

Check for style and consistency? Volunteers? Franklin will do it!

## Institutional Syllabus

[This institutional syllabus includes policies and information that apply to all of your COCC classes. Make sure that you read this in addition to the specific syllabus for each of your classes.](#)

### Americans with Disabilities Act (ADA) Statement

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation should make an appointment with the instructor as early as possible but no later than the first week of the term. Students may also wish to call [Disability Services](#) in Barber Library at 541-383-7583 or email [disabilityservices@cocc.edu](mailto:disabilityservices@cocc.edu).

### Basic Needs:

[Any student who is experiencing difficulty with transportation, affording materials and supplies for classes, accessing food on a regular basis, and/or lacking a safe place to live, and believes this may affect their class performance, is encouraged to contact COCC's College and Career Success Coach, at \(541\) 383-7592 or \[step@cocc.edu\]\(mailto:step@cocc.edu\) \[mlegrand2@cocc.edu\]\(mailto:mlegrand2@cocc.edu\) to discuss eligibility for resources available at COCC and in the community.](#)

[In addition, free Personal Counseling is available to COCC students, and there are resources available for undocumented students \(including financial aid\).](#)

[Here is a useful link to further resources for basic needs.](#)

### Class Recording Policy

Students must consult with the instructor before making any auditory or visual recording of any portion of the class. Recording of class sessions will be allowed only with prior permission and within parameters set by the instructor. Recordings are for personal academic use only. It is a violation of Oregon state law and the Family Education Rights and Privacy Act (FERPA) to share or post any information that identifies a student or students from a class recording. Students with an accommodation regarding class recordings from the Office of Disability Services will make this known to their instructor.

### Enrollment and Drop Deadlines

The following deadlines apply to full term courses; for part-of-term courses, see [Academic Calendar - Important Dates by Term](#). The table below applies to full-term courses only.

<u>Enrollment-Deadline Important Dates and Deadlines</u>	<u>Deadline-Enrollment Information</u>
First week of term	<p>Mandatory attendance. Students not in attendance or absent without instructor approval are administratively withdrawn. You MUST attend all your classes the first week of the term. Students not in attendance or absent without instructor permission will be administratively withdrawn.</p> <p>Online classes also have attendance requirements. Make sure you satisfy these requirements to remain enrolled.</p>
Friday of second week 5 pm <u>(Summer term, noon on Friday of the second week)</u>	<p>Last day to drop with full refund.</p> <ul style="list-style-type: none"> <li>• <u>You can drop online through your Bobcat Web Account.</u></li> <li>• <u>Or, call Enrollment Services at (541) 383-7500 to drop your class.</u></li> <li>• <u>Or, go in person <del>at</del> to the Enrollment Services office at any COCC campus.</u></li> </ul>
Friday of seventh week 5 pm <u>(Summer term, noon on Friday of the 7th week)</u>	<p>Last day to drop with no grade on transcript or to change to an audit. Does not require instructor approval.</p> <ul style="list-style-type: none"> <li>• <u>You can drop online through your Bobcat Web Account. There may be financial aid implications. Contact Enrollment Services if you have any questions.</u></li> <li>• <u>Or, call Enrollment Services at (541) 383-7500 to drop your class.</u></li> <li>• <u>Or, go in person <del>at</del> to the Enrollment Services office at any COCC campus.</u></li> </ul>
Wednesday of last week of regular classes 6 pm	<p>Last day to drop. Requires instructor approval. Shows as W on transcript.</p> <ul style="list-style-type: none"> <li>• <u>Consult with your instructor to see if they will grant you permission to drop the class. If you receive instructor approval, you must contact the Enrollment Services office at any COCC campus either in person or via phone (541) 383-7500 to drop your class.</u></li> </ul>

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### Final Exams

See the [Academic Calendar and Exam Schedule](#) page for:

- Final exam schedule
- Policies for rescheduling final exams
- Final exam policies

Rescheduling exams is available in specific circumstances and requires advanced planning.

## Non-Discrimination Policy

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy, or any other protected classes under federal and state statutes in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer c/o COCC's Human Resources office at 541-383-7216 or [hr@cocc.edu](mailto:hr@cocc.edu).

## Snow Closure Policy

[Review the COCC Snow Closure Policy and information about the emergency notification system.](#)

## Student Rights and Responsibilities

All students should review [Student Rights and Responsibilities and the COCC Principles of Community](#).

## Technology Assistance

- For Canvas assistance, contact 24/7 Canvas support by [live chat](#) or call the support hotline at 541-508-7271.
- For online assistance, see the [Online Student Resources](#) page.
- For technology support (login, password reset, username, etc.), visit the [Student Tech Support](#) page.
- Visit the library's [Technology Lending](#) page for laptops, hotspots, and other equipment.
- For individual assistance, visit one of the computer labs, email [techhelp@cocc.edu](mailto:techhelp@cocc.edu), or call 541-383-7716.

## Title IX Statement

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff, and students to realize their full potential. To assist in this, the College adheres to federal Title IX and state of Oregon sexual harassment laws, noting that this includes sexual harassment, sexual assault, domestic or dating violence, or stalking.

The College's [policies](#) and [procedures](#) related to Title IX and State of Oregon sexual harassment laws are included in the College's Policies and Procedures. Individuals wanting more information or who need to report a Title IX or sexual harassment incident are encouraged to contact the College's Title IX coordinator at 541-383-7211 or to file an [incident report](#).

[Consider for the future: Land Acknowledgement? Consider adding the Institutional Use of Technology here – edit for student audience.](#)

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