton	278-2174
Testing	278-5931
Theater Box Office	278-5953
TRiO Student Support Services	278-5853/5852
Tutoring	278-5958

Veterans' Assistance	278-5165
Weather Closure Information	276-1260
Web Coordination	278-5855

## **Academic Departments**

Agriculture	278-5868
Apprenticeship	278-5854
Business Technologies	278-5868
Civil Engineering Technology	278-5868
College Preparatory Programs.	278-5803/5795
Computer Science	278-5877
Dental Assisting	278-5877
Diesel Technology	278-5868
Early Childhood Education	278-5941
Education	278-5927
English	278-5944
Fine Arts	278-5944
Mathematics	278-5877
Nursing	278-5877
Physical Education	278-5896
Science	278-5788
Social Science	278-5944

## **BMCC Location-Specific Services**

BMCC Baker County	523-9127
	or 276-1260 ext. 3201
BMCC Grant County	575-1550
BMCC Hermiston	567-1800
	or 276-1260 ext. 3303
BMCC Milton-Freewater	938-7176
	or 276-1260 ext. 3171
BMCC Morrow County - Boardman	481-2099
BMCC Morrow County - Ione	422-7040
College Preparatory Programs	
Baker City	523-9127
Boardman	481-2099
Hermiston	567-6615
Milton-Freewater	938-4082
Pendleton	278-5803
JOBS Programs	
Hermiston	567-1800 ext. 3322
Milton-Freewater	938-4082 ext. 3175
Pendleton	276-9050 ext. 229
SBDC, Hermiston	564-9021, ext. 3341
Community Corrections Education	276-7824 ext. 249
Eastern Oregon Correctional Institution (EOCI Ed.)	278-7102
Powder River Correctional Facility (PRCF Ed.)	278-7102
Two Rivers Correctional Institution (TRCI Ed.)	922-6135