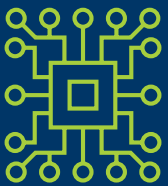


TEACHER GUIDE

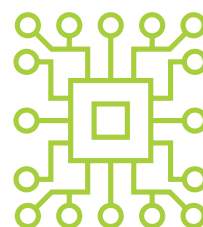


Oregon's Polytechnic University

MISSION OF EDUCATIONAL PARTNERSHIPS AND OUTREACH

The mission of Oregon Tech's Educational Partnerships and Outreach office (EPO) is to cultivate and maintain partnerships with area high schools, community colleges, and universities that result in increased access. In accordance with institutional and state goals, Oregon Tech's EPO will continue to forge meaningful relationships with educational partners by connecting faculties, providing internal and external communication, building dual enrollment agreements, dual credit, Early Owls Program (HST), articulation, and other academic agreements.

Educational Partnerships and Outreach facilitates the creation and continuation of educational partnerships. Through state Promise grant activities (Willamette Promise, NW Promise, Southern Promise) and collaborative regional initiatives like STEM&M with Mazama High School and Diploma to Degree, Oregon Tech is committed to creating meaningful partnerships for students throughout the state.



DUAL CREDIT PROGRAM CONTACTS

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Oregon Tech

Office of Educational
Partnerships & Outreach
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Klamath Falls, OR 97601

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KLAMATH FALLS:

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3201 Campus Drive
Klamath Falls, OR 97601

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Oregon Tech
27500 SW Parkway Ave.
Wilsonville, OR 97070

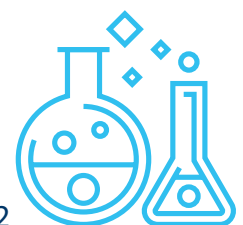


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APPROVAL PROCESS

All Dual Credit classes must be taught by high school teachers who meet the minimum qualifications set forth by Oregon Tech Departments and subject-area faculty liaisons. Oregon Tech's general qualifications are noted below. Teachers who meet minimum qualifications are paired with an Oregon Tech faculty liaison and are supported by Educational Partnership managers from the Office of Educational Partnerships and Outreach.

Many departments have created policy guides to assist with the facilitation of content-specific steps to articulation. These guides are available at The Office of Educational Partnerships and Outreach.

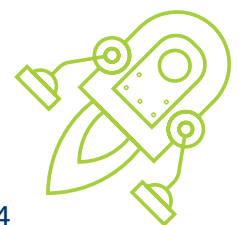
MINIMUM TEACHER QUALIFICATIONS GUIDELINES

Faculty liaisons review teacher qualifications before completing the articulation process. Teachers must have a minimum of a Bachelor's in the discipline/subject area, or a closely related Bachelor's with a Master's in Teaching or Education. A minimum of 3 to 5 years teaching in the subject for which the teacher plans to articulate is required.

Traditional Dual-Credit Requirements				
Bachelor's	&	Master's	&	Experience
Bachelor's in discipline area or related discipline area you wish to teach (BS Math = college math articulation).		Master's in Teaching or Education or Master's in discipline area.		3 to 5 years teaching in the subject area.
Bachelor's Degree		Master's in subject or related subject area and Master's in Teaching/ Education.		# of years teaching varies.

Sponsored Dual-Credit				
Bachelor's	&	Master's	&	Experience
Bachelor's in discipline area or related discipline area you wish to teach (BS Math = college math articulation).		Master's in Teaching or Education or Master's in Discipline area.		At least 2 to 3 years teaching in the subject area.

***Teachers participating in sponsored dual credit models with Oregon Tech will adhere to the partnership standards set forth by Oregon Tech and/or the corresponding accelerated credit program. Teachers must abide by partnership standards and must participate in scheduled PLCs to be eligible to offer college credit.**



STEPS TO QUALIFY / ARTICULATE

Interested teachers can apply by submitting their materials via the online application:
www.oit.edu/dual-credit

TRADITIONAL DUAL-CREDIT

1. Current Resume or CV
2. Unofficial College Transcripts (Bachelor's/Master's and any other transcripts)
3. Course Syllabus
4. Cover Letter (required for writing/speech courses)

*Faculty liaisons will review these materials and make a decision on the teacher's qualifications. If teacher meets qualifications, the Educational Partnership Coordinator will communicate next steps via email with the teacher. Faculty liaisons will meet with teachers to complete course articulations, which include course outcomes/objective alignment, required assignments, grading policies, and overall requirements to participate and stay active in the program.

SPONSORED DUAL-CREDIT TEACHERS

1. Current Resume or CV
2. Unofficial College Transcripts (Bachelor's/Master's and any other transcripts)
3. Course Syllabus
4. Cover Letter (required for writing/speech courses)

*Faculty liaisons and PLC leads will review these materials and make a decision on the teacher's qualifications. If teacher meets qualifications, the Educational Partnership Coordinator or Partnership Program Representatives will communicate next steps with the teacher. Faculty liaisons and PLC leads will continuously meet with teachers to complete course articulations, which include course outcomes/objective alignment, required assignments, grading policies, grading norms, and overall requirements to participate and stay active in the program.

ARTICULATION / PARTNERSHIP PAPERWORK

Once a high school faculty member and course has been approved, Educational Partnerships and Outreach will email partnership paperwork that needs to be signed by the teacher and high school administrators. The agreement outlines the responsibilities of all parties and notes important roles in articulating credit with Oregon Tech. See Appendix C for copies of partnership materials. *Partnership agreements are filled out annually.

TEACHER RESPONSIBILITIES AND RESOURCES

Teachers participating in accelerated credit programs at Oregon Tech are responsible for working with Educational Partnerships and Outreach to adhere to state required accelerated credit program standards. High School Teachers and Administrators will review and sign all required paperwork that outlines terms of the partnership (see appendices). Teachers are required to:

- File yearly partnership agreements with Oregon Tech.
- Be responsive to faculty communication and submit yearly course documents (syllabus, assignments, assessments).
- Attend course alignment workshops lead by Oregon Tech faculty.
- Communicate to students and parents about the accelerated credit opportunity.
- Assist students with application, registration, and payment processes.
- Work with Educational Partnerships and Outreach to share feedback and evaluations of accelerated credit programming.
- Learn and use Oregon Tech's online faculty portal to review class rosters and submit grades.



SYLLABUS REQUIREMENTS

All dual credit teachers will need to submit their course syllabus to Oregon Tech each year. Unless otherwise specified by faculty liaison, teachers can submit their syllabus to outreach@oit.edu

As an Oregon Tech accelerated credit teacher, you are required to provide your students a copy of your syllabus at the start of the course. Each teacher works closely by the faculty liaison to complete the syllabus. The syllabus should include:

- Course Outcomes – provided by faculty liaison
- Current Course Description (from Oregon Tech Catalog)
- Oregon Tech Logo or Acknowledgement of the dual credit course offered through Oregon Tech
- Acknowledgement of College Course Number and Title (Example: BIO 103 Introduction to Anatomy and Physiology)
- Oregon Tech's Grading Policy and how the college grade will be determined
- Link to Oregon Tech's DUAL CREDIT website (this is where students can find admission, registration, and payment details) www.oit.edu/dual-credit

WORKSHOPS

Faculty liaisons often opt to host yearly workshops with their dual credit teachers. Teachers are expected to attend these workshops for coordination of course content. Workshops are scheduled according to faculty and teacher schedules. Teachers are notified via email correspondence regarding dates and attendance. High schools and districts are responsible for substitute teacher costs while high school dual credit teachers attend the workshops.

FACULTY LIAISON RESPONSIBILITIES

Oregon Tech works diligently to train and convene our accelerated credit faculty liaisons throughout the year. We work collectively to address best practices when articulating college credit. Faculty liaisons are the content experts and work collaboratively with high school teachers to offer accelerated credit opportunities.

To this end, faculty liaisons are responsible for the following:

- Understand required state standards for dual credit and sponsored dual credit programming.
- Stay in compliance with state standards.
- Yearly communication with high school teachers.
- Sign and return all partnership paperwork to EPO.
- Attend quarterly internal Oregon Tech faculty liaison meetings.
- Supply high school teachers with relevant course materials for Oregon Tech to assist in the articulation process.
- Yearly review of high school teacher syllabi and course documentation.



CREDITS WITH A PURPOSE

Oregon Tech encourages all dual credit seeking students to research and know how the credit you earn in high school will transfer to the college you plan to attend and impacts your overall educational/career goals. Oregon Tech strives to offer dual credit that is part of general education requirements for bachelor degree programs. We encourage dual credit students to seek out advice and resources from their high school, Oregon Tech, or the college they plan to attend to understand the transferability of dual credit course(s).

For additional information on credits with a purpose or how to advocate for transferability visit: www.c3oregon.org.

OREGON'S EQUITY LENS

One of the driving forces behind Oregon Tech's participation in accelerated credit programming is to expand the practice of offering high quality, rigorous coursework in high school to advance Oregon's mission to see more students pursue higher education. In this mission, it is our goal to equitably offer programming that reaches historically underserved populations.

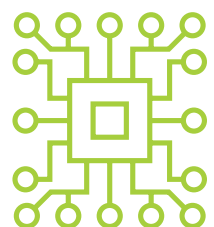
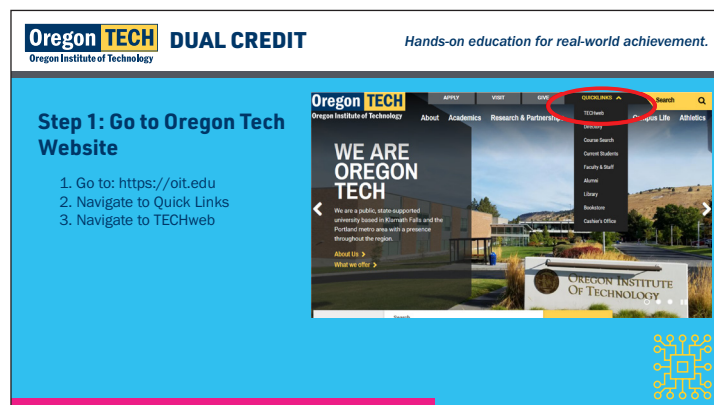
ONLINE WEB-FOR-FACULTY

Approved teachers will receive an Oregon Tech ID# and will need to file appropriate forms to access our student CRM system (BANNER). Teachers will be expected to assist their students through the admission, registration, and payment process. We also ask that teachers complete the following processes in our online system:

1. Review and confirm accuracy of class roster
2. Complete and keep students informed of Drop/Withdraw dates
3. Complete Grades by end of term dates (see academic calendar)

ACCESSING WEB FOR FACULTY

1. Go to <https://oit.edu>



ONLINE WEB-FOR-FACULTY cont.

2. Navigate to Quick Links and Select TECHweb

Oregon TECH DUAL CREDIT
Oregon Institute of Technology Hands-on education for real-world achievement.

Step 1: Go to Oregon Tech Website

1. Go to: <https://oit.edu>
2. Navigate to Quick Links
3. Navigate to TECHweb

3. Proceed with login instructions

Oregon TECH DUAL CREDIT
Oregon Institute of Technology Hands-on education for real-world achievement.

Step 2: Login

1. Use OIT email address to login
FirstName.LastName@oit.edu
First time login password:
Hootie+last four digits of 918#
2. Proceed with login
3. Need 918#: email outreach@oit.edu
4. Once you are logged in, create a unique password. Create a password you will remember!

** If you forget your password, you can call our helpdesk: 541.885.1470*

4. TECHweb gives teachers access to grading, checking class rosters, and OT Library services

Oregon TECH DUAL CREDIT
Oregon Institute of Technology Hands-on education for real-world achievement.

Step 3: Access OT Online Services

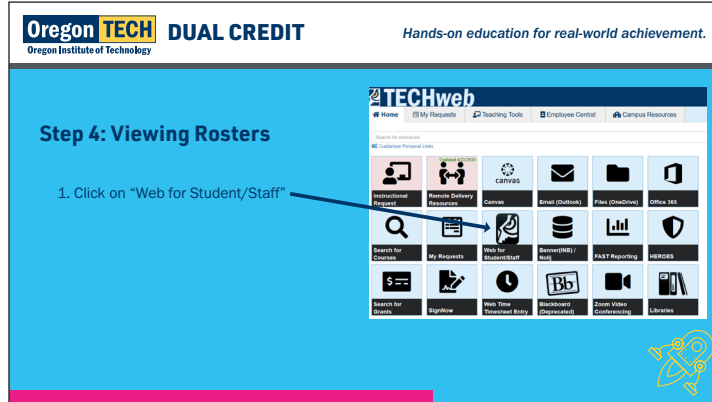
1. TECHweb is your one stop sign on for online services.
2. Access web-for-staff to enter grades and look at class roster
3. Access Library services from TECHweb

If you forget your password or login information, contact helpdesk at 541.885.1470

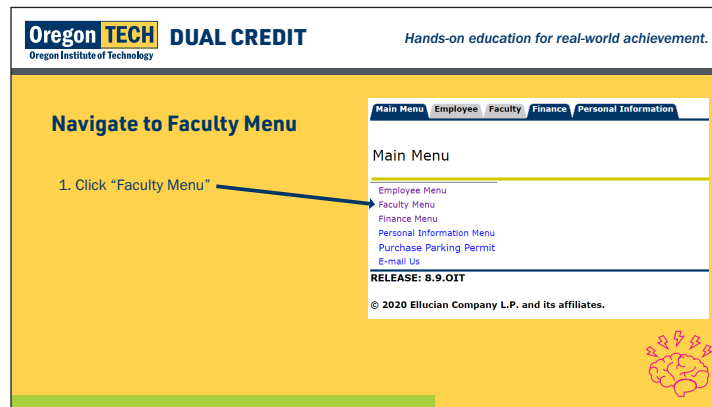
ONLINE WEB-FOR-FACULTY cont.

VIEWING CLASS ROSTERS

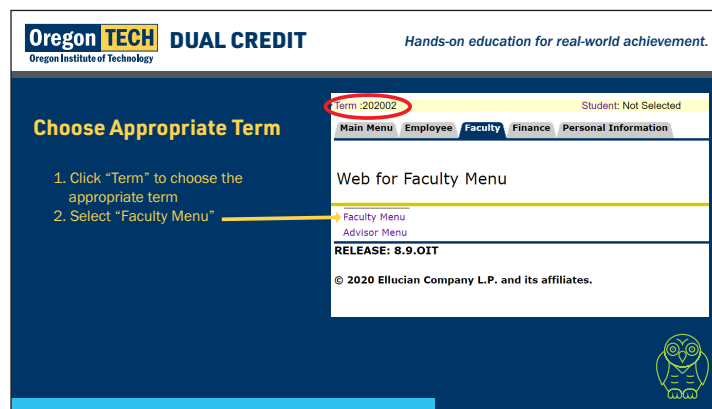
1. From TECHweb, navigate to Web-for-Staff (see login instructions above)



2. Faculty Menu

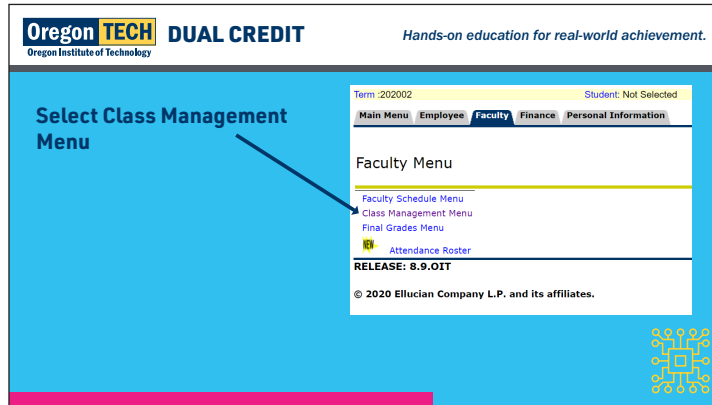


3. Term – defaults to upcoming term, change if necessary



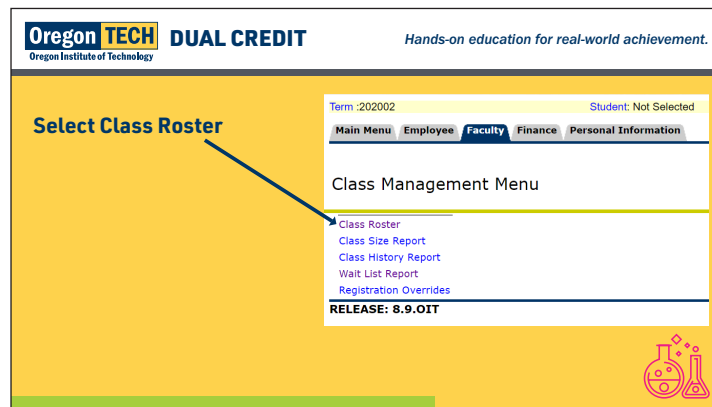
ONLINE WEB-FOR-FACULTY cont.

4. Class Management Menu

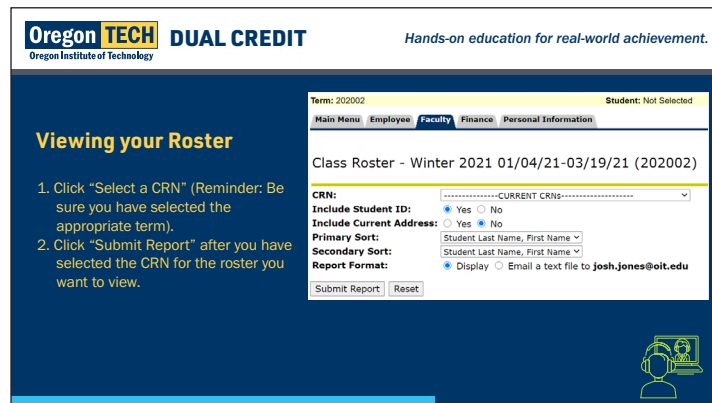


5. Class Roster

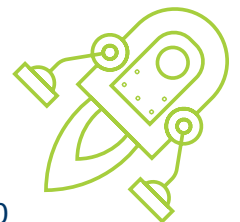
- a. Will show every enrolled student, if student is not on list they still need to register



- b. Select course parameters



- 6. Select course parameters; submit report



DROP AND WITHDRAW POLICY

Oregon Tech uses the term schedule for classes running on a trimester schedule or 10 week courses with 1 week for finals. This ensures a Drop date by the Friday of the 2nd week (20% of the course) and a Withdraw date by the Friday of the 7th week (70% of the course). Oregon Tech understands that dual credit courses run on a different time line. Therefore, we use a standard academic calendar that addresses drop/withdraw dates based on yearlong, semester, and trimester schedules. A copy of the drop/withdraw calendar is available online at www.oit.edu/dual-credit.

Dual credit teachers will need to return a copy of the drop/withdraw date calendar to the Office of Educational Partnerships and Outreach. Drop/Withdraw forms can be found online at www.oit.edu/dual-credit.

ACTION	Oregon Tech Policy
DROP	Student will not have any notation of the course on their transcripts (must happen within the first 20% of content delivery).
WITHDRAW	Student will have a "W" on their transcript (must happen within 70% of content delivery).
COMPLETE WITHDRAW	If a student drops all classes with Oregon Tech during Week 1, the transcript will have a comment. If the drop occurs after 2 weeks, student will have a "W" or "complete withdraw" notation on their transcript.

STATE DUAL-CREDIT STANDARDS

Oregon Tech adheres and follows the Dual Credit Standards and the Sponsored Dual Credit Standards set forth by the Oregon Department of Education and the Higher Education Coordinating Commission. These standards mirror national standards for dual credit. The State Standards provide guidelines for offering college credit in high school and provide rationale for building strong partnerships that foster collaboration between faculty and teachers and assist with bridging college-going culture.

High School teachers should be aware of the standards and work with Oregon Tech to meet these standards. See Appendix A for traditional DC standards and B for Sponsored Dual Credit and Assessment Based Credit.

NON-COMPLIANCE POLICY

Oregon Tech strives to build accelerated credit partnerships that are collaborative and result in positive experiences for students. Our institution works to establish clear guidelines for our partnerships. One way to provide guidelines is to address non-compliance concerns with teachers and/or high school administrators.

Accelerated credit courses can be suspended for many reasons, such as college curricular changes, changes in qualification requirements for high school teachers, changes in dual credit/sponsored credit state standards, concerns over course content or rigor of content, lack of teacher correspondence, and lack of teacher participation in program requirements.



NON-COMPLIANCE POLICY cont.

Oregon Tech will approach non-compliance issues with a solutions-based approach. Our goal is to remedy the situation, rather than suspend the course or teacher. To this end, we have outlined ways Oregon Tech will communicate internal procedures to discontinue a dual credit course. This list provides the framework for addressing non-compliance but can evolve and is not an exhaustive list.

Oregon Tech will address curricular or department changes through the following actions:

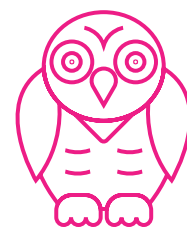
- Oregon Tech academic departments and Educational Partnerships and Outreach stay connected regarding curricular changes. Oregon Tech will notify teachers of these changes and address compliance with articulating teachers by detailing next steps through various modes of communication.
- Oregon Tech will provide faculty support to assist high school teachers with curricular changes.
- If high school is moving through curricular changes, the high school must notify Educational Partnership Coordinators with changes and come to agreement with EPO and faculty liaisons on how to adjust to meet Oregon Tech course objectives.

Oregon Tech will address Teacher Qualification changes/concerns through the following actions:

- Oregon Tech academic departments will inform Educational Partnerships and Outreach with changes to teacher qualification procedure for dual credit programming.
- Allow high school faculty who have current articulations to work with Oregon Tech to deliver course(s) for the remainder of the academic year.
- Oregon Tech's program may and can request updated qualifying documents throughout the duration of the accelerated credit partnership.

Oregon Tech will address instructional concerns (i.e., quality of instruction, course objectives not being met, lack of rigor, grading policy concerns, lack of communication with faculty liaisons or dual credit office, etc.) through the following actions:

- Oregon Tech faculty liaison will contact Educational Partnerships and Outreach regarding concerns with current teacher/articulation.
- Oregon Tech will contact teacher and high school administrators immediately to note concerns and suggest possible solutions.
- If concerns are not addressed and resolved by high school teacher in collaboration with faculty liaison, Oregon Tech will issue a non-compliance letter addressing: date in which quality concerns need to be corrected, future ways to connect and correspond to remedy issue, and next steps if corrections are not made in a timely manner.



NON-COMPLIANCE POLICY cont.

Oregon Tech will address issues around teacher compliance regarding state standards (providing annual syllabus, attending workshops/articulation meetings, etc.) through the following actions:

- Educational Partnerships and Outreach will contact high school teacher about specific concerns regarding program requirements.
- Educational Partnerships and Outreach will work with high school teacher to address concerns in a timely manner.
- If steps are not taken by high school teacher, Educational Partnerships and Outreach will issue a letter of non-compliance with steps to remedy concerns. If issues are not addressed, EPO can deny future articulations.

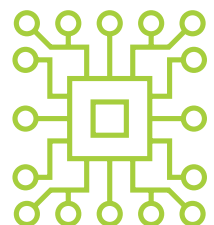
Teachers participating in Sponsored Dual Credit programming at Oregon Tech will abide by the same standards and non-compliance practices as dual credit teachers and will additionally:

- Participate in PLCs throughout the year to meet state standards for SDC model.
- Adhere to additional partnership requirements as outlined by participating Educational Service District or participating school district.

ACADEMIC CALENDAR AND IMPORTANT DATES

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

DATE	ACTION
Sept 1	Application Available
Sept 1	Online Registration Opens
Oct 2	Online Registration Closes (Friday, Oregon Tech week 2)
Oct 10	Roster verification due (all teachers must confirm roster via web-for-faculty)
Oct 10	Tuition due (week 2)
Oct 10	OIT Drop date (week 2 for trimester schools) or calc. calendar
Nov 17	OIT Withdraw date (week 7) or calc. calendar/Drop date for yearlong classes
Dec 11 - 18	Grading system available
Dec 18, 12pm	Grades Due



ACADEMIC CALENDAR AND IMPORTANT DATES cont.

Winter Registration/2nd trimester only/Promise Partnerships

DATE	ACTION
Nov 13	Application Available
Nov 17	Online Registration Opens
Jan 19	Online Registration Closes (Friday, Oregon Tech week 2)
Jan 19	Roster verification due (all teachers must confirm roster via web-for-faculty)
Jan 19	Tuition due (week 2)
Jan 19	OIT Drop date (week 2 for trimester schools) or calc. calendar
Feb 23	OIT Withdraw date (week 7) or calc. calendar
Mar 18 - 25	Grading system available
Mar 25, 12pm	Grades Due

Spring Registration/2nd Semester, 3rd trimester

Semester schools starting content late Jan/early Feb, 2nd semester Promise Contracts

DATE	ACTION
Feb 26	Application Available
Feb 29	Online Registration Opens
Apr 12	Online Registration Closes (Friday, Oregon Tech week 2)
Apr 12	Roster verification due (all teachers must confirm roster via web-for-faculty)
Apr 12	Tuition due (week 2)
Apr 12	OIT Drop date (week 2) or calc. calendar
May 17	OIT Withdraw date (week 7) or calc. calendar
June 10 - 14	Grading system available
June 14, 12pm	Grades Due

GRADING

Student academic achievement is evaluated and reported in accordance with a system of letter grades assigned at the end of each course. These grades become part of the student’s transcript, a permanent academic record. A summary statement of a student’s total academic record is expressed as a cumulative grade point average (GPA).

Teachers work with their faculty liaison to finalize grade breakdown for the college course. Accelerated credit teachers can administer different grades for the high school and college course – they do not need to mirror each other.

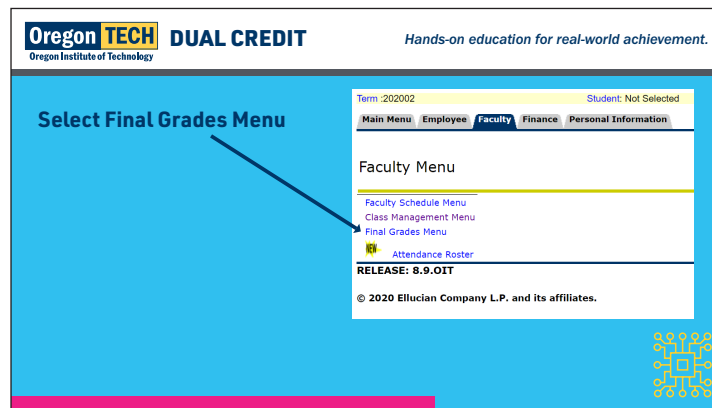
Oregon Tech uses a 4.0 grading scale to evaluate student performance. Upon completion of a course or upon termination of attendance in the course, a student’s performance will be graded by the instructor and reported to the University Registrar as follows:

Letter Grade	Meaning	Points Per Credit Hour	Used to Calculate GPA
A	Exceptional	4	Yes
B	Superior	3	Yes
C	Average	2	Yes
D	Inferior	1	Yes
F	Failed	0	Yes
I	Incomplete	0	No
IP	In Progress	0	No

GRADING IN BANNER AND GRADING CHANGES

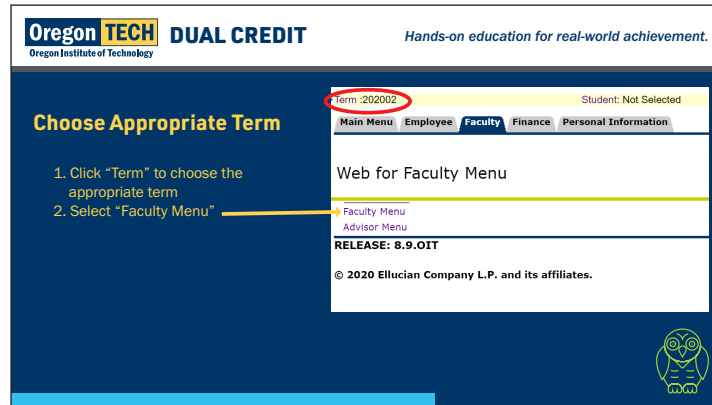
ENTERING GRADES (DURING GRADING WINDOW)

1. From Web for Faculty, Faculty Menu
2. Final Grades Menu

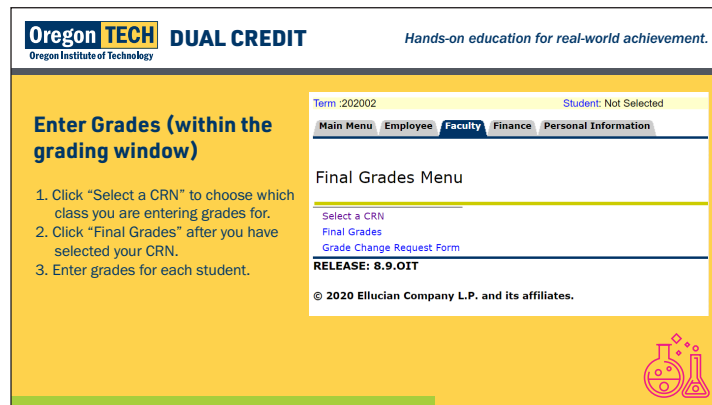


GRADING IN BANNER AND GRADING CHANGES cont.

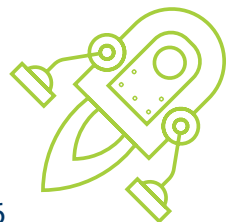
3. Term (change to desired term)



4. Final Grades



- a. Entire roster can be entered in one sitting; save often
- b. Enter A-F letter grade for each student
- c. Enter last known date of attendance for any student receiving a F grade
- d. Drops and Withdraws are not available through this menu
 - i. All drop and/or withdraw requests must use the Oregon Tech Drop form, see Appendix B.
- e. **Incomplete grades: Teachers must contact their Oregon Tech liaison and an Educational Partnership Coordinator before assigning an "I" grade. "I" grades without prior approval will be denied. There are specific parameters for use of this grade.**



GRADING IN BANNER AND GRADING CHANGES cont.

ENTERING GRADES (OUTSIDE OF GRADING WINDOW)

1. From Web for Faculty, Faculty Menu

Oregon **TECH** DUAL CREDIT
Oregon Institute of Technology

Hands-on education for real-world achievement.

Navigate to Faculty Menu

1. Click "Faculty Menu"

Main Menu Employee Faculty Finance Personal Information

Main Menu

- Employee Menu
- Faculty Menu
- Finance Menu
- Personal Information Menu
- Purchase Parking Permit
- E-mail Us

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2. Term (change to desired term)

Oregon **TECH** DUAL CREDIT
Oregon Institute of Technology

Hands-on education for real-world achievement.

Choose Appropriate Term

1. Click "Term" to choose the appropriate term
2. Select "Faculty Menu"

Term :20202 Student: Not Selected

Main Menu Employee Faculty Finance Personal Information

Web for Faculty Menu

- Faculty Menu
- Advisor Menu

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3. Final Grades Menu

Oregon **TECH** DUAL CREDIT
Oregon Institute of Technology

Hands-on education for real-world achievement.

Select Final Grades Menu

Term :20202 Student: Not Selected

Main Menu Employee Faculty Finance Personal Information

Faculty Menu

- Faculty Schedule Menu
- Class Management Menu
- Final Grades Menu
- Attendance Roster

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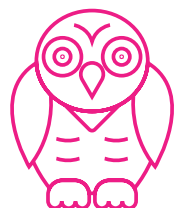
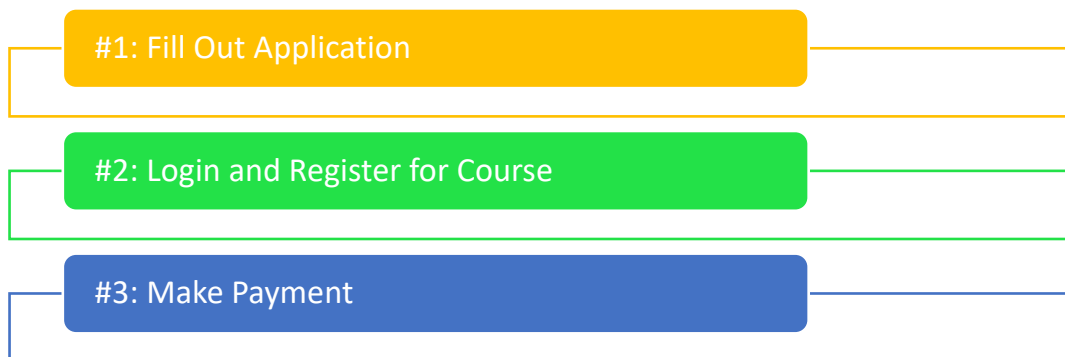


GRADING IN BANNER AND GRADING CHANGES cont.

4. **Grade Change Request Form**
5. **Select Course by title and CRN**
6. **Select Student Name**
 - a. **Grade Change Request Form must be submitted for each student being graded outside of the grading window**
7. **Submit Student**
8. **Change Grade To:**
 - a. **A-F, or I (contact Liaison for I grade)**
9. **Grade Change Reason**
 - a. **Enter reason for grade change**
10. **Submit**
11. **Return to start for next student**

STUDENT ADMISSION, REGISTRATION, AND PAYMENT

There is a 3-step process to registering for Oregon Tech dual credit. Students will be issued an Oregon Tech ID#, email account, and log in instructions. It is imperative that students provide valid contact information, especially a current email address. Once a student is issued an Oregon Tech email address, they will be expected to log in regularly to their Oregon Tech issued email account.



APPLICATION INSTRUCTIONS

Students need to complete a simple online application to begin the enrollment process. Below is a step-by-step guide to complete this process.

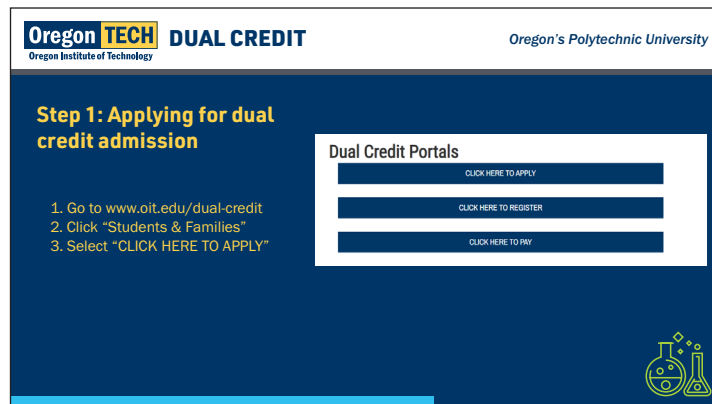
STEP 1: APPLY FOR ADMISSION

Before you begin the application, you will need to have a valid email address. Knowing some basic parent information is important too. Parent/Guardian information:

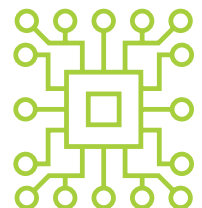
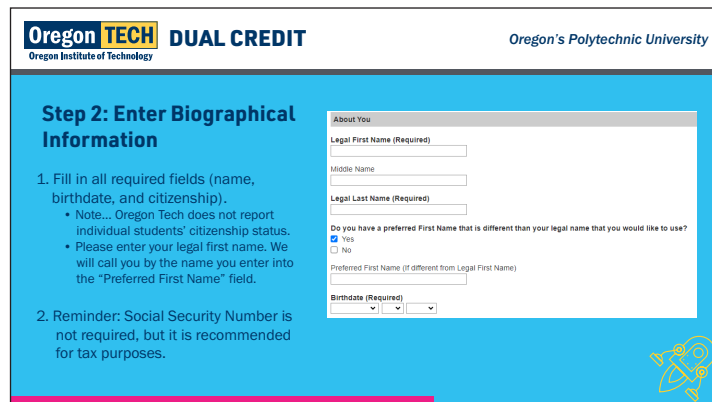
1. Parent/guardian email
2. Residency information – when your parent/guardian moved to Oregon and when their driver’s license was issued in Oregon, and the last 2 years they filed taxes
3. Parent/Guardian phone number
4. Student’s Social Security Number – not required, but highly encouraged to report. Entering SSN allows our system to not enter duplicate accounts and assists with accurate tax reporting.

Detailed PowerPoint presentation with all steps/instructions is available at www.oit.edu/dual-credit

1. Go to oit.edu/dc-enroll to start the application and select APPLY



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



STEP 1: APPLY FOR ADMISSION cont.

3. Enter Identity Information

DUAL CREDIT
Oregon Institute of Technology

Oregon's Polytechnic University

Step 3: Enter Identity Information

1. Choose the appropriate response under "legal sex" and gender and sexuality drop down menus, as well as the racial/ethnic background questions.

Legal Sex (Required)
This field is required for federal reporting purposes (ot.edu/irs-03)

The following identity related questions are optional and the information you provide will NOT be used in a discriminatory manner. The State of Oregon requires us to ask the following questions, but you are not required to answer them. More information related to the state law can be found [here](#).

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

Sexual Identity:

Gender Identity:

- Please note, only the "legal sex" question is required. Sexual identity, gender identity, and racial/ethnic background questions will not be used in a discriminatory manner and are entirely optional.

4. Enter Contact Information

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Oregon Institute of Technology

Oregon's Polytechnic University

Step 4: Enter Contact Information

1. We will send you an email with your student ID number and next steps to the email address you provide here. Be sure to check your junk/spam folder in case your email provider mistakes us for spam.

- Double check to make sure you type your email address correctly.
- We recommend that you use a yahoo or gmail account rather than your high school email as high schools often block messages from Oregon Tech.

2. Enter your mailing address.

Contact Information

Email Address (Required)
We recommend using a standard email provider for your preferred email address such as gmail or yahoo. Email addresses assigned by your high school may filter or block messages sent from Oregon Tech.

Home Phone Number:

Cell Phone Number:

By providing your cell phone number you are consenting to Oregon Tech contacting you via text message. Text message rates may apply.

Mailing Address (Required)

Country:

City/State:

Street:

PO:

Zip:

Mail Code:

Apartment/ Suite:

Do you physically live at the above address?
 Yes No

5. Enter Parent/Guardian Information

DUAL CREDIT
Oregon Institute of Technology

Oregon's Polytechnic University

Step 5: Parent/Guardian & Emergency Contact Information

1. Enter your parent/guardian contact information.

- Provide parent/guardian email - if you do not have this information please provide your valid email address.

2. Enter the name and contact information for an emergency contact.

Parent/Guardian Information

Emergency Contact (Not Home Required)

Parent/Guardian Last Name (Required):

Parent/Guardian First Name:

Parent/Guardian Email (Required):

Relationship (Required):

Parent/Guardian Mailing Address (Required)

Country:

City/State:

Street:

PO:

Zip:

Mail Code:

Apartment/ Suite:

Do you physically live at the above address?
 Yes No

Emergency Contact

Emergency Contact Last Name (Required):

Emergency Contact Last Name (Preferred):

Emergency Contact First Name (Preferred):

Relationship of Emergency Contact (Required):

Emergency Contact Address (Required)

Country:

City/State:

Street:

PO:

Zip:

Mail Code:

Apartment/ Suite:



STEP 1: APPLY FOR ADMISSION cont.

6. Enter High School Information

DUAL CREDIT
Oregon's Polytechnic University

Step 6: Enter High School Information

1. Enter your Secure School ID (SSID). Your teacher can help you if you don't know it.
2. Search for your high school. You can enter your city and state and choose your school if you can't find your high school.
3. Enter your graduation date.
4. Enter your GPA.
5. Select "courses at my high school" if you are a dual-credit student or "courses at Oregon Tech" if you are taking classes at Oregon Tech.
6. Please indicate whether you qualify for free/reduced lunch at your high school. We waive tuition for qualified students.

High School Information

Reference System Center (SSID): (SSIDs are SSIDs in a school, not necessarily the school ID. SSID number that all K-12 public school students are required to have. Your teacher can give you this number. The number to use for your high school ID number)

To:

What will you graduate high school? (Required)

At my high school

At Oregon Tech

Current Cumulative GPA

GPA: (GPA calculated greater than 4.0)

(GPA calculated greater than 4.0)

(GPA calculated greater than 4.0)

Where are you taking Oregon Tech classes? (Required)

At my high school

At Oregon Tech

Are you eligible for free or reduced lunch? (Required)

Yes

No

Please rate your likelihood to attend Oregon Tech after graduating from high school. (Required)

1 - I plan to attend immediately after my high school

2 - Probably will not attend

3 - Unsure, but will be possible

4 - High school

5 - Definitely will attend

Please select a major that interests you. (Required)

Please select a major that interests you. (Required) (Please select a major that interests you.)

7. Enter Residency Information

DUAL CREDIT
Oregon's Polytechnic University

Step 7: Citizenship & Residency

1. Select your primary country of citizenship.

NOTE: You can register for dual credit even if your primary country of citizenship is not the United States.

Citizenship

Primary Country of Citizenship (Required)

Residency

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

Yes

No

8. Submit; Confirmation of Application Submission

DUAL CREDIT
Oregon's Polytechnic University

Step 8: Application Certification & Submission

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

Application Certification

I, the undersigned, authorize the release of academic records and personally identifiable information between the high school district I attend and their postsecondary partners for purposes of determining eligibility for dual credit courses. To create an academic record with the post-secondary partner, and register my courses in Oregon Tech courses. This may include, but is not limited to, application details, student prerequisite information required to participate in specific courses, attendance records, test scores, program reports from College instructors, course grades, tuition, and other report items.

When applicable, Oregon Tech will release tuition balance & payment information to parents. Oregon Tech will not release academic information to parents or guardians without a FERPA authorization form on file with the institution.

I authorize the release of any information submitted by me in connection with this application to any person, corporation, association or government agency by Oregon Tech solely to verify or explain this information.

I represent that the information provided in this application is correct and complete. I understand that this application is only for the Early Out Program or Dual Credit Program. I acknowledge that if I wish to attend Oregon Tech as a full-time student, I must submit a separate application as a regular student for admission. I understand it will be my responsibility to ensure that I have met all admission requirements at this institution, or have satisfied any required internships. I may be subject to discipline, including cancellation of my application or dismissal from the university.



STEP 2: REGISTRATION AND LOGGING INTO TECHweb

To log into TECHweb for the first time you will need your user name and your 9 digit student ID or 918# that you receive from Oregon Tech.

This information is delivered to your personal email address within 24 to 48 hours after you complete your application.

Turn in your parent permission form into your high school teacher.

1. Go to techweb.oit.edu

2. Enter your Oregon Tech student username and password.

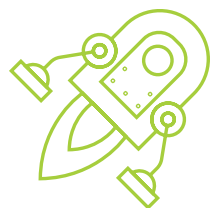
Log into TECHweb with your user name and password (first time entry will be preferred.firstname.lastname@oit.edu and your password is Hootie plus your 9 digit Oregon Tech student ID) Your 918 number is at the top of the email you received. Can't login? Call 541.885.1470

First Time Login Example:
Oregon Tech ID: 918123456

Student Name: John Doe
Login: john.doe@oit.edu
Password: Hootie918123456

The screenshot shows the Oregon TECH DUAL CREDIT login page. The header includes the Oregon TECH logo and 'Oregon's Polytechnic University'. The main heading is 'Step 1: TECHweb Login'. A list of instructions is provided: 1. Go to techweb.oit.edu. 2. User Name = "preferred name.lastname@oit.edu". 3. Password for first time login = Hootie + 9 digit student ID number (this is your 918#). 4. If you have previously logged in, use the password you created. 5. Having trouble logging in? Call 541.885.1470. To the right, a login form is shown with annotations: 'Preferred name.lastname Example: john.doe@oit.edu' points to the username field, and 'Initial Password = Hootie+918# Example: Hootie918123456' points to the password field. Below the form, a 'First Time Login Example' is provided: Oregon Tech ID: 918XXXXXX, Student Name: John Doe, Username: john.doe@oit.edu, Password: Hootie918XXXXXX. A decorative graphic of a rocket ship is in the bottom right corner of the screenshot.

*NOTE: You will be prompted to change your password. Your new password must be at least 14 characters long and contain at least one uppercase letter and at least one number. Please change your password to something you will remember!



STEP 2: REGISTRATION AND LOGGING INTO TECHweb cont.

3. After logging in, you will be taken through three case sensitive security questions and demographic surveys- these tasks only need to be completed once.

Need help?

If you have any difficulties logging in, please contact:

Oregon Tech Information Technology Services

Phone: 541.885.1470

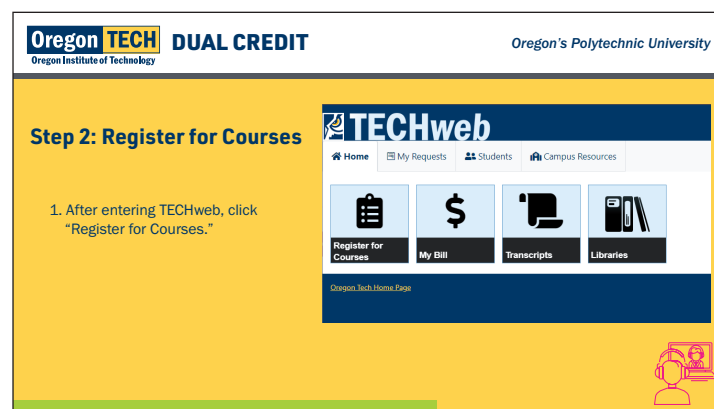
Email: Techsupport@oit.edu

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

4. Registering for a dual credit course with Oregon Tech

Registration is required in order to earn credits for a dual credit class. It is the student's responsibility to register through Oregon Tech's online system. Before you can register, you need to know the five-digit course reference number (CRN) for your dual credit course. CRN's are sent to the high school teacher when registration opens for the term.

5. After successfully logging in, go to Register for Courses



The screenshot shows the Oregon Tech Dual Credit website interface. At the top, it says "Oregon TECH DUAL CREDIT" and "Oregon's Polytechnic University". The main content area has a yellow background with the heading "Step 2: Register for Courses". Below this heading, there is a numbered instruction: "1. After entering TECHweb, click 'Register for Courses.'" To the right of the instruction is a navigation menu with "Home", "My Requests", "Students", and "Campus Resources". Below the menu are four buttons: "Register for Courses" (with a clipboard icon), "My Bill" (with a dollar sign icon), "Transcripts" (with a document icon), and "Libraries" (with a book icon). At the bottom right of the page, there is a small icon of a person wearing a headset, representing customer support.



STEP 2: REGISTRATION AND LOGGING INTO TECHweb cont.

6. Select Race & Ethnicity

Step 3: Race & Ethnicity Prompt

1. Select appropriate response and click "Continue"
2. Review your selection.
3. Select "Done" or "Ask Me Later."

View Ethnicity and Date

LEARNING THE HISTORY OF LIVING

RACE: [Dropdown]

ETHNICITY: [Dropdown]

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

*The terms and agreements is regarding paying for your account/tuition at Oregon Tech. Tuition is a flat rate of \$100 - HST courses are \$25 per credit or FREE for Free and Reduced Lunch (FRL) students. Tuition Waivers need to be completed and turned into teacher if you are requesting FRL status.

8. Select Desired Term

Step 4: Select desired term

1. Click "Select a Term" drop down menu.
2. Choose the appropriate term. Ask your teacher if you are not sure which term you are registering for.

Registration Term: Fall 2022 09/28/22-12/16/22 06:17:2022 10:31 a.m.

Registration Term

Select a Term: [Fall 2022 09/28/22-12/16/22]

Submit

RELEASE: 8.7.1

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9. Select desired Term cont.

Step 5: Select desired term

1. Select "I confirm agreement - proceed to registration."
2. Click "Register, Add or Drop Classes."

Student Registration

Check Your Registration Information

View Details

Student Schedule Planner

Register, Add or Drop Classes

Common Forms & Applications

Link to Classes

Online Classes

Registration Audit

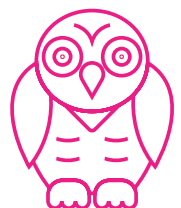
Student Schedule by Day and Time

Student Schedule by Class Detail

View Faculty Schedule

View: Add/Remove Course Rollover and Migration

Logout Term



STEP 2: REGISTRATION AND LOGGING INTO TECHweb cont.

10. Enter registration PIN

DUAL CREDIT
Oregon's Polytechnic University

Step 6: Enter Registration PIN

1. Enter Dual Credit PIN.
2. Dual Credit PIN *hstud
3. Make sure to use * (asterisk before hstud).
4. Click "Submit."

Registration Term: Fall 2017 09/01-12/01/2017 09:00:00 AM

Home Menu MyClasses Personal Info Personal Information Student Privacy Policy

Student Term Registration

Please verify you are registered for the correct term by looking in top left corner of your screen. If you need to change the term, click back and select term. Read the current term you wish to register for.

If you are a newly admitted, full-time student and this is the first time you are registering for courses, please be aware you will be charged a non-refundable enrollment fee for the first semester. If you have any questions regarding these charges, please contact the business office at 503.855.2020.

To register, add or drop classes, you must have an Advisor PIN for the term selected. The Advisor PIN charges each term for admitted students.

- If you are a 2D available student your PIN will always be **ahstud**, unless you are a computer science, information technology or business major.
- If you are a 3D available student, your PIN will always be **ahstud**.
- If you are a 4D available student, your PIN will always be **ahstud**.
- If you are a degree completion student your PIN will always be **ahstud**.

Important Note: Your Advisor PINs are used internally and never share to register for additional Advisor PINs.

Upon registration students are responsible for all tuition and fees which are due before Friday at 5:00 p.m. the second week of classes for each term.

SUMMER TERM: Students enrolling in not required for summer term. To register for Summer term, be sure to change the term to Summer. Advisor PINs are not used.

- All admitted students use **ahstud**.
- All new admitted students use **ahstud**.
- If your PIN is usually ahstud, use **ahstud**.
- If your PIN usually begins with ahstud.

Advisor PIN:

11. Add CRN provided by high school teacher *If you don't know your CRN, you can look it up at oit.edu/dc-enroll or call 541.885.1844

DUAL CREDIT
Oregon's Polytechnic University

Step 7: Add CRN

1. Go to bottom of webpage and add 5 digit CRN.
2. CRN is your Course Reference Number and will be different for each dual credit class you take.
3. You can get your CRN from your high school teacher.
4. List of course CRNs on website www.oit.edu/dual-credit-enroll.
5. Click "Submit" changes.

Registration Term: Fall 2017 09/01-12/01/2017 09:00:00 AM

Home Menu MyClasses Personal Info Personal Information Student Privacy Policy

Add or Drop Classes

For information on registration, course additions, and registration error messages, please click on "Help" above.

After registration schedule is submitted, you can enter any required course numbers by clicking on "Redesign Shopping Cart" link at the bottom of this page.

Current Schedule

Class	Section	CRN	Class Description	Class Grade Mode	CRN	Grade Mode	PRN
Add Reg on May 16, 2017	2122	1422	Math 302	3.00-Graded	1422	3.00-Graded	Foundations of Math 302
Add Reg on May 16, 2017	2122	1423	Math 302	3.00-Graded	1423	3.00-Graded	Chemistry & Kinematics: Part 1
Add Reg on May 16, 2017	2122	1424	Math 302	3.00-Graded	1424	3.00-Graded	Kinematics & Chemistry: Part 1
Add Reg on May 16, 2017	2122	1425	Math 302	3.00-Graded	1425	3.00-Graded	Mathematical Modeling
Add Reg on May 16, 2017	2122	1426	Math 302	3.00-Graded	1426	3.00-Graded	Mathematical Modeling

Total Credit Hours: 12.000
 Billing Hours: 12.000
 Billing Hours: 12.000
 Maximum Hours: 12.000
 Degree: Fall 16, 2017 09:00 am

Add Classes Worksheet

CRN:

12. Confirm registration by going to Class Schedule to review

DUAL CREDIT
Oregon's Polytechnic University

Step 8: Confirm Registration

1. Confirm Registration by viewing course schedule.
2. Return to main student registration menu.
3. Click "Detailed Class Schedule."
4. Class schedule should note teacher name and college course #.

***Final step is to complete payment...**

Oregon TECH

Home Menu MyClasses Personal Info Personal Information Student Privacy Policy

Student Detailed Schedule

Total Credit Hours: 12.000

Class Schedule #1 Fall 2017 09/01-12/01/2017

Associated Term: Term: Fall 2017 09/01-12/01/2017

CRN: 1422

Instructor: **Add Reg** on May 16, 2017

Registered Instructors: E. Brown

Grade Mode: 3.00-Graded

Credits: 3.000

Level: Undergraduate

Location: Undergraduate

Instructor's e-mail: [E. Brown](#)

Type: Undergraduate

Class ID: 2122 CRN: 1422 Section: 2122 Term: Fall 16, 2017 Section: 2122 Term: Fall 16, 2017 Section: 2122

Class Schedule #2 Fall 2017 09/01-12/01/2017

Associated Term: Term: Fall 2017 09/01-12/01/2017

CRN: 1423

Instructor: **Add Reg** on May 16, 2017

Registered Instructors: E. Brown

Grade Mode: 3.00-Graded

Credits: 3.000

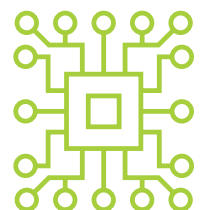
Level: Undergraduate

Location: Undergraduate

Instructor's e-mail: [E. Brown](#)

Type: Undergraduate

Class ID: 2122 CRN: 1423 Section: 2122 Term: Fall 16, 2017 Section: 2122 Term: Fall 16, 2017 Section: 2122



STEP 3: COMPLETING PAYMENT FOR A DUAL-CREDIT COURSE WITH OREGON TECH

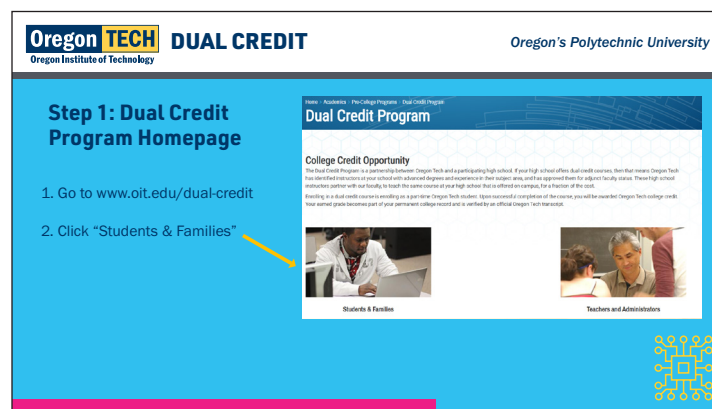
Tuition is required to be paid in full for all dual credit courses with Oregon Tech upon registration. Accounts that have tuition due after registration are subject to collection procedures and prohibited from further registration until payment is received. After you register, you must submit payment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

OREGON TECH TUITION PAYMENT OPTIONS

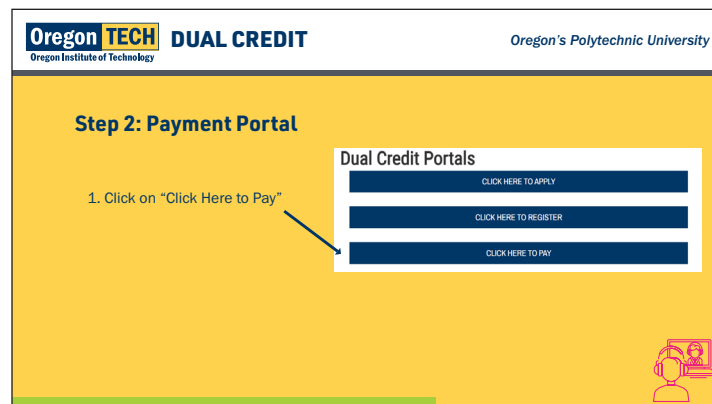
ONLINE PAYMENT

1. Go to oit.edu/dc-enroll

Click on the “Students & Families”



2. Navigate to payment portal



OREGON TECH TUITION PAYMENT OPTIONS cont.

3. Enter Oregon Tech Email

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Step 3: Enter Oregon Tech email

1. Your login is your: `firstname.lastname@oit.edu`

Sign in

Email, phone, or Skype

Can't access your account?

Next

Sign-in options

4. Complete Login

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Step 4: Complete Login

1. Enter the 14 character password you created when you logged in to TECHweb for the first time.
2. Call the ITS helpdesk at 541-885-1470 to reset your password if you have forgotten it.

Sign in with your Oregon Tech account

Enter Tech Email (e.g. jsmith@oit.edu)

Password

Sign in

Forgot your password?

New/Current Students

Username
Your username is in the format: `FirstInitialLastInitial`. For example, a user with the name John Doe would have the username `jd@oit.edu`.
NOTE: If you specified a preferred name when applying or by contacting the Registrar, that is used in place of your first name.
Password
Your initial password is 14 chars followed by your University ID. For example, if your University ID is 01001234, the default password would be: `01001234@01001234`.
If you still remember your password, you may use the "forgot your password?" link above, or contact the ITS Service Desk at 541-885-1470.

5. Payment Dashboard

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Step 5: Payment Dashboard

1. Select "Make a payment."

Go to Bloom Oregon Institute of Technology Balance \$0

Summary [View statement](#)

Your account does not currently have any outstanding charges.
****If you are awaiting to pay the 102 charge for the Fall-1st semester please select "Transfer Request Payments"*****

Available Items [View all](#)

Student Account Payments Payment for charges (Printing, etc.)	Transfer Request Payments Payment (Terminals)
--	--

Make payment



OREGON TECH TUITION PAYMENT OPTIONS cont.

6. Complete Payment

Step 6: Complete Payment

1. Choose items that you are paying for.
2. Select "Checkout" on the bottom right of the page.

7. Choose Payment Method

Step 7: Choose Payment Method

Credit Card Payment Screen
NOTE: Credit/Debit Card payments incur a 2.75% service fee.

Bank Account Payment Screen

8. Service Charge

Step 8: Service Charge

Service charge
\$1.70

1. If you completed a payment using a card you will need to select the box acknowledging the charge and click "Continue."

9. Confirm Payment Details.

Step 9: Confirm Payment Details

1. Review your payment details and click "Pay" if they are accurate.

Item	Amount
Starting 2019 04/01/19-06/19/19	\$50.00
October 2019 06/22/19-09/19/19	\$1.44
Final 2019 09/24/19-12/07/19	\$1.00
October 2019 09/24/19-12/07/19	\$1.00
Starting 2019 04/01/19-06/19/19	\$1.44
October 2019 06/22/19-09/19/19	\$1.44

10. Payment Confirmation.

Step 10: Payment Confirmation

1. Your payment is complete!

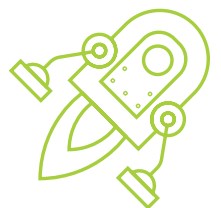
A receipt has been sent to your email address.

\$63.35

Thank you for your payment

You have a remaining balance of \$0

The payment receipt [#00112](#) was sent to: karissa.sultan@oit.edu



PAYMENT BY MAIL

Make Check Payable to:

Oregon Institute of Technology

Mail To:

Attention: Cashier
Oregon Institute of Technology
3201 Campus Dr.
Klamath Falls, OR 97601 – 8801

(Please include Oregon Tech student ID 918-xx-xxxx with all payments)

TUITION WAIVER

- Complete Free/Reduced Lunch Tuition Waiver form
- Complete COVID-19 Tuition Waiver Form

PROXY ACCESS

Proxy Access is a way for parents to access a student's account information. A high school student is considered a college student when they register for dual credit. As such, Oregon Tech must abide by FERPA standards and will be unable to share account information with parents unless the student goes through an additional process to grant parents access. The proxy access allows a student to give someone (usually a parent, guardian, or spouse) read-only access to designated areas of your student information, including:

- Transcripts
- Final grades
- Tax information
- Registration
- Financial Aid

Students maintain complete control over proxy relationships. They are able to set them up, reset their passwords, change or delete their access, and send them messages detailing the access they have been given.

PROXY ACCESS INSTRUCTIONS

1. Log into Web for Student
2. Click on the Proxy Menu Tab
3. Click on Proxy Management
4. Click on Add Proxy
5. Fill out the new proxy information, full name and email address
6. Click Add Proxy



PROXY ACCESS INSTRUCTIONS cont.

An email is now sent which includes a link that is sent to the person that was set up as a proxy. The new guest user must log in to validate their email address, create their own PIN, and fill out their personal information. If the student changes their mind and the proxy has not validated their email address, they can delete the proxy from the system right away. Otherwise, the student will need to wait 24 hours to delete the proxy.

Click on the name of the proxy that was just created to expand the section

1. On the Profile Tab, select Guest User as the relationship
2. Fill out a description that is meaningful to you
3. Choose a passphrase (secret password for the proxy to use)
4. Click E-mail Passphrase

An email is now sent notifying the guest user of the passphrase selected. This unique phrase will be required by Oregon Tech offices. When a proxy calls Oregon Tech, the office will validate the passphrase and authorization given by the student.

1. Click on the Authorization Tab
2. Put a check mark in the box next to the pages you wish this person to see

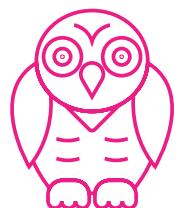
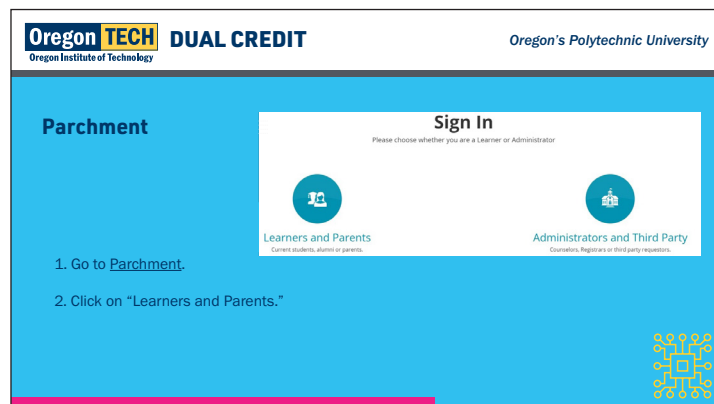
An email is now sent notifying the guest user that he/she has been authorized to see pages and gives them a new URL to log in and see the pages. The guest user will use their email address and PIN they created to gain access to the proxy pages.

If the proxy locks themselves out, they can request a PIN reset by entering their email address and clicking “forgot PIN”. The system will then automatically send an email with the PIN verification link and new PIN. The student also has the capability to reset the proxy’s PIN. When the student clicks reset PIN in the Proxy Menu, an email is sent to the proxy with the verification link and PIN and a copy of this email is sent to the student.

ORDERING STUDENT TRANSCRIPTS

When students are finished with dual credit courses and plan to apply to colleges, they will need to order official transcripts from Oregon Tech and have them sent to their college of choice. All students have access to view their unofficial transcripts on Parchment. See instructions below on requesting official transcripts.

1. Navigate to Parchment



ORDERING STUDENT TRANSCRIPTS cont.

2. Login or Register for Parchment

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Login or Register for Parchment

1. Login to Parchment if you have already created an account.
2. If you haven't created an account yet, you'll need to select "Sign Up" and follow the instructions on the next slide.

Sign In


Email address or username

Password

Sign In

[Forgot your password?](#)

[Don't have an account? Sign Up](#)



3. Register for Parchment

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Register for Parchment

1. Create an account by entering your information as outlined in this image.
2. If you have already registered for parchment, move on to slide 5 to add Oregon Institute of Technology from the parchment dashboard.

I am a parent / legal guardian

Date of Birth: Month [v] Day [v] Year [v]

Highest level of education: None selected [v]


Email:

Password:

- 10 Character minimum.
- At least one upper case, lower case, and number

Sign Up

By signing up you agree to the Parchment terms of use and privacy policy.



4. Verify your email address

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Verify your email address


1. Check the email address you provided for a message from Parchment.
2. Follow instructions to verify your email.

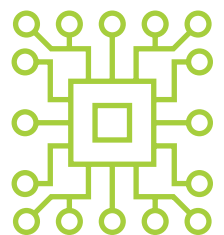
Please click the green button to verify that this is your email address or enter your verification code into the page you were just on:

OR enter your verification code: **cINrfl**

Welcome to Parchment! We are really happy to have you here.

Thank you,
The Parchment Team





ORDERING STUDENT TRANSCRIPTS cont.

5. Add Oregon Institute of Technology

DUAL CREDIT
Oregon Institute of Technology

Oregon's Polytechnic University

Add Oregon Institute of Technology

- If you already had a Parchment account, your dashboard page will show a list of the schools you have already added and will give you an option to "Add Another School or Organization you Attended." If Oregon Institute of Technology is not on your list, choose that option.
- After you add Oregon Institute of Technology, you'll see an option to Order your Transcript. Click the green "Order" button on your dashboard.

6. Search for Oregon Institute of Technology

DUAL CREDIT
Oregon Institute of Technology

Oregon's Polytechnic University

Search for Oregon Institute of Technology

- After selecting the "Add Another School or Organization you Attended" button, you'll search for Oregon Institute of Technology and choose the option "College/Undergraduate."

Add Your School or Organization

Use a search below to add the school you attended to your account. After adding your school, you can begin ordering transcripts.

Add School Details*

School/Organization	Location	Type	Action
Oregon Institute of Technology	Warren Falls, OR, US	College - Graduate	<input type="button" value="Add"/>
Oregon Institute of Technology	Warren Falls, OR, US	College - Undergraduate	<input type="button" value="Add"/>
Oregon Institute of Technology - Health Campus	Astoria, OR, US	College - Undergraduate	<input type="button" value="Add"/>

7. Order Transcripts

DUAL CREDIT
Oregon Institute of Technology

Oregon's Polytechnic University

Order Transcripts

- If you are still taking dual credit classes, select "currently enrolled."
- If you are no longer taking dual credit classes with Oregon Tech, select "not currently enrolled."
- Enter the first year you started taking dual credit classes.
- Enter the year you graduated high school.
- Enter your Oregon Tech ID number.
- Enter the last 4 digits of your SSN.
- Verify your name and click confirm.

Order Transcripts

Oregon Institute of Technology
Select the class to order the following information:

* Are you currently enrolled?

Yes (currently enrolled)

No (not currently enrolled)

* Year you graduated or left

* Your Resident ID Number (Don't include 0)

* Please verify your name while ordering

First Name - Last Name

Other (enter an address or middle name)

Request ordering the Transcript without placing an order (not recommended)

CONFIRM

* All items marked with an asterisk are required.



ORDERING STUDENT TRANSCRIPTS cont.

8. Select Destination

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Select Destination

1. You can search for colleges or high schools in the search bar or request that your transcripts be sent directly to you or another individual (i.e. your high school counselor).

Set Delivery Destination CANCEL X

Your order will be sent from Oregon Institute of Technology to the individual and/or organization at the destination below.

Where would you like to send the credential? Search

OR

I'm sending to myself or another individual

9. Sending Transcripts to an Individual

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Ordering transcripts to be sent to an individual

1. You can request a copy of your transcript be sent to an individual by entering the name of the person/organization you want it to be sent to and the recipient's email.

Example: You may enter your high school's name and your high school counselor's email to request copies of your transcript be sent to them.

RECIPIENT INFORMATION

School Name, Business, Person, or Your Name

Recipient's Email

Retype Email

Continue

10. Consent to Credentials

Oregon TECH DUAL CREDIT Oregon Institute of Technology Oregon's Polytechnic University

Consent to Credentials

1. Sign your name in the signature block.

2. Enter your first and last name.

3. Check the box to certify that you are the person signing.
**Please note the cost of your transcript on this page.*

4. Click "Continue."

5. Follow prompts on following pages to complete payment.

Consent is required to order this credential. Please review the information below pertaining to the type of consent that is required to complete this order.

Sign here with mouse or finger Clear Signature

X

Type full name as signed above

First Name Middle Name Last Name

I certify under penalty of law that I am the individual identified above and am authorized to take this action.

CONTINUE



APPENDIX

A. Tuition Waiver

FRL - https://oit.co1.qualtrics.com/jfe/form/SV_eG5Tqjvvr9JCfo9

COVID - https://oit.co1.qualtrics.com/jfe/form/SV_4OvIEuX4BnMzQ3j

B. Drop/Withdraw Form

<file:///C:/Users/CARLEE~1.DRA/AppData/Local/Temp/Dual%20Credit%20Drop%20Withdrawal%20Audit%20Form.pdf>

C. Partnership Paperwork

Willamette Promise Payment - <https://www.wesd.org/Page/833>

NW Promise - <https://www.nwpromise.org/>

D. State Accelerated Credit Standards

<https://www.oregon.gov/highered/policy-collaboration/Documents/High-School-College/ALL%20Oregon%20Standards%20for%20Accelerated%20College%20Credit%20September%202019.pdf>

