

OREGON INSTITUTE OF TECHNOLOGY & CLACKAMAS COMMUNITY COLLEGE

Dual Enrollment Process Guide

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| Benefits | <ul style="list-style-type: none"> • Shared campus location in Portland-Metro area • Traditional benefits for transfer students • Optimize transfer credit • Access to advising at both institutions • Seamless transfer pathway • Coordinated Financial Aid & Scholarships | <p>Partnership Information at OIT: www.oit.edu/dual-enrollment Admission Requirements: www.oit.edu/admissions Partnership Information at Clackamas: Degree Partnerships</p> |
| Application Process | <p>Online application only. Steps for dual enrollment:</p> <ol style="list-style-type: none"> 1. Students must apply as a first year or transfer student with Oregon Tech (www.oit.edu/apply). 2. After the student is admitted, an email is sent from Oregon Tech with a link to the dual enrollment application. 3. Student must complete the dual enrollment application. 4. After the dual enrollment application is complete, Oregon Tech transmits the data to the community college. | |
| Re-enrolling Process | <p>Students who have not attended OIT in 4 or more terms must fill out OIT’s re-enrolling form (https://www.oit.edu/admissions/returning-student). Submit transcripts for other colleges attended after leaving OIT. Clackamas Community College transcripts will automatically be sent to OIT.</p> | |
| Deadlines & App. Fee | <p>Completed applications are due 3 weeks before the term starts.</p> <p>We require a \$50 application fee at the time the application is submitted unless the student has an application fee waiver. We also require a confirmation of attendance and \$100 enrollment deposit, which goes towards their tuition and fees when they take classes and is non-refundable after certain dates, depending on the term.</p> <p>Also, if a student applies to OIT and does not take classes in the term they are admitted, they must re-apply.</p> | |
| Financial Aid | <ul style="list-style-type: none"> • OFAX will be used for transmission of enrollment and grade information. • Students cannot have financial aid that pays out from more than one institution. • The “home” institution (the college that pays the financial aid) shall be determined by the student’s immediate degree objective. For example, if the student’s immediate degree objective is a bachelor’s degree, then OIT will be designated as the home institution. Should the student be pursuing either an Associate of Arts or Science degree prior to completing a bachelor’s degree, Clackamas will be designated as the home institution. Once a student has earned an AAS or AAO, then OIT will become the home institution. | |

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| | <ul style="list-style-type: none"> Students must take at least 6 credits from their home institution to qualify for or receive financial aid. |
| Disability Services | <ul style="list-style-type: none"> Register with disability services at either institution where accommodations are needed. Each institution is responsible for providing accommodations in courses for its campus. Clackamas and OIT will consult on appropriate accommodations. Students must sign a release to OIT. |
| Articulation Agreements | <ol style="list-style-type: none"> Approved Programs to Technology & Management Business to Operations Management Clinical Laboratory Assistant Certificate to Medical Laboratory Science Engineering to Electrical Engineering Engineering to Renewable Energy Engineering AAOT to Applied Psychology Engineering to Mechanical Engineering <p>For updated articulations: www.oit.edu/articulations</p> |

CONTACTS

Oregon Institute of Technology, General and Klamath Falls

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| Josephine Ness | Director, Admissions | josephine.ness@oit.edu | 541.885.1668 |
| Jamie Irish | Disability Services | access@oit.edu | 541.885.1089 |
| Main Phone Line | General Inquiries | oit@oit.edu | 541.885.1000 |
| Financial Aid | General Inquiries | dollars@oit.edu | 541.885.1280 |

Oregon Institute of Technology, Portland-Metro

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Clackamas Community College

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| Admissions | General Inquiries | welcome@clackamas.edu | 503.594.3284 |
| Advising | Wilsonville Campus | advisingwilsonville@clackamas.edu | 503.594.0959 |
| Disability Resource Center | General Inquiries | drc@clackamas.edu | 503.594.3181 |
| Enrollment Services Center | General Inquiries | registrar@clackamas.edu | 503.594.6100 |
| Financial Aid | General Inquiries | finaid@clackamas.edu | 503.594.6100 |
| Starr Muramaru | Financial Aid Specialist | starrm@clackamas.edu | 503.594.3429 |
| Transcripts | Academic Support | transcript@clackamas.edu | 503.594.6074 |

