

# 2011-2012 Student Handbook

Blue Mountain Community College



Building success, strengthening futures.  
[www.bluecc.edu](http://www.bluecc.edu)

# Daily Schedule Planner

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
FALL TERM	08:00 AM						
	09:00 AM						
	10:00 AM						
	11:00 AM						
	12:00 PM						
	01:00 PM						
	02:00 PM						
	03:00 PM						
	04:00 PM						
	05:00 PM						
	06:00 PM						
	07:00 PM						
	08:00 PM						
	09:00 PM						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
WINTER TERM	08:00 AM						
	09:00 AM						
	10:00 AM						
	11:00 AM						
	12:00 PM						
	01:00 PM						
	02:00 PM						
	03:00 PM						
	04:00 PM						
	05:00 PM						
	06:00 PM						
	07:00 PM						
	08:00 PM						
	09:00 PM						
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SPRING TERM	08:00 AM						
	09:00 AM						
	10:00 AM						
	11:00 AM						
	12:00 PM						
	01:00 PM						
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	08:00 PM						
	09:00 PM						

# 2011-2012 STUDENT HANDBOOK



## WELCOME TO BMCC

We are glad that you're here. Blue Mountain Community College wants you to succeed in your chosen degree track or career pathway. We offer quality programs taught by caring faculty in small classroom and online settings. Whether you are here to improve your job skills, taking courses to transfer to a university, or working towards a certificate or degree, make sure to take advantage of the many resources BMCC has to offer—computer labs, tutors, and scholarship—you will find BMCC faculty and staff are here to add value to your educational experience.

Have questions but not sure who to ask? Stop by the nearest BMCC location nearest, or contact your advisor—not only will we be more than happy to help, but we'll be glad to meet with you, or refer you to the person who can offer the most assistance.

This book belongs to

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

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 race, color, sex, marital status, religion, national origin, age or disability in any education programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the A.V.P. Human Resources at BMCC Pendleton campus.

# Serving Eastern Oregon Communities

## LOCATIONS IN DISTRICT

### **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**

975 SE Columbia Drive, Hermiston, OR 97838  
Phone: 541-567-1800 Fax: 541-567-1020  
email: [bmcchermiston@bluecc.edu](mailto:bmcchermiston@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 NORTH MORROW COUNTY**

PO Box 939/300 NE Front Street, Boardman, OR 97818  
Phone: 541-481-2099 Fax: 541-481-3990  
email: [bmccnorthmorrow@bluecc.edu](mailto:bmccnorthmorrow@bluecc.edu)

### **BMCC SOUTH MORROW COUNTY**

PO Box 21, Lone, OR 97843  
Phone: 541-422-7040 Fax: 541-422-7015  
email: [bmccsouthmorrow@bluecc.edu](mailto:bmccsouthmorrow@bluecc.edu)

### **BMCC PENDLETON**

PO Box 100/2411 NW Carden, Pendleton, OR 97801  
Phone: 541-276-1260 Fax: 541-278-5871  
email: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

## CONTRACTED OUT OF DISTRICT LOCATIONS (CODs)

### **BMCC GRANT COUNTY**

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

### **BMCC WALLOWA COUNTY**

107 SW 1st, Enterprise, OR 97828  
Phone: 541-426-4109 Fax: 541-426-6059  
email: [getinfo@bluecc.edu](mailto:getinfo@bluecc.edu)

# Important Phone Numbers

## Area Codes 541

Admissions .....	278-5759
Advising .....	278-5931
Art Gallery .....	278-5952/278-5944
Athletics .....	278-5896
BMCC Baker County .....	523-9127
BMCC Hermiston .....	567-1800
BMCC Milton-Freewater .....	938-7176
BMCC Pendleton .....	276-1260
BMCC North Morrow County .....	481-2099
BMCC South Morrow County - Ione/Heppner .....	422-7040
BMCC COD - Grant County .....	575-1550
BMCC COD - Wallowa County .....	426-4109
Bookstore .....	278-5733
Business Office .....	278-5759
Copy Center .....	278-5966
Disability Services .....	278-5934
Financial Assistance .....	278-5790
Foundation .....	278-5775
Human Resources .....	278-5850
Instructional Office .....	278-5930/278-5969
Library .....	278-5915
Marketing .....	278-5936
McCrae Activity Center .....	278-5896
Placement Assessment.....	278-5931
President's Office .....	278-5951
Public Information Office .....	278-5933
Publications Coordinator .....	278-5962
Recruitment .....	278-5936
Registrar .....	278-5757
Service Center (Pendleton) .....	278-5759
Snack Bar/Student Union .....	278-5946
Student Government .....	278-5948
Student Government Advisor .....	278-5951
Student Learning Center .....	278-5965
Testing .....	278-5931
Theatre Box Office .....	278-5953
TRiO (Student Support Services) Program .....	278-5853
Veterans .....	278-5747
Work Study/Student Employment .....	278-5790

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**[www.bluecc.edu/vote](http://www.bluecc.edu/vote)  
for more information**

# Money Matters

## TUITION AND FEES

All tuition and fees are current as of this printing; however, tuition and fees are subject to change. Additional fees may be implemented. Check online for the most current fee schedule. Students are considered to be full-time when they are enrolled for 12 credit hours or more.

### In-State Residents

For tuition purposes, Oregon residents and residents of California, Idaho, Nevada, Washington and Montana are charged at the in-state resident rate of \$80.00 per credit hour.

### Out-of-State Residents

The tuition rate for out-of-state students (other than the states listed above) is \$240.00 per credit hour.

### International Students

The tuition rate for international students is \$240.00 per credit hour.

### Senior Citizens

The tuition rate for a resident who is sixty-two years of age or older is fifty percent of the regular tuition rate for credit classes. Fees for credit classes are at the full rates published in the current academic catalog and on our web site. Seniors who elect to audit credit classes will not be charged tuition; only applicable fees will be charged.

Tuition is not charged for non-credit classes. Senior fees for non-credit classes are \$27 per class (additional fees may apply for some classes where materials are especially costly). Please check the current Schedule of Classes, or our web site for additional information.

### Fees

All credit courses include some fees, and certain courses may include other fees, such as a lab or Physical Education fee, in addition to tuition. Students may find a listing of our current fees on our web site under College Costs, on the Students tab. Non-credit class fees may be found in the current Schedule of Classes.

### Paying Tuition

Tuition and fees are payable in full by cash, check or credit card (Visa or Master Card) by the fifth (5th) class day of each term (or the equivalent day 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. If financial aid or agency funds are not received by the last day to pay tuition, it is the students' responsibility to pay their tuition and fees. Federal Title IV Aid may not be used to cover late fees.

WHEN LIFE SUCKS...

...there's HOPE

National Lifeline:

1-800-273-TALK (8255)

# Money Matters

## Tuition Installment Plan:

The Tuition Installment Payment Plan is designed to assist you in paying your tuition and fees by setting a reasonable timetable and structure for payment.

You may sign-up for a Tuition Installment Plan at any BMCC location, or through the BMCC web site. 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 document to you. The Plan will consist of a down payment of \$100 plus a \$20 processing fee. The balance of tuition and fees will be paid in two installments due at the fourth and eighth week of the term. Interest penalties of \$15 will be charged for each late payment.

## Late Payment Fees:

If you have not paid or set up a Tuition Installment Plan by the beginning of the fifth (5th) day of class in fall, winter and spring terms or the equivalent day of terms or classes of varying length you will be assessed a late fee of 3% of the balance due and will be assessed monthly until the balance is paid in full. The minimum charge is \$10.00, and the maximum is \$75.00 per term.

## Tuition Refund Policy

If you withdraw from courses and have complied with regulations governing withdrawals you are entitled to certain tuition refunds depending on the time of withdrawal. Tuition refunds are calculated as follows:

**First 5 class days** (or the equivalent day of terms or classes of varying length): 100%

**After 5 class days** (or the equivalent day of terms or classes of varying length): 0%

**IMPORTANT NOTE:** YOU WILL NOT BE DROPPED AUTOMATICALLY FROM CLASSES FOR NONPAYMENT OF TUITION AND FEES. ONCE THE DEADLINE FOR DROPPING CLASSES HAS PASSED, IF YOU DECIDE NOT TO ATTEND BMCC AFTER REGISTERING, YOU MUST OFFICIALLY WITHDRAW FROM THE CLASS. IF YOU DO NOT DROP CLASSES BY THE DEADLINE, YOU WILL BE RESPONSIBLE FOR ALL TUITION AND FEES.

**Make all you can,  
save all you can,  
give all you can.**

*John Wesley*

# Money Matters

## STUDENT FINANCIAL ASSISTANCE

FEDERAL TITLE IV SCHOOL CODE: 003186

### Services Available:

Assistance in applying for and receiving the following Federal and state financial aid:

Federal Pell Grant	Federal SEOG
Oregon Opportunity Grant	Federal Work Study
Federal Direct Loans*	Federal PLUS Loans
Student Employment	Veteran's Benefits
Federal Academic Competitiveness Grant	

\* Student loans are different this year than in years past. In prior years students had to choose a private lender to do their Stafford loans through. This year all student loans will be through the US Dept of Education, what we call Direct loans. What this means to students is that the process is simpler and can all be done on one web site. Refer to "Loans" from the financial assistance menu which you can get to by going to BMCC's web site, clicking on "Students" then choosing "Financial Assistance".

### Who Can Receive Financial Assistance?

Anyone can! The Student Financial Assistance Office at Blue Mountain Community College (BMCC) encourages *all* students to apply for Federal and State aid by completing the Free Application for Federal Student Aid (FAFSA). Don't assume you won't be eligible. You could qualify for something, even if you are going to school part-time. So don't miss out—do it NOW!

### How do I apply for financial aid?

Students seeking federal and state financial assistance must complete the Free Application for Federal Student Aid (FAFSA) and can do so by applying online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Other sources of financial assistance include Scholarships and Veterans/Military benefits. Check out the BMCC Scholarship page on the BMCC web site and Google scholarships on the web for free scholarship search engines. Check out the BMCC Veterans/Military benefits web page to learn about state, federal and BMCC educational benefits for Veterans and Military members and their families.

### How soon do I need to apply?

Applications may be submitted any time after January 1st prior to the start of an academic year, up through June 1st of that academic year; however, because of limited funds with some programs, we suggest that you apply no later than March 1, prior to the start of fall term if you hope to have aid available to you for Summer term and no later than April 1 if you are planning on starting Fall term. This process can take anywhere from 6 to 12 weeks during peak processing times. Be sure to check out the "Dates and Deadlines" page of the BMCC Student Financial Assistance web site.

### Financial Aid comes with some responsibilities.

There are many dates and deadlines that financial aid recipients are responsible for knowing as well as some policies that could impact their ability to keep their financial aid funding. We highly recommend that any financial aid recipient spend some time reviewing the important information on the BMCC Financial Assistance pages. From the BMCC web site home page click on "Students" then choose "Financial Assistance" from the menu. Once on the Financial Assistance page, review the many pages on the menu. Of utmost importance are the "Dates and Deadlines", "Disbursement" and "Policies" pages. You definitely want to read the Academic Progress Policy and print yourself a copy of the last page which is a very easy-to-follow chart. And don't miss the FANG, which gives you an overview of all the important information every financial aid recipient should know.

# Money Matters

## How and when is Financial Assistance disbursed?

All financial assistance will typically be applied to students' accounts on the Monday prior to the start of classes each term so that funds are available to students to get book vouchers. Remaining credit balances will be available for students to pick up at the Service Center from 10 am till 1 pm on the Wednesday following the first week of classes and mailed at exactly 1 pm. All subsequent Wednesdays, checks will be mailed and not available for pick up. See the "Dates and Deadlines" page of the BMCC Financial Assistance web site for exact dates for 2011/12, since there are exceptions to the rule this year.

**NOTE:** Please be sure to verify your mailing address by going to the Student Wolfweb at [www.bluecc.edu](http://www.bluecc.edu) to ensure your check and all other BMCC mail is mailed to the correct address.

## MILITARY TUITION WAIVERS

Blue Mountain Community College offers tuition and partial-tuition waivers for dependents of fallen or 100% disabled Oregon service members, returning Oregon veterans, and the immediate family members of deployed service members. Please check with the Service Center or Financial Assistance office for details.

## SCHOLARSHIPS

The BMCC Foundation and the Office of Student Financial Assistance attempt to post scholarship opportunities on the college web site (access the list by clicking the Students tab, then Scholarships). Every effort is made to keep this list up to date. However, specific details and deadlines should be verified on individual application forms. Most scholarships require an essay so an essay tutorial is also available on this link.

The majority of scholarship applications are due March through May each year for funding Fall term. However, mid-year scholarships are sometimes made available so please check back on the web site often for updated information and newly posted scholarship opportunities.

**Among scholarships that are posted on the BMCC Scholarship page are:**

### Oregon Student Assistance Commission (OSAC)

Applications and a link to the OSAC page are available on the BMCC scholarship web page. This one scholarship application allows you to apply for multiple scholarships. Don't miss the deadline each year in March (an early-bird application is due early February).

### BMCC Foundation Scholarships

The BMCC Foundation offers both need-based and academic scholarships to full-time degree-seeking students. These scholarships are funded from contributions and endowment earnings. Applications are available spring term for awards payable in the following academic year.

For other scholarship opportunities, we recommend looking at [www.finaid.org](http://www.finaid.org). Besides other college funding resource information, they offer a free scholarship search engine. Keep in mind that there are enough free search engines out on the web that you should shy away from any site that charges you a fee.

***Always check the BMCC Scholarship page and your favorite scholarship search engine.  
New scholarship opportunities can be posted at any time!***



**WWW.BLUECC.EDU, CLICK STUDENTS, CLICK SCHOLARSHIPS**

# Student Rights, Responsibilities and Conduct

Students at Blue Mountain Community College are encouraged to read the statement on Student Rights, Responsibilities, and Conduct. This statement addresses the rights, responsibilities, and expected conduct of Blue Mountain students, and the procedures for resolving disputes or conflict between students, faculty, and staff.

Members of the BMCC community are encouraged to first seek resolution of disputes with the individual with whom the conflict exists. When resolution cannot be reached after talking to the individual (or when the nature of the dispute involves a serious charge such as discrimination or sexual harassment) the Associate Vice President of Enrollment Management should be contacted. The Associate Vice President of Enrollment Management has several informal and, if necessary, formal processes to assist with the resolution of the conflict.

Copies of the Student Rights, Responsibilities and Conduct may be obtained at the office of the Associate Vice President of Enrollment Management and at Human Resources at Blue Mountain Community College, 2411 NW Carden Ave., Pendleton, Oregon 97801 and may also be accessed via the web at [www.bluecc.edu](http://www.bluecc.edu).

## I. STUDENT RIGHTS AND RESPONSIBILITIES

Blue Mountain Community College students, as free citizens and members of a learning community, enjoy particular rights. While all of these rights cannot be enumerated in any one document, it is important to note those that are most fundamental.

**A. FREEDOM OF ASSOCIATION.** Students bring to the campus a variety of interests previously acquired and develop many new interests as members of BMCC. They shall be free to organize and join associations to promote their common interests subject to the following considerations:

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who are bona fide BMCC students or their representatives.
2. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
3. 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.
4. Student organizations will be required to submit a constitution and by-laws to the Associated Student Government of Blue Mountain Community College (ASGBMCC) and its advisor.
5. Campus organizations, including those affiliated with an extramural 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.

**B. FREEDOM OF INQUIRY AND EXPRESSION.** Students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They must always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

Actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct or restrain other members of the academic community and campus visitors by physical force are destructive of the pursuit of learning and of a free society. All components of the academic community are under a strong obligation to protect its processes from these tactics.

**C. FREEDOM FROM HARASSMENT.** Blue Mountain Community College is committed to providing a learning and working environment free of harassment.

If a BMCC student objects to offensive behavior or is the subject of offensive behavior by another student, college employee, or other person on college premises, it is recommended that he/she take personal responsibility to make sure the alleged harasser is told the activity or comments are not welcome. Second, he/she should also take personal responsibility not to engage in conduct which reasonably leads another person to believe that comments or innuendoes are enjoyed or encouraged. BMCC expects that harassment complaints will be filed when the conduct is serious, clearly offensive and substantially interferes with a student's academic progress, health, safety, or work.

## Student Rights, Responsibilities and Conduct continued

**Students** at any BMCC location who believe they have been subjected to harassment or offensive conduct should report the alleged act immediately to the Associate Vice President of Enrollment Management, 2411 NW Carden Ave. Pendleton, Oregon, 97801; Telephone: 541-278-5774, Morrow Hall, Room M-109.

**D. FREEDOM FROM SEXUAL HARASSMENT.** Students are protected from sexual harassment by Board of Education policies, state and federal statutes.

Sexual harassment is defined as follows. "Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision, such as promotion and benefits or grades, affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or create an intimidating, hostile or offensive working or learning environment."

The key element in *sexual* harassment is that the actions, words, conduct, etc. involved are unwelcome to the recipient. Sexual jokes, comments or innuendo are examples of possible sexual harassment. If a BMCC student believes that he/she is the subject of sexual harassment, it is recommended he/she take personal responsibility to make sure the alleged harasser is told that the activity or comments are not welcome and also take personal responsibility not to engage in conduct which reasonably leads another person to believe that sexual comments or innuendoes are enjoyed or encouraged.

A **student** who believes he/she has been subjected to sexual harassment by **employees**, including instructors/faculty, or visitors, should report the alleged act immediately to the Human Resources Office, located in Morrow Hall at 2411 NW Carden Ave., Pendleton, Oregon 97801, (541-278-5850). Students who believe they have been subjected to sexual harassment by **other students** should report the alleged act immediately to one of the following individuals: the Associate Vice President of Enrollment Management (541-278-5774) at 2411 NW Carden Ave., Pendleton, Oregon 97801, Morrow Hall, Room M-109. Only the Human Resources Office and the Associate Vice President of Enrollment Management are authorized to investigate or delegate the investigation of sexual harassment allegations.

In order to minimize the potential for sexual harassment, students are strongly discouraged from dating faculty members who teach a class in which they are enrolled.

Student complainants have additional options outside the College's internal procedures. Under Title IX, students may file a complaint with the Civil Rights Division of the Oregon Bureau of Labor and Industries within one year of the alleged discrimination or harassment or with the Office of Civil Rights in Seattle within 180 days of the alleged act of discrimination or harassment. There also is a private right of action to bring a civil lawsuit in federal court.

For additional information, see BMCC's web site, which contains Student Right to Know information, or contact your advisor, Enrollment Management, or any college administrator

**E. FREEDOM FROM DISCRIMINATION.** Blue Mountain Community College (BMCC) is an Equal Opportunity institution and is nondiscriminatory relative to race, religion, color, national origin, sex, sexual orientation, age, disability or veteran status. BMCC adheres to all federal and state civil rights legislation, as amended, including but not limited to Title VI of the Civil Rights Act of 1964 (34 CFR 100), Title IX of the Education Amendments of 1972 (34 CFR 106), Section 504 of the Rehabilitation Act of 1973 (34 CFR 104), the Americans With Disabilities Act of 1990 (28 CFR 35), and the Oregon Civil Rights Law (ORS 659), as well as their implementing regulations. Any person having inquiries concerning BMCC's implementing of Title IX may contact the Associate Vice President of Enrollment Management (541)278-5774. Concerns or inquires addressing Section 504 or any other civil rights laws should contact the Executive Vice President at (541) 278-5796.

**F. STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE.** As members of the academic community, students must be free to express their views on issues or institutional procedures and **on matters of general interest** to the student body. The student body must have clearly defined means to participate in the formulation and application of procedures affecting academic and student affairs. The role of the student government and both its general and specific responsibilities must be made explicit, and the actions of the student government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures.

# Student Rights, Responsibilities and Conduct continued

**G. OFF-CAMPUS FREEDOM OF STUDENTS.** Blue Mountain Community College students are both citizens and members of the College community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy and, as members of the College community, they are subject to the obligations which accrue to them by virtue of this membership.

Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority must never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved may the special authority of the institution be asserted.

In the case of Blue Mountain Community College centers and other locations where BMCC services are offered, positive relationships and support from the local communities are paramount; therefore, this Student Rights, Responsibilities and Conduct document applies to immediate areas surrounding class sites and to off-campus activities related to class attendance.

**H. BLUE MOUNTAIN COMMUNITY COLLEGE/EASTERN OREGON UNIVERSITY/TREASURE VALLEY COMMUNITY COLLEGE CO-ENROLLMENT PROGRAM.** Students participating in the Co-Enrollment Program between Blue Mountain Community College, Eastern Oregon University and Treasure Valley Community College or in the Dual Admittance program with Oregon State University, or any other consortium agreement or official Memorandum of Understanding will be accountable to conduct standards at all institutions.

Blue Mountain Community College, Eastern Oregon University, Treasure Valley Community College, Oregon State University and other institutions with which the College has an agreement may each intervene in cases of misconduct, particularly in issues involving health and safety. Students will be given opportunity for due process. Students found in violation of conduct codes may receive sanctions from each institution. Blue Mountain Community College and its partners reserve the option to decide that only one institution will process a case of misconduct.

## II. STUDENT CONDUCT

The procedures that follow are intended to achieve an equitable solution that will resolve the disputes and issues with due regard to the rights of the parties involved, the protection of the faculty and student body, and the interest of the College. The chief administrator responsible for student rights, freedoms, responsibilities, and due process is the Associate Vice President of Enrollment Management.

Like other members of the academic community, the student is expected to conduct himself/ herself in accordance with standards of the College that are designed to perpetuate its educational purposes. A charge of misconduct may be made against a student for violating provisions of published College regulations and policies. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with the procedures set forth in this document.

In keeping in line 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.

**A. STANDARDS OF STUDENT CONDUCT.** A student enrolling in Blue Mountain Community College assumes an obligation to conduct himself/herself in a manner compatible with the functions of the College as an educational institution. The following are examples of the categories of misconduct for which students may be subject to disciplinary action:

1. Dishonesty, including but not limited to forgery, changing or misuse of College documents, records of identification, cheating, plagiarism, aiding or abetting cheating or plagiarism, knowingly furnishing false information to the College in written or electronic form or copying College software.
2. Furnishing false information to the College with the intent to deceive the College or any person or agency.
3. Failure to comply with the lawful directions of College personnel acting in performance of their duties (e.g., disrupting class sufficiently to hinder effective instruction).
4. Physical or verbal abuse, or harassment of any person on College-owned property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression as defined by local, state or federal law on College-owned or -controlled property, or at a College-sponsored or -supervised activity.

## Student Rights, Responsibilities and Conduct continued

6. Interference by force or by violence (or by threat of force or violence) with any administrator, faculty or staff member, or student at the College who is in the lawful discharge or conduct of his/her duties or studies.
7. Conduct which materially or substantially disrupts the educational process of the College.
8. Failure to disperse when an assembly is ordered to disperse by College officials.
9. Unwanted contact or communication of any nature with another student or a staff member after being advised by a College official or affected student that such contact or communication is unwelcome and disruptive to the education process of the College as determined by a College official.
10. Harassment, sexual harassment, and discrimination. See Sections IC, ID, IE.
11. Theft of, conversion of, or damage to property of the College or of a member of the College community, such as visitors, students, or employees.
12. Abuse or unauthorized use of the College's computer equipment, software, passwords, records, or any violation of the confidentiality or security of passwords, records, or software, including but not limited to networks, Internet, World Wide Web, and Email. Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be viewed downloaded, sent or stored.
13. Unauthorized use of snooping or recording devices on College-owned property or at College sponsored events. As a means of note taking, students may use tape recorders to tape lectures. These tape recorders must be openly displayed during the lecture period.
14. Unauthorized use of College supplies or equipment.
15. Gambling, except as expressly permitted by law.
16. Disobedience of the notice against trespass.
17. Unauthorized entry to, or use of the College campus and its facilities.
18. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages (as identified by federal or state law) on College-owned or -controlled property or at College or student organization supervised functions.
19. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or dangerous drug, as defined by ORS 475 and ORS 167.203 to 167.252 [as now law or herein after amended], except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
20. Possession or use of firearms, explosives, dangerous chemicals, substances, or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College. Incendiary devices or any weapon facsimiles are prohibited on or in College facilities and/or grounds. This includes College-owned or -controlled property or at College sponsored or supervised functions without written authorization. Any person with a concealed weapons permit is also subject to the weapons-free College policy.
21. All College buildings have been designated as "tobacco free" buildings. No smoking, or tobacco chewing is permitted in any BMCC facility/building including classrooms.
22. Violations of published College procedures, the rules in this section, and any other College procedures which may be enacted.

### B. FORMS OF DISCIPLINE/PENALTIES.

1. **Disciplinary Warning.** Notice that a student's conduct in a specific instance does not meet College standards and that continued misconduct may result in more serious disciplinary action by the Associate Vice President of Enrollment Management.
2. **Disciplinary Probation.** Written notice by the Associate Vice President of Enrollment Management that the student found in violation of the College standards may continue to be enrolled under stated conditions. Violations of the stated conditions will be cause for more serious disciplinary action.
3. **Suspension.** The Associate Vice President of Enrollment Management may suspend a student for a fixed period of time. Suspension means imposition of one or more of the following penalties.
  - (a) Forfeiture of the right to enter the campus;
  - (b) Exclusion from one or more classes;
  - (c) Exclusion from classes and/or activities.

## Student Rights, Responsibilities and Conduct continued

Students will be required to meet with the Associate Vice President of Enrollment Management prior to being allowed to enroll at the College after the suspension period has expired.

4. **Expulsion.** Authority to terminate student status at Blue Mountain Community College (i.e., removal of the privilege to attend Blue Mountain Community College) rests with the College President.
5. **Supplemental Sanctions.** The Associate Vice President of Enrollment Management may impose additional sanctions or requirements which clearly address the issues involved in the misconduct. Any of the following may be imposed in connection with the above, but are not to be limited to:
  - (a) Work assignments;
  - (b) Service to the College or community;
  - (c) Imposed fines; restitution, i.e., compensation for loss, damage, or injury (this may take the form of appropriate service and/or monetary or material replacement);
  - (d) Educational sanctions, e.g., decision making skills workshops/peer education, written responses to posed questions;
  - (e) Academic sanctions, e.g., revocation of degree, holding transcripts, removal from courses;
  - (f) Loss of privileges;
  - (g) "No trespassing" order.

The Associate Vice President of Enrollment Management and the College President have discretionary power under the above guidelines. If, in their opinion, a deviation from the above process is warranted, any or all steps may be eliminated or postponed and a more or less severe penalty imposed. Decisions to deviate from established procedure will be well documented and will be made in partnership with at least one of the other administrators.

6. **Temporary Exclusion.** The Associate Vice President of Enrollment Management, a faculty member, or an approved designee may suspend a student for up to two class meetings because the student is disrupting the class sufficiently to hinder effective instruction, or when the health and safety of the instructor(s), student(s), or staff is in jeopardy. The faculty member or an approved designee will write a report of the incident for the program coordinator/director and the Associate Vice President of Enrollment Management within 24 hours of the incident.

In rare circumstances it may be necessary to temporarily exclude a student from classes or activities for the rest of a term. The Associate Vice President of Enrollment Management will confer with the student and provide the student with an opportunity to explain his or her behavior. The Associate Vice President of Enrollment Management may exclude the student when a student's health, behavior, or other actions represent a serious and immediate threat to the ongoing educational activities of the College or the health and safety of any individual.

7. **Referral to Outside Authorities.** In the case where a student is in violation of federal and state laws on College property, or College sponsored related activities, the College may refer the student to local law enforcement agencies for prosecution.

**C. DISPUTE RESOLUTION PROCEDURES.** Each of the dispute types listed below shall be subject to a dispute resolution process. The same process is not necessarily appropriate for resolving all disputes. The dispute types listed below will be resolved through the following procedures:

1. **Grade Appeals.**

Should a student feel that he/she was not graded fairly and has discussed 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 appeal process:

- (a) 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.
- (b) The form shall be submitted to the Vice President of Instruction who shall review the appeal with the instructor. The instructor shall respond to the statement of the student in written form.
- (c) 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 terminated.
- (d) If the instructor's decision is to not change the grade and the student is not satisfied with the decision the appeal process may be continued.
- (e) All documentation surrounding the grade appeal shall be reviewed by a committee of three regular faculty

## Student Rights, Responsibilities and Conduct continued

members. The Vice President of Instruction shall select five faculty members from three separate disciplines who are willing to serve in this capacity. If five faculty members are not willing to serve in this capacity then the Vice President of Instruction shall appoint five faculty members. The instructor involved shall strike two of the names, and the three remaining names shall conduct the grade appeal. The committee shall be authorized to change a grade and the committee's decision shall be final. A permanent record of the grade shall be maintained in the Registrar's office.

### 2. Charges of Student Misconduct Made by Faculty, Student or Staff Member.

These charges could include any violation of the *Standards of Student Conduct* set forth above which comes to the attention of a faculty or staff member.

Faculty, students and staff members are encouraged to deal with student misconduct on an informal basis whenever possible. However, where the misconduct rises to a level such that informal resolution is not appropriate the faculty, student or staff member may initiate this dispute resolution procedure by filing the following material with the Associate Vice President of Enrollment Management:

- (a) A written complaint setting forth the name of the student;
- (b) A description of the alleged inappropriate conduct;
- (c) A reference to the student conduct policy allegedly violated, and if informal dispute resolution was attempted, a statement of the steps utilized or, if no informal dispute resolution was attempted then an explanation of the reason why such an attempt was not made.
- (d) Name and telephone number of the faculty, student or staff member initiating the complaint.

At an initial conference with the Associate Vice President of Enrollment Management, the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter.

Failure of the student to attend the conference without good cause and prior notification or a verifiable emergency may constitute a waiver of the student's right to participate and appeal further.

The student must submit all of his/her evidence within seven (7) calendar days of the initial conference.

After considering the evidence in the case and interviewing persons as appropriate, the Associate Vice President of Enrollment Management may take one of the following actions:

- (a) Terminate the proceedings, exonerating the student;
- (b) Dismiss the case after appropriate counseling and advice;
- (c) Impose an appropriate sanction as described.

The student will be notified in writing of the decision of the Associate Vice President of Enrollment Management. The student may appeal the decision of the Associate Vice President of Enrollment Management by filing a written appeal with the Vice President of Instruction (or designee) within seven (7) calendar days of the Associate Vice President of Enrollment Management decision. The Vice President of Instruction (or designee) shall render a decision on the appeal within seven (7) calendar days of its filing. The decision of the Vice President of Instruction (or designee) shall be final and not subject to further appeal. In cases where expulsion is the recommended outcome, the College President will make the final decision and no further appeals will be allowed.

### 3. Charges of Faculty or Staff Misconduct.

These complaints do not include grade appeals. They may include any perceived violation of law or college policy, procedures, or the *Student Rights* section of this document.

Faculty and staff members are subject to collective bargaining agreements and formal disciplinary rules which are beyond the scope of this document. By law, certain procedures must be followed before discipline can be imposed. For this reason, complaints concerning the conduct of the faculty or staff member shall be made to the Director, Human Resources, or his or her designee, and shall be subject to dispute resolution procedures as he or she may prescribe.

### 4. Student Complaints Alleging Violation of a College Rule, Policy, or Procedure.

This type of complaint is to be employed if a student believes that the college, as a matter of practice, is violating its own rules, policies, or procedures.

A student complaint concerning a college rule, policy, or procedure, shall be made in writing and submitted to the

# Student Rights, Responsibilities and Conduct continued

Associate Vice President of Enrollment Management. The complaint shall contain the following information:

- (a) The student's name;
- (b) The nature of the complaint together with all documents, policies, procedures and related material which may be necessary for College review of the complaint. Upon receipt of the complaint, the Associate Vice President of Enrollment Management shall schedule a meeting with the student complainant. At that meeting, the Associate Vice President of Enrollment Management shall attempt a resolution of the student complaint. In the event that the resolution proposed by the Associate Vice President of Enrollment Management is not acceptable to the student, he or she may make a secondary appeal to the Vice President of Instruction (or designee).

The secondary appeal shall consist of a meeting with the Vice President of Instruction, the Associate Vice President of Enrollment Management and the student. At this meeting, the Vice President of Instruction will hear the student complaint, discuss the matter with the student and Associate Vice President of Enrollment Management, review appropriate materials, and issue a written decision within 30 days of the meeting and the decision shall be final.

## 5. Ancillary Role of Associate Vice President of Enrollment Management.

In addition to the duties imposed upon the Associate Vice President of Enrollment Management as set forth above, he or she shall also be primarily responsible for attempting informal resolutions and reconciliations at all steps of the dispute resolution process. The Associate Vice President of Enrollment Management may, with the student's consent, intervene on the student's behalf at any stage of any dispute resolution proceedings. By the same token, the Associate Vice President of Enrollment Management shall also be free to schedule meetings with the student complainant at any step during the dispute resolution process should he or she deem it useful. Failure of a student complainant to attend any meeting thus scheduled without good cause and prior notification, or a verifiable emergency, may be deemed a waiver of any right to proceed further at any stage of any dispute resolution process.

Any time line set forth in any dispute resolution procedure may be extended by the Associate Vice President of Enrollment Management upon written application to do so.

*NOTE: Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. BMCC has developed procedures in accordance with the law. Information regarding student records, privacy and disclosure is available through the Associate Vice President of Enrollment Management.*

*Blue Mountain Community College also has procedures in place that regulates the presence of animals on campus. For details regarding these procedures, students may obtain the information from their instructors, advisors, or any other College employee.*

Legal References:

- ORS 166.065
- 341.290 (2) (3) (17)
- 659.850
- 659.865
  
- OAR 166-450-0000 to 0125
- 589-010-0100
- 589-002-0200 (1) (e)
- 591-004-0100 to 0750
- 591-004-0500

# Academic Honesty

## ACADEMIC HONESTY

1. **Plagiarism** is presenting someone else's work, ideas, data or other creative work as one's own. When a student uses someone else's work, the source of that information must be acknowledged through complete, accurate and specific references. Verbatim statements must also be enclosed in quotation marks.

Examples include: 1) not quoting words, ideas, or statistics of another person; 2) downloading another person's work from the Internet and claiming that it is your own.

2. **Cheating** is an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise which, in fact, has not been mastered.

Examples include: 1) copying another person's work without their knowledge; 2) giving a false excuse to a professor.

3. **Fabrication and/or Falsification** is the intentional use of invented information or the falsification of research/other findings with the intent to deceive.

Examples include: 1) inventing false data, research results, or statistics; 2) altering records or procedures.

4. **Abuse of Academic Materials** is intentionally or knowingly destroying, stealing, or making academic resources inaccessible to others.

Examples include: 1) hiding books or materials from other students; 2) destroying another student's notes or homework.

5. **Aiding and Abetting** is encouraging and enabling others to commit a breach of academic honesty. This often resembles cheating.

Examples include: 1) allowing another student to cheat off of your work/test; 2) not alerting an instructor of cheating if you are aware of its occurrence.

## OTHER ACADEMIC HONESTY ISSUES

**Grade Tampering** involves cheating, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, on an assignment, on a change of grade form, or on any other official academic record. Influencing or attempting to influence any college official, instructor, or employee responsible for processing grades, evaluating students, or maintaining academic records through the use of bribery, threats, or any other means of coercion is forbidden.

## ACADEMIC HONESTY VIOLATION INFORMATION

**Facilitating Academic Dishonesty** - A student who knowingly helps or attempts to help another individual violate the college's policy on academic honesty also violates the Standards of Student Conduct.

**Penalties** - Students who engage in academic dishonesty can expect some academic penalty to be determined by the instructor. Additionally, academic dishonesty may result in a disciplinary action and/or penalties. The disciplinary consequences of engaging in any form of academic dishonesty vary. However, the consequences often include warning, probation, suspension, and expulsion. For more information, see the Student Rights, Responsibilities and Conduct found on our web site at [www.bluecc.edu](http://www.bluecc.edu).

## Academic Honesty Exercise

Read each of the following scenarios. Next to each scenario write down the number of the academic honesty violation that relates to the example.

\_\_\_\_\_ A. Gisele and Derek are in the same algebra class and were asked to complete a homework assignment. They want to go to the movies, so they are trying to finish their homework quickly. Derek finishes and discovers that Gisele still has 10 questions left to complete. Instead of patiently waiting for her, Derek allows her to copy his answers.

\_\_\_\_\_ B. Mary and Jonathan are participating in a mock debate for speech class. The two students will be debating against one another on a topic assigned by their professor. Professor Kroger has given them two days to prepare. He suggests that both Mary and Jonathan read an academic article in the college library and continue their individual research based on the facts in the article. Mary reads the article and hides it in the library to prevent Jonathan from easily accessing it.

\_\_\_\_\_ C. Shelly forgot to write a three page essay on her thoughts about global warming. Instead of writing it herself, she downloads sections of a research paper off the internet and turns it in as her own work.

\_\_\_\_\_ D. Larry and Janet are both in the same sociology class. The professor has asked them to compile information for a research paper. Larry does not want to spend the time researching, so he copies Janet's research without her knowledge or consent. Both students submit papers based on the same information.

\_\_\_\_\_ E. Alice was told to interview seven childcare professionals for her paper about early childhood development. Due to a double-shift at work, Alice had to cancel one of her interviews. The paper is due tomorrow, so Alice fakes the information and lists a nonexistent person as a source.

Note: There are more examples that relate to academic dishonesty. If you have a question, please refer to the Students Rights, Responsibilities and Conduct policy, your instructor, or the Office of Enrollment Management.

**There is no well-defined boundary between honesty and dishonesty. The frontiers of one blend with the outside limits of the other, and he who attempts to tread this dangerous ground may be sometimes in one domain and sometimes in the other.**

*~O. Henry, Rolling Stones, 1912*

### ANSWERS

A = 2, 5; B = 4; C = 2, 1; D = 2; E = 3

# Career Pathways

## THE PATH TO YOUR FUTURE!

Follow these 3 practical steps to choose the career pathway for your unique personality, experience and skills.

**1) KNOW YOURSELF.** Ask yourself - **What are your strengths? How do you like to spend your time? What special skills do you have? What type of future lifestyle do you want?** You will want to work from your strengths. Be sure to check your perceptions — ask those closest to you some of the same questions about you and compare the answers.

**2) MATCH YOUR STRENGTHS TO CAREER OPTIONS.** Focus on the career options that correspond to your set of natural aptitudes and skills. To help you sort through possible career options, look below at the 6 career pathways and the 16 corresponding career clusters as defined by the American Careers Educational Programs. Select one or several that spark your interest and imagination.

**3) EXPLORE AND RESEARCH YOUR CAREER OPTIONS.** Research the various careers and do your career homework in the pathway or career cluster you selected. If you are interested in nursing, talk to nurses — ask them what they like about their job and what they do not like. Do job shadowing and discover what a day in the life of an ‘electrical engineer’ is really like. With your top choices, check the employment predictions and salary range with the U.S. Bureau of Labor (BOL). The BOL web site has loads of information — even where workers with specific skills will be able to find employment.

## 6 CAREER PATHWAYS + 16 CAREER CLUSTERS

### ARTS AND COMMUNICATION

Arts, A/V Technology & Communications

### BUSINESS, MANAGEMENT AND TECHNOLOGY

Business Management & Administration

Finance

Information Technology

Marketing, Sales & Service

### HEALTH SERVICES

Health Science

### HUMAN SERVICES

Education & Training

Government & Public Administration

Hospitality & Tourism

Human Services

Law, Public Safety, Corrections & Security

### INDUSTRIAL AND ENGINEERING TECHNOLOGY

Architecture & Construction

Manufacturing

Science, Technology, Engineering & Mathematics

Transportation, Distribution & Logistics

### NATURAL RESOURCES/AGRICULTURE

Agriculture, Food & Natural Resources

# Career Pathways

## WHAT IS YOUR PERSONALITY TYPE?

Look at the following descriptions and see which type (or types - most people fall into more than one group) fits you best?

### REALISTIC

Likes working with tools or machines  
Generally avoids social activities like teaching or preaching  
Considers him or herself to be practical and down-to-earth

### INVESTIGATIVE

Likes to study and solve math or science problems  
Generally avoids leading, selling, or persuading people to do things  
Considers him or herself to be precise, scientific, and intellectual

### ARTISTIC

Likes to do creative activities including art, drama, music, or creative writing  
Generally avoids highly ordered or repetitive activities  
Considers him or herself to be expressive, original, and independent

### SOCIAL

Likes to do things to help people including teaching, nursing, or social work  
Generally avoids working with machines, tools, or animals  
Considers him or herself to be helpful, friendly, and trustworthy

### ENTERPRISING

Likes to lead and persuade people and to sell things and ideas  
Generally avoids activities that require careful observation and scientific thinking  
Considers him or herself to be energetic, ambitious, and sociable

### CONVENTIONAL

Likes to work in a set and orderly way  
Generally avoids ambiguous and unstructured activities  
Considers him or herself to be orderly and good at following a set plan

**Visit with your academic advisor for access  
to BMCC Career Pathways information.**

# CAREER **PATHWAYS**

**More Information can be found at  
<http://www.mypathcareers.org/>**

# Degree Planning

## Transfer Degrees:

Blue Mountain Community College offers degrees which are designed to transfer to four-year public universities in Oregon and guarantee junior standing for registration purposes. **The Associate of Arts Oregon Transfer (A.A.O.T.)** is a flexible option that can be tailored to a variety of majors. The **Associate of Science (A.S.) Degree** is a non-designated college transfer degree designed for students whose program requirements do not fit the A.A.O.T. Degree pattern. The **Oregon Transfer Module (O.T.M.)**, is a one-year module designed to complete a portion of students' foundational requirements and is transferable to any Oregon four-year university. This module is an excellent choice for the student who is planning to transfer to a four-year university and is either undecided on a major or will be majoring in a program with specific lower division requirements that are not offered at BMCC.

## Career/Technical Degrees and Certificates:

Don't want to go to school for four years? BMCC offers both one-year certificates and two-year degrees. These programs provide the skills and work experience you'll need to qualify for a job upon graduation. Career/Technical programs include: Accounting, Administrative Assistant, Agriculture, Apprenticeship, Business Administration, Civil Engineering Technology, Dental Assisting, Diesel Technology, Drafting Technology, Early Childhood Education, Emergency Medical Technician, Hospitality, Nursing, Paraeducator, Professional Truck Driver, Retail Management and Welding.

## Limited Entry Programs at BMCC:

Some programs at BMCC require a special admissions process. Information about these programs is available from our web site, the Registrar's Office, and through your advisor. These programs include: Nursing, Dental Assisting Technician, and Diagnostic Imaging Technology. Medical Lab Technician admissions is handled in partnership with Wenatchee Valley College and Pharmacy Technician admissions is handled in partnership with Central Oregon Community College. Please contact your advisor, or go to our web site for more information on these programs.

**Formal education will make you a living;  
self-education will make you a fortune.**

*Jim Rohn*

## Educational Planning

Why are you here? What is your educational goal?

What is your time line for achieving your educational goal?

What challenges or barriers have you identified that might keep you from reaching your educational goal?

What do you still need to know, or do you still have questions?

# Degree Planner

**Instructions:** This exercise is to assist you in brainstorming your education plan. In the first box, write the classes that you are registered in for the correct quarter. Use the most current catalog on the BMCC web site at [www.bluecc.edu](http://www.bluecc.edu), click 'Students', click 'Online-Academic Catalog' to fill in the classes in the remaining boxes. In order to complete the assignment, plan at least 4 quarters. *NOTE: This sheet is for planning; it does not register you for classes*

**Academic Year** \_\_\_\_\_

Summer		Fall		Winter		Spring	
Discipline Area	CR	Discipline Area	CR	Discipline Area	CR	Discipline Area	CR
Total	_____	Total	_____	Total	_____	Total	_____

**Academic Year** \_\_\_\_\_

Summer		Fall		Winter		Spring	
Discipline Area	CR	Discipline Area	CR	Discipline Area	CR	Discipline Area	CR
Total	_____	Total	_____	Total	_____	Total	_____

# Success Tips for Students - BMCC Expectations & Tips

## BMCC Expectations

1. Ability to read and write at the level required in the class. The COMPASS assessments will aid students and advisors in appropriate course placement.
2. Ability and motivation to adapt to an adult learning environment. College is not high school. Students will be treated as adult learners.
3. Personal responsibility for one's own education and personal responsibility for one's actions and decisions.
4. Maturity in knowing when help is needed, independently seeking assistance and utilizing resources that may benefit the student.
5. Respecting the rights of others and allowing for differences of perspectives.
6. Maintaining intellectual curiosity and receptivity to alternative ideas. College fosters and promotes critical thinking and the exploration of new ideas.

## Some helpful tips

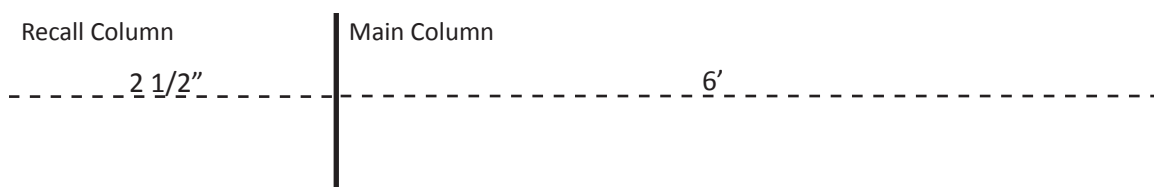
1. Even if you are not working or only working part-time, starting off with only one or two courses per quarter might be best. It can sometimes take a couple of quarters to adjust to college life.
2. Take advantage of tutors, learning centers, and advisors.
3. You should not minimize the value of HD109 Academic Planning and other student success initiatives. They get you into the 'academic' mind-set.
4. You will be most successful if you take the time to do educational planning at the beginning. The mandatory HD109 Academic Planning course will provide helpful information
5. Classroom time is a small chunk of the total time you'll need to set aside. Expect to spend at least three times more than your in-class time studying, researching and completing homework.
6. Set aside a private place—one that's off limits to others—to study.
7. You should allow at least thirty minutes traveling to and from school.
8. If your family does not help out with daily/weekly household chores, you must never feel guilty about undone house or yard work.
9. Workplace flexibility can make class choices easier, give you more time to study, and possibly bring you a closer graduation date! So communicate with your employer about what you are doing.
10. Review your daily life. Eliminate any unnecessary distractions, extraneous activities, and additional pressures before you start your college career.
11. If you have been away from school for many years, you might consider reviewing some basic skills before you register for class.
12. Look for materials that will help with exam preparation, writing papers, conducting research and time management. You might consider taking HD100, College Survival & Success.

**Without self-discipline, success is impossible, period.**

*Lou Holtz*

# Success Tips for Students - Note Taking Tips

## NOTE TAKING TIPS



The format provides the perfect opportunity for following through with the 5R's of note-taking. Here they are:

1. **Record.** During the lecture, record in the main column as many meaningful facts and ideas as you can. Write legibly.
2. **Reduce.** As soon after as possible, summarize these ideas and facts concisely in the recall column. Summarizing clarifies meanings and relationships, reinforces continuity, and strengthens memory. Also, it is a way of preparing for examinations gradually and well ahead of time.
3. **Recite.** Now cover the main column, using only your jottings in the recall column as cues or 'flags' to help you recall, say over facts and ideas of the lecture as fully as you can, not mechanically, but in your own words and with as much appreciation for the meaning as you can. Then, uncovering your notes, verify what you have said. This procedure helps to transfer the facts and ideas to your long term memory.
4. **Reflect.** Reflective students distill their opinions from their notes. They make such opinions the starting point for their own musing upon the subjects they are studying. Such musing aids them in making sense out of their courses and academic experiences by finding relationships among them. Reflective students continually label and index their experiences and ideas, put them into structures, outlines, summaries, and frames of reference. They rearrange and file them. Best of all, they have an eye for the vital-for the essential. Unless ideas are placed in categories, unless they are taken up from time to time for re-examination, they will become inert and soon forgotten.
5. **Review.** If you will spend 10 minutes every week or so in a quick review of these notes, you will retain most of what you have learned, and you will be able to use your knowledge currently to greater and greater effectiveness.

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**If you don't know where you are going, you will wind up somewhere else!**

*Yogi Berra*

# Success Tips for Students - Test Taking Strategies

## TEST TAKING STRATEGIES

### Before the test

1. Start preparing for your exams the first day of class. This can be done by reading your syllabus carefully to find out when your exams will be given, how many exams will be administered, and how much each exam weighs towards your final grade.
2. Plan reviews as part of your regular weekly study schedule rather than just before the exam.
3. Reviews are much more than reading and re-reading all assignments. You need to review your lecture notes and question yourself on the material you don't accurately recall. You may want to create a study group to reinforce your learning.
4. Review for several short periods rather than one long period. You will better retain information and become less fatigued.
5. Turn the main points of each topic or heading into questions. Check to see if the answers come to you quickly and correctly. Try to predict examination questions, and outline your answers.
6. Flashcards are a helpful way to review courses that have many unfamiliar terms. Review the cards in random order using the terms that you have difficulty remembering.
7. Stay up-to-date on assignments. Learn the material and review as you continue through the course.
8. Ask the instructor about the test. Find out what information will be stressed and the kinds of questions that will be asked. Review the text and lecture notes to develop a study strategy.
9. Use mnemonic techniques to memorize lists, definitions, and other specific kinds of information. For example, to memorize the metric scale order Kilo, Hecto, Deka, Deci, Centi and Milli, you could use the acrostic technique King Henry Does Drink Chocolate Milk or My Dear Aunt Sally (mathematical order of operations: Multiply and Divide before you Add and Subtract).
10. Listen attentively to last minute instructions given by the professor. Instructors often make last minute changes. Missing instructions can cause extreme anxiety and/or a mistake on the test or paper.
11. Plan to finish early and have time for review. Return to difficult questions you marked for review. Proofread your essays; check grammar and spelling. Make sure you answer all questions.

### During the test

1. Read the directions carefully! Points can be lost because you failed to follow the directions.
2. Read through the entire test before you answer any questions. This will help you to get an overview of what is expected. It will also help you strategize the best way to take the test.
3. Breathe!
4. Rely on your first impression. The answer which comes to mind first is often correct.
5. Do a quick 'mind dump' of information you do not want to forget. Write it down on scrap paper or in the margin.
6. Keep an eye on the clock! Make sure you will have time to complete the test with the highest value possible.
7. Work on the 'easiest' part first. If your strength is essay questions, begin with those to get the maximum points in that section.

## Success Tips for Students - Test Taking Strategies cont.

### Multiple Choice

1. Use good strategies for answering multiple choice and other objective questions.
  - Look for the central idea of each question. What is the main point?
  - Statements that begin with words like always, never, none, except, most, or least are probably not the answer. Underline these words if you are allowed to write on the test paper.
2. Always try to guess what the answer is before you look at the choices.
3. If you are unsure about an answer, eliminate what it cannot be
4. After eliminating all other choices, make a logical guess. At least you have narrowed down the odds of getting the answer correct.
5. Never leave a multiple choice question blank. You have a 20-25% chance of guessing the right answer.
6. Eliminate unlikely answers first. Eliminating two alternatives quickly may increase your probability to 50/50 or better.
7. Select numbered answers from the middle range, not the extremes.

### Essay Questions

1. When answering essay questions, you should make an outline in the margin before writing. Organization, clear thinking, and good writing is important, but neatness counts as well. Be sure to make your writing legible.
2. Save time at the end of the exam to review your test. Make sure you have fully answered the question.
3. Organize your thoughts before you begin to write.
4. Paraphrase the original question to form your introductory statement.
5. Use the principles of English composition.
6. Write clearly and legibly! Use lists or bullets whenever needed.
7. Identify the verbs or words in the question that give you direction.

### Math Questions

1. When problem solving, think:
  - What am I being asked to find?
  - What do I need to know in order to find the answer?
  - What information has been provided that will help me find the answer?
  - How can I break the problem down into parts?
  - What steps should I follow to solve the problem?
  - Does the answer make sense?
  - Does my answer cover the whole problem?
2. Successfully complete the homework problems. The test will be based off the homework.
3. Do not refuse to study older methods replaced by newer methods. Following directions and using the method requested will always yield more points than getting the same right answer by the method of your choice.

## Success Tips for Students - Test Taking Strategies cont.

### True/False Questions

1. When you do not know the answer - mark it true! There are generally more true questions on a true-false exam than false questions. Instructors find it difficult to make a false statement look true. Look for any factor that will make a statement false. It is easy for the instructor to add a false part to an otherwise true statement.
2. Qualifying words tend to make a question true. Qualifiers (seldom, often, many) increase the likelihood that the statement is true.
3. Negative words or prefixes complicate the statement. The prefixes (un, in, miss) will alter the meaning of the statement. Double negatives make a positive. For example “not uncommon” actually means common.
4. Questions that state a reason tend to be false. Words in the statement used for justification (since, because, when, if) tend to make the statement false.
5. Select answers that are longer and more descriptive. Longer (true) answers stand out and contain more detail. Shorter (false) answers are created quickly as ‘throw-aways.’ Descriptive detail is normally given to help you identify the truth.
6. Watch out for “Not True”. Remember to reverse your procedure and eliminate the truth. Use the true-false methods described earlier and find the false alternative.

### Matching Questions

1. Use one list as a starting point and go through the second list to find a match. This process organizes your thinking and promotes memory. As you become familiar with the second list, you will be able to go straight to match.
2. Move through the entire list before selecting a match because a ‘more correct’ answer may follow.
3. Cross off items on the second list when you are certain that you have a match.
4. Do not guess until all absolute matches have been made. You will most likely eliminate an answer to be used for a later choice.

### Sentence Completion

1. Concentrate on the number of blanks in the sentence and the length of the space. The test maker is giving you clues to the answer by adding spaces and making them longer.
2. Provide a descriptive answer when you cannot think of the exact word or words. The instructor will sometimes reward your effort with partial credit.

### After The Test

1. When you receive your test paper, review it to determine strengths and weaknesses in your test-taking skills. Always analyze your test to determine how you can improve future test results.
2. Attend exam reviews. This is an opportunity to hear what the instructor was expecting to see in the answers. These reviews can assist you on the next exam.

# Registration Information

## Registration

New, returning, and transfer students may register online through the Student WolfWeb on BMCC's website. Degree or certificate seeking students must meet with an academic advisor in order to be cleared to register. Although it is not recommended, classes may be added up through the fifth day of classes (or equivalent days of terms for classes of varying length). For information on the dates when registration begins for each term, see the calendar in this handbook or visit [www.bluecc.edu](http://www.bluecc.edu).

## Waitlisted Courses

If you have been placed on a waitlist you must attend the course up through the first week of classes. You will be notified by email by the Office of Instruction, to your assigned BMCC email account, if space becomes available in the course. It is your responsibility to ensure that you have been officially added to the course by the end of the first week of classes. You may not attend the course after the first week of the term unless you have been officially admitted to the course. To check the status of your waitlisted course you may check your term schedule on the Student WolfWeb, and be sure to check your my.bluecc.edu email often during the first week of classes.

## Receiving Grades

Grades are not mailed to students. Grades are available online by logging into your Student Wolfweb account after 12:00 noon on the Monday following finals week.

## Schedule Changes

For deadlines to add and drop courses please be sure to check the calendar included in this handbook, or the academic calendar link found on BMCC web site home page. You can add or drop classes yourself on the Student WolfWeb through midnight on the 5th day of the term (or the equivalent days of terms for classes of varying length). Courses dropped on or prior to the 100% refund date will not be noted on your transcript. After the 5th day of the term (or the equivalent days of terms for classes of varying length), you may withdraw from a class through the Friday before finals week (students withdrawing from courses will still be responsible for tuition and fees and a "W" will show on the transcript). Prior to dropping a course, students are encouraged to meet with their advisor to ensure their academic success, or meet with their instructor to explore acceptable alternatives.

Financial aid eligible students should check with the Financial Aid office when considering adding, dropping, or withdrawing from classes as their financial aid may be impacted. Financial aid is issued based on the schedule in place at the end of the fifth day of each term. Drop dates for all classes are reflected on the student schedules and bills.

## Requesting Transcripts

Unofficial transcripts are available by logging into your Student WolfWeb account. Official transcripts must be requested by completing a Transcript Request Form in its entirety. There is a \$5.00 charge for each official transcript ordered. The form can be downloaded from our web site and can be mailed, dropped off at the Service Center in Morrow Hall in Pendleton, or faxed to 541-278-5885.

## Changing Personal Information

To change your last name or Social Security Number, or to correct your date of birth, you will need to complete a Student Information Correction Form found on our web site, by selecting the 'Students' tab, then click 'Forms for Students'. Take the complete form to and BMCC location. Valid proof of personal identification is required to initiate a name, date of birth, or Social Security number change/correction. All other personal information may be changed by accessing your student account online. Once we have made the corrections in our system your supporting documentation will be shredded.

# Registration Information

## Graduation Information

To ensure that you will complete your degree requirements on time, you should apply for graduation at least two terms before you plan to graduate. Graduation applications are available on our web site. Select the "Students" tab and click the "Forms for Students" link.

## How to Figure Your Grade Point Average (GPA)

Your GPA is the average of your end-of-term grades. Using the method explained below, you can figure your GPA for one term, or you can compute your cumulative or overall GPA. Assume for example, that a student receives the following grades for Fall term:

- 3-hour English course - C
- 3-hour Computer course - B
- 5-hour Math course - B
- 3-hour Business course - A

To figure this student's GPA for the Fall term, first multiply the number of credit hours for each course times the numerical value of the grade (A=4, B=3, C=2, D=1, F=0). This will give you the quality points for each course. (For example, to determine the quality points for English, multiply 3 x 2). Then divide the total number of credit hours (14) into the total number of quality points (42). This will give you the GPA (3.0).

No. of Credit Hrs.	Numerical Grade Value	Quality Points	Course
3 x	2 (C)	6	English
3 x	3 (B)	9	Computer
5 x	3 (B)	15	Math
3 x	4 (A)	12	Business
Totals - 14		Totals - 42	
42 divided by 14 = 3.0 GPA			



# Student Services

## Bookstore and Copy Center

The BMCC Bookstore and Copy Center strive to offer students the books, software and supplies needed to be successful in class. They also provide clothing and accessories to show your BMCC pride!

### Books

As a general rule, books are available for purchase ten days prior to the start of each new term.

#### *New Book Refund Policy*

The Bookstore will gladly give you a full refund on textbooks purchased from us provided:

- The current original receipt is presented.

- The book is unmarked, in original condition and in original packaging or shrink wrap.

- The book is returned no later than the second Friday after classes begin.

Sales of study guides, supplies and non-required items are returnable only if defective and you have your receipt.

#### *Used Book Buyback*

Book buyback is scheduled for finals week of each term. Books are purchased if:

- The book is adopted by faculty for the next term

- The Bookstore needs additional stock

- The student provides a current driver's license or State ID card

Books are purchased on a first-come, first-served basis. When quantity limits are reached, students have the option of selling their books at lower wholesale prices or holding the books until the next scheduled buyback. Not all books will have a wholesale value

## Copy Center

The Copy Center is here for your printing needs. We can do copies, enlargements, transparencies, report binding, and much more. And better yet, the Copy Center serves you at an affordable price. If you need something special—let us know.

## Coffee Cart

Thirsty?? You can get a variety of bottled drinks and even coffee, smoothies, and latte's in the Bookstore at the Coffee Cart. Hungry too?? Well we've got something for you. All types of cereal, cookies, muffins, and various snack items are available. We also have frozen meals and ice cream treats. Just make a quick trip to Pioneer Hall and visit the Bookstore.

## Library and Media Center

The Library and Media Center supports your college success with many services ranging from providing a photocopy machine and computers to group study rooms that can be reserved and an academic staff that will help you with research. The first step is to obtain your BMCC Student ID card. Bring it to the Library and get your Library barcode. Your ID card then becomes your BMCC Library card. Your BMCC Library card can be used in person at most public libraries in Umatilla and Morrow counties and also entitles you to borrow materials from libraries throughout the country through our Inter-Library Loan service. Our web page makes electronic resources and services available 24 hours a day from your home or work desktop. Be sure to bring your BMCC Student ID card to obtain your library barcode to give you access to all of these services. Please check the library web site by clicking on the Library link in the Quick Links menu on our home page for the most current library hours.

**I go into my library and all history unrolls before me.**

*Alexander Smith*

# Student Services

## Student Learning Center

The Student Learning Center (SLC) located in Morrow Hall, is a new, innovative area designed to give students a one-stop-shop for career planning, tutoring, academic planning, transfer guidance and much more. On staff, is the Student Success Advisor who can answer any questions you may have regarding the services and programs offered at BMCC.

In addition to the services listed above, the following services are offered in the SLC:

- Quiet and group study spaces
- Open computer lab
- Disability accommodations

We will be offering tutoring through a number of different delivery modes including: online via tutor.com, Elluminate live, and peer/professional tutors located in the SLC and our other locations. We are excited to be able to offer such a broad spectrum of services in one area and look forward to working with you as we enhance the SLC.

## Disability Services

BMCC's provision of special services gives access to and equalization of educational opportunities on a college-wide basis. We are here to help you succeed! You may request services any time but will need to provide documentation of your disabilities. If you do not have documentation of your disability you will need to contact a private diagnostician to obtain documentation at your own cost. For more information on how to apply for services go to the "Students" tab and click the "Disability Services" link. All assistance is arranged on an individual basis. Advanced notice is required for some accommodations.

## Academic Advising

You and your academic advisor are on the same academic team! Pair up with your academic advisor to help you reach your academic goal.

### Who is Your Academic Advisor?

At BMCC you are required to have an academic advisor. It is a requirement to meet with your academic advisor prior to registering each term. If you do not have an academic advisor, are not sure who your academic advisor is, or would like to change academic advisors you can contact the Advising Center at 541-278-5931. If you have been assigned an academic advisor you may also refer to the Student WolfWeb as your academic advisor's name will be listed on your schedule.

<b>Your Academic Advisor will...</b>	<b>You should...</b>
Have posted hours	Meet your academic advisor as soon as possible
Help you think through your educational goals	Read the BMCC catalog
Be familiar with rules and regulations	Ask your academic advisor for information
Assist you with career choices	Consider class choices before seeing your academic advisor
Aid in class selection	Seek your academic advisor's help when problems first arise
Help with academic problems	

There is an academic advisor for every academic program at BMCC. Academic advisors can assist you in using this information to better plan your education. Don't forget to utilize this great resource!

Academic advisors are available to meet with students in person in Pendleton, Hermiston, Milton Freewater and Baker City. Advising can also be done by phone or other means.

# Student Services

## Testing Center

### Placement Assessment

Placement assessment is mandatory for all students who intend to take a math or writing course. If you have previous math or writing credits from another college or university, an official transcript evaluation will determine your placement. The placement assessment is a self-paced, computerized test designed to determine your level of ability and is used to assist in course placement. It is not a pass/fail exam.

Testing services are available at all BMCC locations. Services will vary by site. Contact the BMCC center nearest you for schedules, appointments, and details.

The testing centers provide placement assessment services to help a diverse student population successfully achieve their educational goals.

### Other Testing Services

The testing center also offers test proctoring for distance learning students, and other educational organizations; special accommodations testing, GED testing and various tests for professional licenses and certifications. An additional fee may be charged for these services. Please contact the testing center if you need additional testing services as these may be able to be arranged.

## Pendleton Service Center

Please visit the service center, your one-stop location for help with:

- Financial Aid Questions and Status
- General College Information
- Registration
- Student Accounts
- Student ID's
- Student Records
- Transcript Requests
- Tuition Installment Plans
- Book Vouchers

**DON'T FORGET TO GET  
YOUR STUDENT ID CARD**

Hours: Monday, Tuesday, and Friday: 8 a.m.-5 p.m. Wednesday: 8 a.m. - 6 p.m. Thursday: 8 a.m.-3 p.m.

## TRiO

TRiO/Student Support Services works with students to provide comprehensive academic support. Nationwide. Students who are part of a TRiO program are first generation and/or meet certain income guidelines, and/or have a document physical/learning disability, and tend to have higher GPAs and earn more credits than those who are not involved with TRiO. TRiO is a federally funded program.

We offer a variety of services to help you succeed!

- Student Computer Lab
- Book and Calculator Loans
- Academic Advising and Transfer Assistance
- Professional and Peer Tutoring
- Study Strategies and College Skills Workshops
- Financial Literacy Services As Well As Financial Aid Application Assistance

For more information on our TRiO/Student Support Services program is available on our website, or call 541-278-5853.

# Student Life

## Associated Student Government

BMCC has an active Associated Student Government organization (ASG), which is responsible for planning various cultural, governmental and entertainment events, as well as having representation on most college governance committees.

The Executive Committee consists of the President, Vice President, Treasurer, Recording Secretary, Club Coordinator, Publicity Director and Outreach Liaison.

Students also have an opportunity to work with the ASG as student senators. BMCC students interested in becoming an active ASG member should contact an Executive Committee member or the ASG advisor.

All students are encouraged to participate in the ASG weekly meeting held on Thursdays at 11:00 a.m. in the Pioneer Hall Boardroom.

The ASG is one way in which the college administration is informed of student's needs. It is important that students voice their needs to their ASG officers, student senators and/or attend the weekly meetings. ASG is only as effective as the input they are receiving from you, the student.

## Student Clubs/Organizations

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: Veterans, Native American, M.E.Ch.A, Phi Theta Kappa, and Young Farmers and Ranchers. For more information on Student Clubs and Organizations, please contact the ASG Club Coordinator at 541-278-5951.

## Drama

The theater season regularly includes one major on-campus production each quarter in collaboration with the local theatre company. These shows offer excellent opportunities for students to get involved in acting, stagecraft and virtually every other area of theatre production. For more information, please call the Theatre Box Office at 541-278-5953.

## Music

The Music Department sponsors a season of musical concerts and recitals free to students and the public in the following performing groups: concert choir, vocal ensemble, opera performance, and jazz ensemble. For more information, please contact the Music Department at 541-278-5174.

## Student Newsletter

If you have information and would like to see it included in the campus newsletter, please contact Publications at 541-278-5962.



**Whatever you are, be a good one.**

*Abraham Lincoln*

# McCrae Activity Center

## Weight and Fitness Rooms

Monday	8:00 a.m.—5:00 p.m. and 7:00 p.m.—9:00 p.m.
Tuesday	8:00 a.m.—5:00 p.m.
Wednesday	8:00 a.m.—5:00 p.m.
Thursday	8:00 a.m.—5:00 p.m. and 7:00 p.m.—9:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday /Sunday	Closed

## Handball and Racquetball Courts

Monday-Thursday	8:00 a.m.—5:00 p.m.
Friday	8:00 a.m.—3:00 p.m.

## Swimming Pool

Mon., Wed., Friday	5:45 a.m. - 7:45 a.m.— Open Lap Swim*
Mon. & Thurs.	7:00 p.m. - 8:45 p.m.—Family Swim**

\* Adults and Students Only \*\*One Adult per 3 to 4 Children

# Timberwolves' Athletics

*"The mission of the Blue Mountain Community College Athletic Department is to create and provide an environment where each student-athlete may have the opportunity to have a positive and successful experience."*

Blue Mountain Community College participates in both the Northwest Athletic Association of Community Colleges (NWAACC) and the National Intercollegiate Rodeo Association (NIRA). The NWAACC is the parent organization for thirty-six community colleges in the states of Oregon and Washington. BMCC sponsors athletic teams under the NWAACC, including women's volleyball, men's and women's basketball, women's softball and men's baseball. The BMCC rodeo team competes in the Northwest Region of the NIRA, consisting of universities and colleges from Oregon, Washington and Idaho. NWAACC and NIRA colleges provide a variety of academic and vocational offerings as well as many enrichment activities for their students.

Through the BMCC coaches and athletic director, student athletes will be 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 for each athlete of Blue Mountain Community College.

Students interested in becoming part of the Timberwolves' pride and spirit are encouraged to contact the BMCC athletic department or team coach.

**Go Timberwolves!!**

## Athletics Schedules

BMCC Athletics teams play home and away games during the following months:

Women's Volleyball - September - November

Women's Basketball - November - February

Men's Basketball - November - February

Women's Softball - February - May

Men's Baseball - March - May

Rodeo - October

Check the following calendar pages for specific game dates. *We look forward to seeing you!*



# BMCC Maps and Directions

Following you will find directions to our BMCC locations and Building Maps for each location.

## **BMCC Pendleton-2411 NW Carden Ave Pendleton, OR 97801**

### **From Portland, Oregon**

Take 1-84 East to Exit 207, toward Airport/Pendleton City Ctr./National Historic District. Turn left onto US-30/Old Pendleton River Rd/Pendleton HWY. Turn left onto NW Carden Ave.

### **From Pasco, Washington**

Take Highway 395 South to I-82 toward Pendleton/Umatilla. Merge onto I-84 East via the exit on the left toward Pendleton. Take Exit 207 toward Airport/Pendleton City Ctr./National Historic District. Turn left onto US-30/Old Pendleton River Rd/Pendleton HWY. Turn left onto NW Carden Ave.

### **From Boise, Idaho**

Take I-84 West (in Idaho) to Exit 207 toward Airport/Pendleton City Ctr./National Historic District. Turn left onto US-30/Old Pendleton River Rd/Pendleton HWY. Turn left onto NW Carden Ave.

### **From Walla Walla, Washington**

Take WA-125 S (Crossing into Oregon). WA-125 S becomes OR-11 S/Oregon-Washington Hwy. Turn left onto S Main St/OR-11/Oregon Washington HWY. Continue to follow OR-11. Stay straight to go onto SE Court Ave/US-30 W. Turn right onto Northgate Dr/OR-37/Pendleton-Cold Springs HWY. Turn left onto NW Carden Ave.

## **BMCC Hermiston-975 SE Columbia Dr Hermiston, OR 97838**

### **From Pendleton, Oregon**

Take I-84 West to Exit 188 for US-395 N toward Stanfield. Merge onto OR-32/US-395 and continue to follow US-395. Turn right at Port Drive and turn left at SE Columbia Drive.

### **From Portland, Oregon**

Take 1-84 East to Exit 182 for OR-207 toward Lexington/Hermiston. Turn left at Hermiston Hwy/OR-207. Turn right at CR-1200/W Highland Avenue. Turn right at S 1st Street/US-395. Turn left at Port Drive. Turn Left at SE Columbia Drive.

### **From Pasco, Washington**

Take Highway 395 South to I-82 toward Pendleton/Umatilla. Take exit 1 for US-730/US-395 toward Hermiston/Umatilla. Turn left at 6th St/Columbia River Hwy/US-395/US-730. Slight right at Lind Road. Slight right at OR-32/US-395. Turn left at Port Drive. Turn left at SE Columbia Drive.

### **From Boise, Idaho**

Take I-84 West (in Idaho) to Exit 188 for US-395 N toward Stanfield. Merge onto OR-32/US-395. Turn right at Port Drive. Turn Left at SE Columbia Drive.

### **From Walla Walla, Washington**

Take US-12 W and continue on to US-730 (entering Oregon). Turn left at Diagonal Blvd/OR-207. Turn left at NE 10 St/CR-1219. Take a slight right on SE Columbia Drive.

# BMCC Maps and Directions

## **BMCC Baker City-3275 Baker Street Baker City, OR 97814**

### **From Pendleton, Oregon**

Take I-84 East to Exit 304. Turn slight right onto Campbell St/OR-7/Baker-Copperfield Hwy. Continue to follow Campbell St. Turn left onto 14<sup>th</sup> St. Turn right onto Baker St.

### **From Boise, Idaho**

Take I-84 West (in Idaho). Merge onto US-30 W/LaGrande-Baker HWY via Exit 306. Turn left onto Auburn Ave/US-30/LaGrande-Baker HWY. Continue to follow Auburn Ave. Turn right onto 15<sup>th</sup> St. Turn right onto Baker St.

### **From Pasco, Washington**

Take Highway 395 South to I-82 toward Pendleton/Umatilla. Merge onto I-84 East via the exit on the left toward Pendleton. Take Exit 304. Turn slight right onto Campbell St/OR-7/Baker-Copperfield Hwy. Continue to follow Campbell St. Turn left onto 14<sup>th</sup> St. Turn right onto Baker St.

### **From Walla Walla, Washington**

Take WA-125 S (Crossing into Oregon). WA-125 S becomes OR-11 S/Oregon-Washington Hwy. Turn left onto S Main St/OR-11/Oregon Washington HWY. Continue to follow OR-11. Turn slight left onto SE Court Ave/US-30/Pendleton HWY. Merge onto I-84 East. Take Exit 304. Turn slight right onto Campbell St/OR-7/Baker-Copperfield Hwy. Continue to follow Campbell St. Turn left onto 14<sup>th</sup> St. Turn right onto Baker St.

## **BMCC Milton-Freewater-311 N Columbia Milton-Freewater, OR 97862**

### **From Portland, Oregon**

Take I-84 East to Exit 210. Turn left onto OR-11/Oregon-Washington HWY. Turn right onto SE Court Ave/US-30/OR-11. Turn slight right onto OR-11 N/ S Columbia St/S Main St.

### **From Boise, Idaho**

Take I-84 West (in Idaho) to Exit 216. Turn right onto S Market Rd/OR-331/Umatilla Mission HWY. Turn right onto OR-11 Oregon-Washington HWY. Turn slight right onto OR-11 N/ S Columbia St/S Main St.

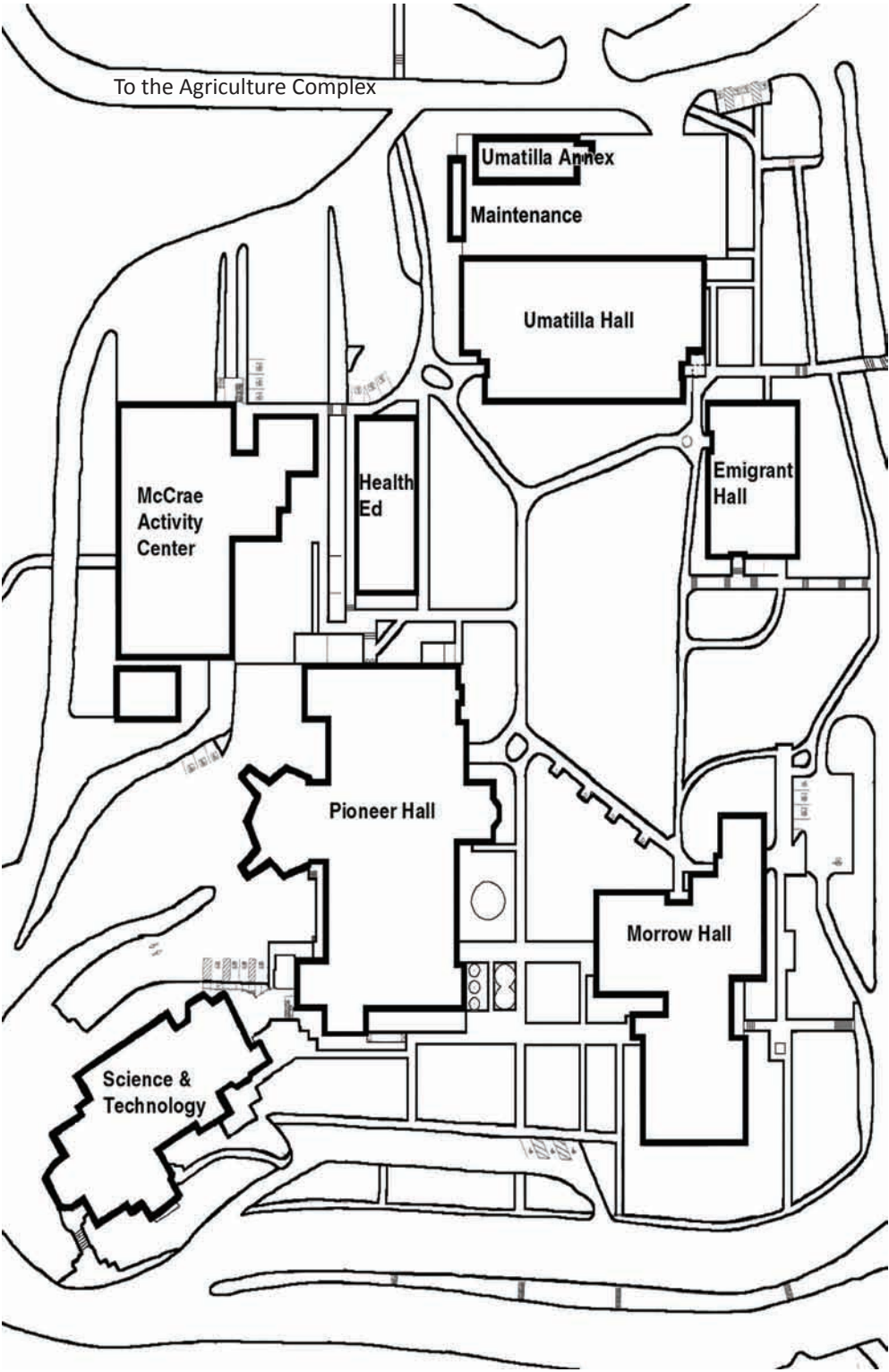
### **From Pasco, Washington**

Merge onto US-12 E toward Spokane/Walla Walla. Turn right onto Gose St. Gose St becomes N College Ave. Turn right onto WA-125 S. WA-125 S becomes OR-11/Oregon-Washington HWY.

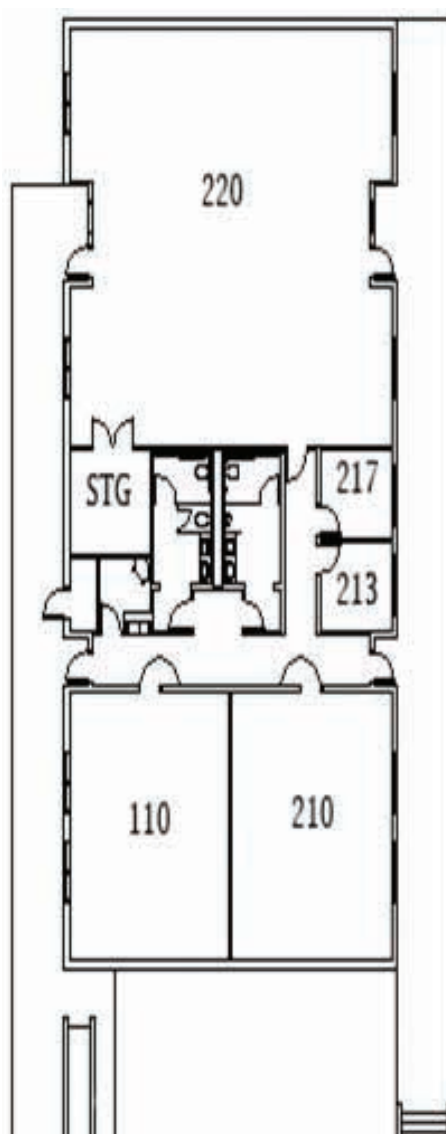
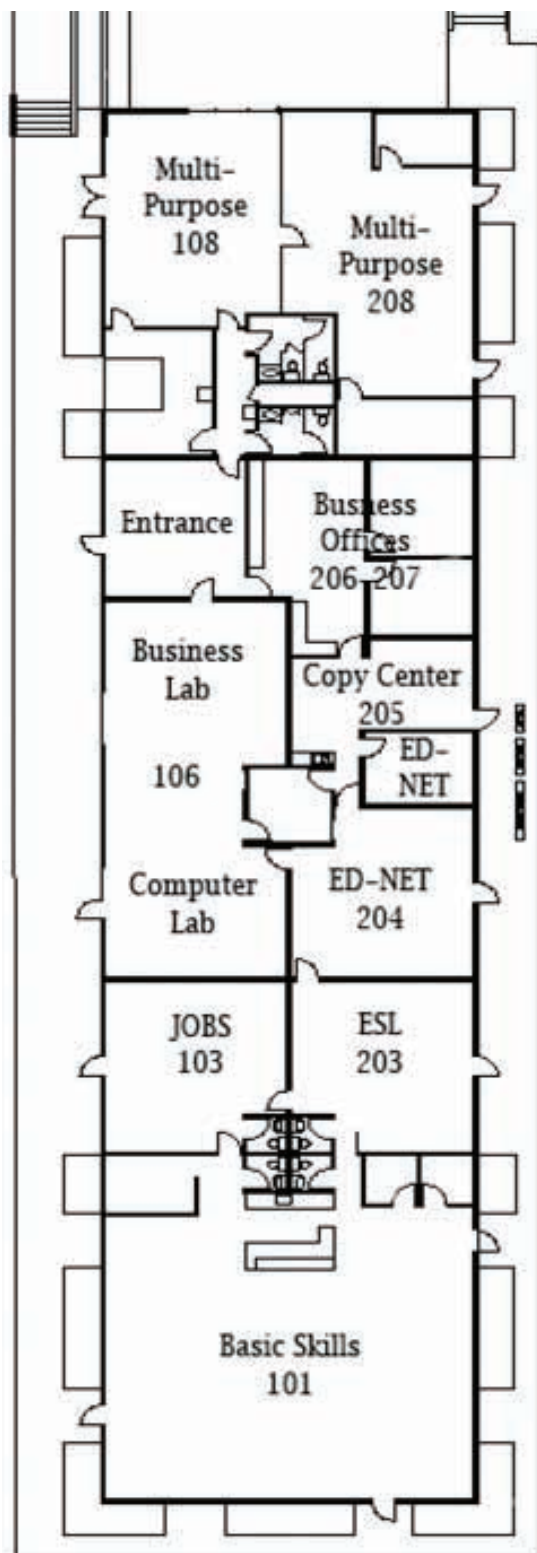
**The future belongs to those who believe in the beauty of their dreams.**

*Eleanor Roosevelt*

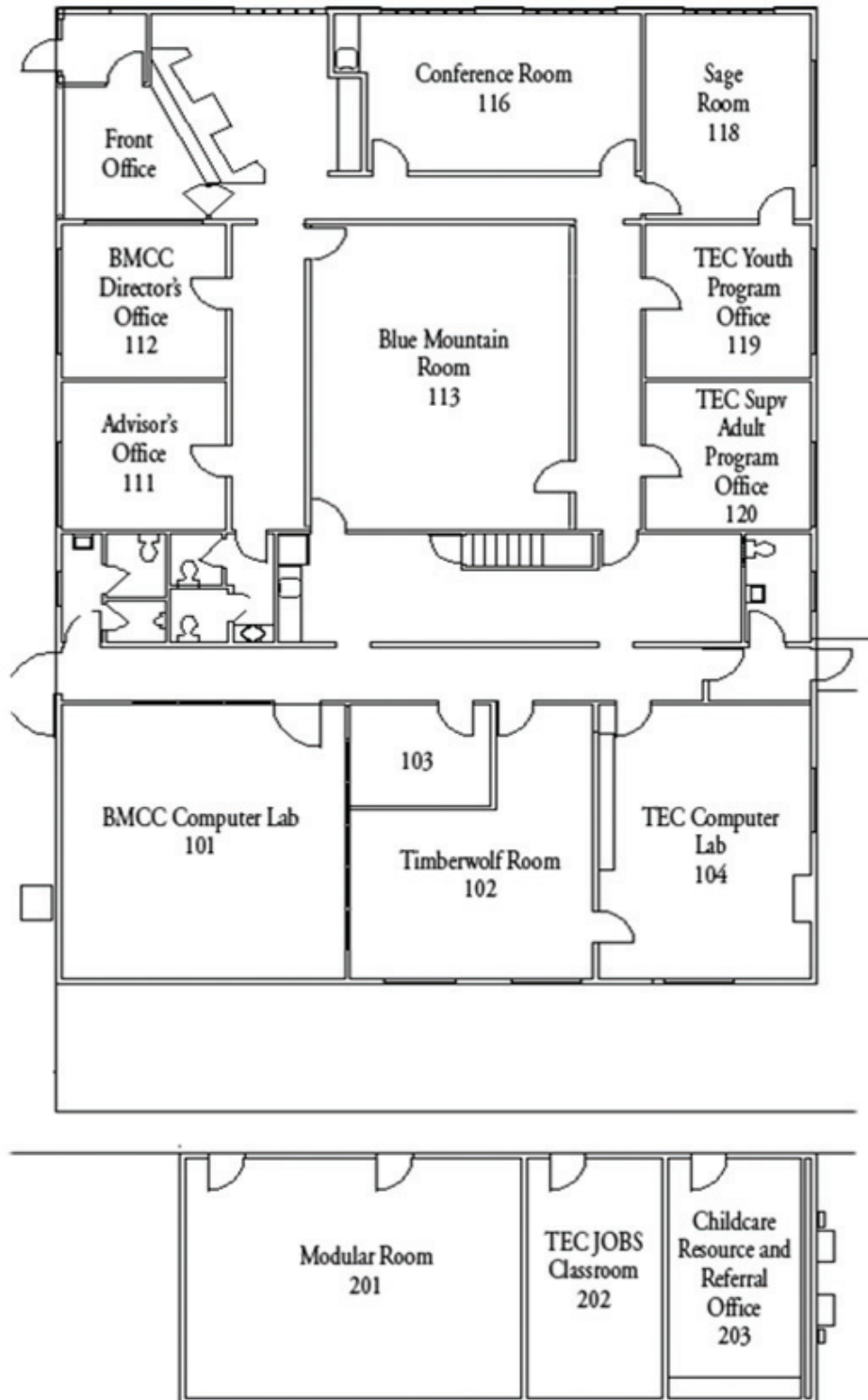
# BMCC Pendleton Campus Map



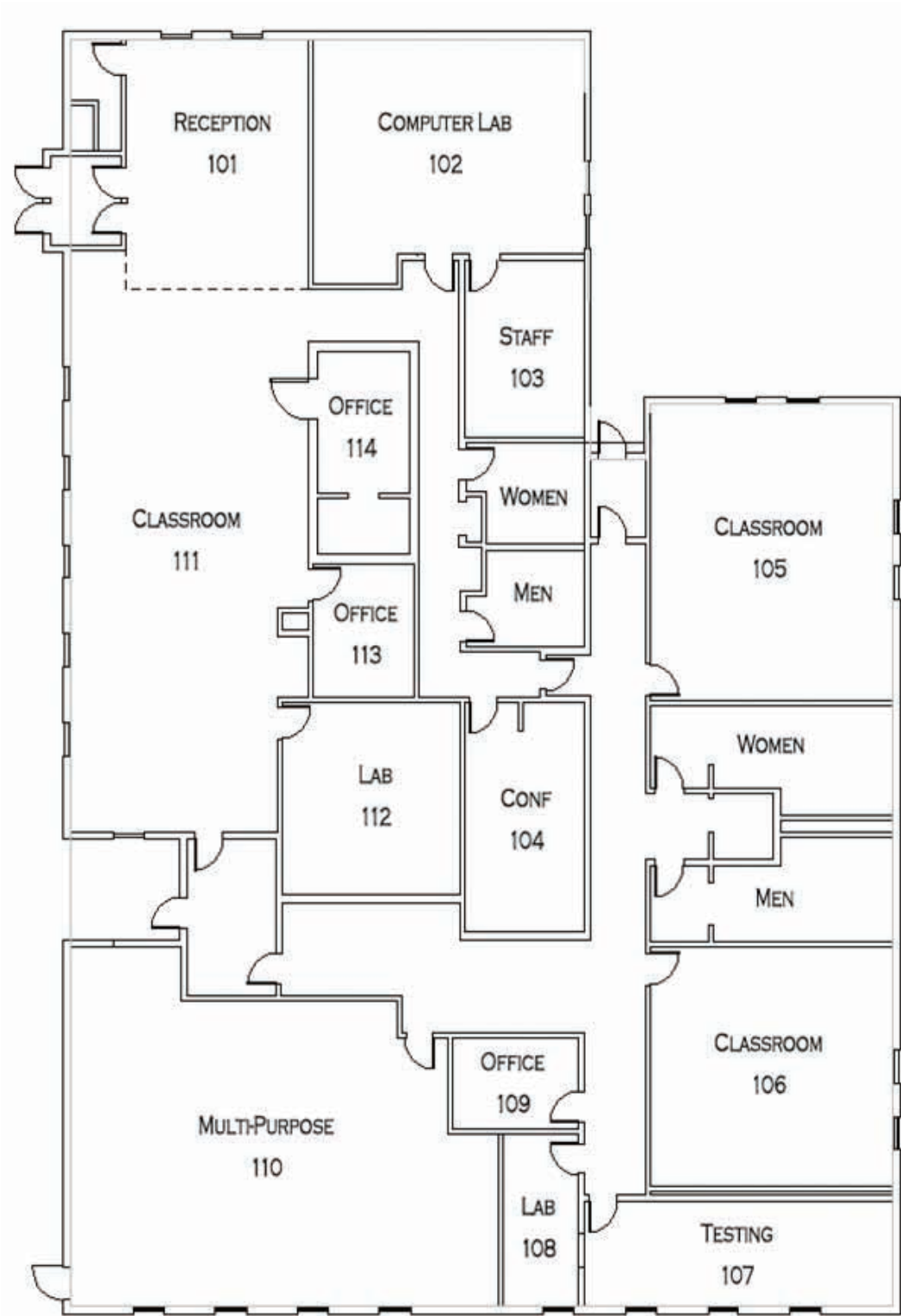
# BMCC Hermiston Campus Map



# BMCC Baker Campus Map



# BMCC Milton Freewater Campus Map





# July 2011

Notes:	Sun	Mon	Tue
		<b>Jun 27</b> Summer 2011 term classes begin	<b>Jun 28</b>
	<b>3</b>	<b>4</b> CAMPUS CLOSED - Independence Day	<b>5</b>
	<b>10</b>	<b>11</b>	<b>12</b>
	<b>17</b>	<b>18</b>	<b>19</b>
	<b>24</b>	<b>25</b>	<b>26</b>

Wed	Thu	Fri	Sat
<b>Jun 29</b>	<b>Jun 30</b>	<b>1</b> CAMPUS CLOSED  Summer 2011 Last Day to Add/Drop, Pay Tuition or Arrange for Deferred Payment with no penalty.	<b>2</b>
<b>6</b> Summer 2011 Financial Aid Disbursement Checks	<b>7</b>	<b>8</b> CAMPUS CLOSED	<b>9</b>
<b>13</b>	<b>14</b>	<b>15</b> CAMPUS CLOSED	<b>16</b>
<b>20</b>	<b>21</b>	<b>22</b> CAMPUS CLOSED	<b>23</b>
<b>27</b>	<b>28</b>	<b>29</b> CAMPUS CLOSED  Last Day to Withdraw from a Summer 2011 6-wk Class	<b>30</b>

# August 2011

Notes:	Sun	Mon	Tue
	<b>Jul 31</b>	<b>1</b> Summer 2011 6-wk Finals	<b>2</b> Summer 2011 6-wk Finals
	<b>7</b>	<b>8</b>	<b>9</b>
	<b>14</b>	<b>15</b>	<b>16</b>
	<b>21</b>	<b>22</b>	<b>23</b>
	<b>28</b>	<b>29</b> Summer 2011 10-wk Finals	<b>30</b> Summer 2011 10-wk Finals

Wed	Thu	Fri	Sat
<b>3</b> Summer 2011 6-wk Finals	<b>4</b> Summer 2011 6-wk Finals	<b>5</b> CAMPUS CLOSED	<b>6</b>
<b>10</b>	<b>11</b>	<b>12</b> CAMPUS CLOSED	<b>13</b>
<b>17</b>	<b>18</b>	<b>19</b> CAMPUS CLOSED	<b>20</b>
<b>24</b>	<b>25</b>	<b>26</b> CAMPUS CLOSED  Last Day to Withdraw from a Summer 2011 10-wk Class	<b>27</b>
<b>31</b> Summer 2011 10-wk Finals			



Wed	Thu	Fri	Sat
	<b>1</b> Summer 2011 10-wk Finals  End of Summer 2011 Term	<b>2</b> CAMPUS CLOSED	<b>3</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>14</b>	<b>15</b>	<b>16</b> CAMPUS CLOSED - Round-UP	<b>17</b>
<b>21</b> Fall 2011 Book Vouchers Available	<b>22</b> Fall 2011 Book Vouchers Available	<b>23</b> Fall 2011 Book Vouchers Available	<b>24</b>
<b>28</b> Fall 2011 Book Vouchers Available	<b>29</b> Fall 2011 Book Vouchers Available	<b>30</b> Fall 2011 Book Vouchers Available  Fall 2011 Last Day to Add/Drop, Pay Tuition or Arrange for Deferred Payment with no penalty.	



Wed	Thu	Fri	Sat
			1
<b>5</b> Fall 2011 Financial Aid Check Disbursement	<b>6</b> ASG Welcome Back BBQ	<b>7</b>	<b>8</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

# November 2011

Notes:	Sun	Mon	Tue
	Oct 30	Oct 31	1
	6	7	8
	13	14 Winter 2012 Registration Open for Students with 60+ Credits	15 Winter 2012 Registration Open for Students with 45+ Credits
	20	21	22
	27	28	29

Wed	Thu	Fri	Sat
2	3	4	5
9	10	11 CAMPUS CLOSED - Veteran's Day	12
16 Winter 2012 Registration Open for Students with 30+ Credits	17 Winter 2012 Registration Open for Students with 1+ Credits	18 Winter 2012 Registration Open for Students with 0+ Credits	19
23	24 CAMPUS CLOSED - Thanksgiving	25 CAMPUS CLOSED - Thanksgiving	26
30			



Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b> Last Day to Withdraw from Fall 2011 Classes	<b>3</b>
<b>7</b> Fall 2011 Finals	<b>8</b> Fall 2011 Finals	<b>9</b> End of Fall 2011 term	<b>10</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>21</b>	<b>22</b>	<b>23</b> CAMPUS CLOSED - Winter Break	<b>24</b>
<b>28</b> CAMPUS CLOSED - Winter Break	<b>29</b> CAMPUS CLOSED - Winter Break	<b>30</b> CAMPUS CLOSED - Winter Break	<b>31</b>

# January 2012

Notes:	Sun	Mon	Tue
	<b>1</b>	<b>2</b> CAMPUS CLOSED - New Years Holiday	<b>3</b> CAMPUS CLOSED - Professional Development
	<b>8</b>	<b>9</b> Winter 2012 Book Vouchers Available  Winter 2012 Classes Begin	<b>10</b> Winter 2012 Book Vouchers Available
	<b>15</b>	<b>16</b> CAMPUS CLOSED - Martin Luther King Day	<b>17</b>
	<b>22</b>	<b>23</b>	<b>24</b>
	<b>29</b>	<b>30</b> Spring 2012 Advising Open. Be sure to schedule an advising appointment NOW.	<b>31</b>

Wed	Thu	Fri	Sat
<b>4</b> Winter 2012 Book Vouchers Available	<b>5</b> Winter 2012 Book Vouchers Available	<b>6</b> Winter 2012 Book Vouchers Available	<b>7</b>
<b>11</b> Winter 2012 Book Vouchers Available	<b>12</b> Winter 2012 Book Vouchers Available	<b>13</b> Winter 2012 Book Vouchers Available  Winter 2012 Last Day to Add/Crop, Pay Tuition, or Arrange a Deferred Payment	<b>14</b>
<b>18</b> Winter 2012 Financial Aid Disbursement Checks	<b>19</b>	<b>20</b>	<b>21</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>



Wed	Thu	Fri	Sat
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
<b>29</b> Spring 2012 Registration Open for Students with 30+ Credits			



Wed	Thu	Fri	Sat
	<b>1</b> Spring 2012 Registration Open for Students with 1+ Credits	<b>2</b> Spring 2012 Registration Open for Students with 0+ Credits	<b>3</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>14</b>	<b>15</b>	<b>16</b> Last day to Withdraw from Winter 2012 classes.	<b>17</b>
<b>21</b> Winter 2012 Finals	<b>22</b> Winter 2012 Finals  End of Winter 2012 Term	<b>23</b> CAMPUS CLOSED - Spring Break	<b>24</b>
<b>28</b> Student Spring Break  Spring 2012 Book Vouchers Available	<b>29</b> Student Spring Break  Spring 2012 Book Vouchers Available	<b>30</b> CAMPUS CLOSED - Spring Break  Spring 2012 Book Vouchers Available	<b>31</b>

# April 2012

Notes:	Sun	Mon	Tue
	<b>1</b>	<b>2</b> Spring 2012 Book Vouchers Available  Spring 2012 Classes Begin	<b>3</b> Spring 2012 Book Vouchers Available
	<b>8</b>	<b>9</b>	<b>10</b>
	<b>15</b>	<b>16</b> Summer and Fall 2012 Advising Open. Be sure to schedule an advising appointment now	<b>17</b>
	<b>22</b>	<b>23</b>	<b>24</b>
	<b>29</b>	<b>30</b>	

Wed	Thu	Fri	Sat
<b>4</b> Spring 2012 Book Vouchers Available	<b>5</b> Spring 2012 Book Vouchers Available	<b>6</b> Spring 2012 Book Vouchers Available  Spring 2012 Last Day to Add/Drop, Pay Tuition or Arrange for Deferred Payment	<b>7</b>
<b>11</b> Spring 2012 Financial Aid Disbursement Checks	<b>12</b>	<b>13</b>	<b>14</b>
<b>18</b>	<b>19</b>	<b>10</b>	<b>21</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>



Wed	Thu	Fri	Sat
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>9</b> Summer 2012 Registration open for students with 30+ credits	<b>10</b> Summer 2012 Registration open for students with 1+ credits	<b>11</b> Summer 2012 Registration open for students with 0+ credits	<b>12</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>23</b> Fall 2012 Registration open for students with 30+ credits	<b>24</b> Fall 2012 Registration open for students with 1+ credits	<b>25</b> Fall 2012 Registration open for students with 0+ credits	<b>26</b>
<b>30</b>	<b>31</b>		



Wed	Thu	Fri	Sat
		<b>1</b>	<b>2</b>
<b>6</b>	<b>7</b>	<b>8</b> Last day to withdraw from Spring 2012 classes	<b>9</b>
<b>13</b> Spring 2012 Finals	<b>14</b> Spring 2012 Finals	<b>15</b> Commencement  End of Spring 2012 term	<b>16</b>
<b>20</b> Student Summer Break	<b>21</b> Student Summer Break	<b>22</b> CAMPUS CLOSED	<b>23</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>



## Glossary of Terms

**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 strategic action 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 Record:** 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.

**BMCC Contracts Out Of District (CODs):** Within the Blue Mountain Community College system, there are two counties (Grant and Wallowa) that lie outside the BMCC district but that contract with the college for educational services. BMCC has COD offices in John Day and Enterprise.

**BMCC Locations:** BMCC's main campus is located in Pendleton. 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 (north Morrow County), Hermiston, and Milton-Freewater. A smaller office in Heppner serves south Morrow County.

**Competency:** A specific skill in a specific area of study.

**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.

**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, 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 Learning:** 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 television (ITV), 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 refund period for a course or courses. This procedure results in a full refund. There is no record of the student's having ever registered for the class, and no grade is reflected on the transcript.

## Glossary of Terms continued

**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.

**FAFSA:** The federal form entitled “Free Application for Federal Student Aid.” A completed FAFSA is required for students to be considered for federal financial aid. It is available in hardcopy from BMCC or at a local high school. It is also available online.

**Financial Aid Package:** A combination of financial student-support mechanisms (such as a scholarships, grants, loans, and work-study) determined by the BMCC Office of Financial Aid and Veterans’ Benefits.

**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 Success program as a student whose parents have not earned a bachelor’s degree or higher.

**Full-Time Student:** A student enrolled in 12 or more credits in any one term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). The Financial Aid and Veterans definitions may vary.

**Grade:** A mark indicating a degree of academic accomplishment.

**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.

**Non-Traditional Student:** A student in credit classes or developmental education classes not fitting the traditional student definition.

**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.

**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). The financial aid and veterans definition 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.

**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.

## Glossary of Terms continued

**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.

**Scholarships:** Financial support mechanisms awarded to students based on merit or merit plus need. Scholarships do not have to be repaid.

**Student Identification Number (SID):** A unique, official identification number randomly issued by the college for each BMCC student that is used to record, access, and store academic records.

**Student WolfWeb:** The Internet-based resource that provides BMCC students online access to all of their BMCC information.

**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.

**Tuition and Fees:** The 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.

# Conversion/Equivalent Charts

## VOLUME CONVERSION

From	To	Multiply By
cu inches	cu centimeters	16.39
cu centimeters	cu inches	0.06102
cu inches	cu decimeters	16.387
cu feet	cu meters	0.02832
cu meters	cu feet	35.315
cu feet	cu inches	1728
cu feet	cu decimeters	28.316
cu yards	cu meters	0.7646
cu meters	cu yards	1.308

## LENGTH CONVERSION

inches	millimeters	25.4
millimeters	inches	0.0394
inches	centimeters	2.54
centimeters	inches	0.3937
feet	meters	0.3048
meters	feet	3.281
yards	meters	0.9144
meters	yards	1.094
miles	kilometers	1.609
kilometers	miles	0.6214

## AREA EQUIVALENTS

1 sq foot	= 144 sq inches
1 sq foot	= 929.0304 sq centimeters
1 sq yard	= 9 sq feet
1 sq meter	= 10.7639104 sq feet
1 sq meter	= 10,000 sq centimeters
1 cu meter	= 1,000,000 cu centimeters
1 acre	= 43.560 sq feet
1 acre	= 4850 sq yards
1 hectare	= 10,000 sq meters
1 sq kilometer	= 100 hectares
1 sq mile	= 2.58998811 sq kilometers
1 sq mile	= 640 acres

## AREA CONVERSION

sq inches	sq millimeters	645.16
sq millimeters	sq inches	0.001550
sq inches	sq centimeters	6.452
sq centimeters	sq inches	0.155
sq feet	sq centimeters	929.03
sq centimeters	sq feet	0.001076
sq meters	sq feet	10.76
sq feet	sq meters	0.0929
sq yards	sq meters	0.8361
sq meters	sq yards	1.196
sq miles	sq kilometers	2.5899
sq miles	hectares	0.25899
hectares	sq miles	3.8612
sq kilometers	sq miles	0.3861
acres	sq meters	4046.86
sq meters	acres	0.0002471
acres	hectares	0.4047
hectares	acres	2.471

## VOLUME EQUIVALENTS

1 US tablespoon	= 3 US teaspoon
1 US fluid ounce	= 29.57 milliliters
1 US cup	= 16 US tablespoons
1 US cup	= 8 US fluid ounces
1 US pint	= 2 US cups
1 US pint	= 16 US fluid ounces
1 liter	= 33.81 US fluid ounces
1 liter	= 1000 milliliters
1 US quart	= 2 US pints
1 US gallon	= 2 US quarts
1 US gallon	= 3.785 liters

## Conversion/Equivalent Charts

### TEMPERATURE EQUIVALENTS

Celsius	Fahrenheit
-30°C	-22°F
-20°C	-4.0°F
-10°C	14.0°F
0°C	32.0°F
1°C	33.8°F
2°C	35.6°F
3°C	37.4°F
4°C	39.2°F
5°C	41.0°F
6°C	42.8°F
7°C	44.6°F
8°C	46.4°F
9°C	48.2°F
10°C	50.0°F
11°C	51.8°F
12°C	53.6°F
13°C	55.4°F
14°C	57.2°F
15°C	59.0°F
16°C	60.8°F
17°C	62.6°F
18°C	64.4°F
19°C	66.2°F
20°C	68.0°F
21°C	69.8°F
22°C	71.6°F
23°C	73.4°F
24°C	75.2°F
25°C	77.0°F
26°C	78.8°F
27°C	80.6°F
28°C	82.4°F
29°C	84.2°F
30°C	86.0°F
40°C	104°F
50°C	122°F
60°C	140°F

### WEIGHT EQUIVALENTS

1 milligram	= 0.001 gram
1 gram	= 0.001 kilogram
1 gram	= 0.035273962 ounces
1 ounce	= 0.0625 pounds
1 pound	= 16 ounces
1 pound	= 0.45359237 kilograms
1 kilogram	= 1000 grams
1 kilogram	= 35.273962 ounces
1 kilogram	= 2.20462262 pounds
1 stone	= 14 pounds
1 short ton	= 2000 pounds
1 metric ton	= 1000 kilograms

### SPEED EQUIVALENTS

1 mile per hour	= 1.46666667 ft per second
1 mile per hour	= 1.609344 kilometer per hour
1 knot	= 1.150779448 miles per hour
1 ft per second	= 0.68181818 miles per hour
1 kilometer per hour	= .062131779 miles per hour

### LENGTH EQUIVALENTS

1 centimeter	= 10 millimeters
1 decimeter	= 10 centimeters
1 inch	= 2.54 centimeters
1 foot	= 12 inches
1 foot	= 2.048 meters
1 yard	= 3 feet
1 meter	= 100 centimeters
1 meter	= 3.280839895 feet
1 furlong	= 660 feet
1 kilometer	= 1000 meters
1 kilometer	= 0.62137119 miles
1 mile	= 5280 feet
1 mile	= 1760 yards
1 mile	= 1.609344 kilometers
1 nautical mile	= 1.852 kilometers
1 acre	= 4850 sq yards
1 sq mile	= 640 sq acres

## 2011-2012 Academic Calendar

	Summer Term 2011	Fall Term 2011	Winter Term 2012	Spring Term 2012
<b>Advising Begins</b>	April 18	April 18	October 17	January 30
<b>Registration Begins</b>	May 16	May 31	November 14	February 27
<b>Classes Begin</b>	June 27	September 26	January 9	April 2
<b>Last Day to: * Add/Drop a Class (with a full refund) * Pay Tuition or Arrange a Deferred Payment Plan (without a late fee)</b>	July 1	September 30	January 13	April 6
<b>Graduation Application</b>	If a student desires to participate in commencement, they need to submit their graduation application before the end of Fall term. Otherwise a student may apply for graduation at any time.			
<b>Last Day to Withdraw from Class</b>	Last day of classes before finals begin	December 2	March 16	June 8
<b>Events</b>		<b>Welcome Back BBQ &amp; Constitution Day</b> Check Web Calendar/ Student Newsletter	<b>Check Web Calendar/ Student Newsletter</b>	<b>Check Web Calendar/ Student Newsletter</b>
<b>Holidays and Campus Closures</b>	<b>Closed Fridays</b> June 17-September 2  <b>Independence Day</b> July 4	<b>Labor Day</b> September 5 <b>Round-Up</b> September 16 <b>Employee Training</b> September 19-20 <b>Veteran's Day</b> November 11 <b>Thanksgiving</b> November 24-25 <b>Winter Break</b> December 23-Jan 3	<b>New Year's Day</b> January 2 <b>Employee Training</b> Jan 3 <b>Martin Luther King Day</b> January 16 <b>Spring Break</b> (faculty & students) March 26-30 (campus closed) March 30	<b>Memorial Day</b> May 28 <b>Summer Break</b> (faculty & students) June 15-22
<b>Final Examinations</b>	6 wk.-Aug 1-4 10 wk.-Aug 29-Sep 1	December 5-8	March 19-22	June 11-14
<b>End of Term</b>	September 1	December 9	March 23	June 15
<b>Commencement</b>				June 15

## 2011-2012 ACADEMIC YEAR

### SEPTEMBER 11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### OCTOBER 11

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER 11

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### DECEMBER 11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### JANUARY 12

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### FEBRUARY 12

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

### MARCH 12

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### APRIL 12

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### MAY 12

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## 2012-2013 ACADEMIC YEAR

### JUNE 12

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### JULY 12

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### AUGUST 12

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# BMCC IS A MILITARY FRIENDLY SCHOOL



**Blue Mountain Community College has been named one of the top ranking military friendly schools by G.I. JOBS magazine.**

Some of the special programs BMCC offers the military include:

- 1) Tuition Waivers for returning veterans, immediate family members of deployed service members, dependents of fallen service members and 100% disabled Oregon service members.
- 2) An Oregon State Dept. of Veterans' Affairs - Veterans Service Officer is available on regularly scheduled days at the Pendleton campus.
- 3) BMCC's Veterans Club provides a venue for peer support.

[www.bluecc.edu/students\\_fa\\_vet](http://www.bluecc.edu/students_fa_vet) for more information

