

2008 - 2009

**Advising
Handbook**



Blue Mountain
Community College

Contents

| | |
|---|----|
| Introduction | 3 |
| Advising @ BMCC..... | 4 |
| BMCC Philosophy of Academic Advising | 4 |
| BMCC Advising Goals for 2008-09 | 4 |
| Activities and Services..... | 5 |
| <i>Advisor Assignments</i> | 5 |
| <i>Advisor Support</i> | 5 |
| <i>Assistance with Degree Choices</i> | 6 |
| <i>Consultation and Staff Development for Departments</i> | 6 |
| <i>Coordination of Advising Task Force</i> | 6 |
| Advisor Tools..... | 8 |
| <i>Getting Started Guide (Roadmap to BMCC)</i> | 11 |
| <i>Quarterly Advising Guide</i> | 12 |
| Tools for Students..... | 13 |
| Academic Advising | 14 |
| Forms and Procedures | 15 |
| Student Financial Assistance..... | 17 |
| BMCC Academic Programs..... | 18 |
| <i>Writing Progression Chart</i> | 19 |
| <i>Math Progression Chart</i> | 20 |
| <i>Program Information Sheet</i> | 21 |
| <i>Program Checklist</i> | 22 |
| <i>Program Course Progression Guide</i> | 23 |
| Student Success | 24 |
| Students at Risk..... | 25 |
| Resource Information | 26 |
| Career Exploration | 30 |
| References | 30 |

Introduction

Welcome! The Advising and Testing Center is located in Morrow Hall Room 117. The department is comprised of the Registrar, Director of Advising and Testing (1.0 FTE); Assistant Director of Advising & Testing (1.0 FTE), and a Test Proctor (1.0 FTE).

The Advising and Testing Center is able to assist you with advising matters and to provide training and resources. We're here to help.

This document was put together with a special thanks to NACADA and Boise State University. On behalf of the Advising and Testing Center and BMCC's Advising Taskforce, we hope the Advisor Handbook serves as a quick resource guide and provides strategies and tips on Advising.

Sincerely,

Wade Muller
Assistant Director, Advising and Testing

Laurie Fialka
Test Proctor

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Advising @ BMCC

“Students will enter college with an abiding faith that a higher education will make a difference in their lives. And whether they realize it or not, someone important in their lives has to care. . . . College success does not happen in a vacuum.”

-- M. Lee Upcraft

It has long been accepted in academic advising circles that the single most important factor in student success is regular contact with a person involved in their collegiate experience. The probability is that person will be their advisor.

The Administration at BMCC believes in the value of quality advising and has made a commitment to that belief by establishing the Advising and Testing Department.

The following pages outline the services and activities of the Advising and Testing Department and the procedures followed by the Assistant Director, Advising and Testing. At the heart of these services is, however, the advising philosophy.

BMCC Philosophy of Academic Advising

Academic Advising at Blue Mountain Community College is a collaborative process through which advisors assist students with timely, meaningful educational planning that is compatible with the students’ life goals. The advisor serves as an advocate and resource in an interactive partnership with the student. Advising encourages students to think critically, seek out resources, and develop action plans.

--Established May 2005

-- Revised February 2008

BMCC Advising Goals for 2008-09

Goal One: Enhance College Academic Advising Efforts

Goal Two: Assure that all degree seeking students have an appropriate advisor

Goal Three: Develop and implement a process for evaluating the impact of mandatory advising on retention.

Goal 4: Resolve the inequities in student advising loads, maintaining a plan for continued monitoring and corrective actions.

Activities and Services

Advisor Assignments

Under the direction of the Registrar, Director of Advising and Testing and the Assistant Director of Advising and Testing, the department advises students who call in, walk in, email, are referred by faculty, or as they complete placement testing. All students who have declared a degree intent are assigned an advisor from that department or program. They are given contact information for their new advisor and are encouraged to contact them immediately.

Students who are undecided are assigned to an advisor and told that as soon as they decide on an area of study they will be reassigned to a faculty advisor within that discipline area.

Advisor Support

In an effort to provide support for all advisors, the Advising and Testing Department, with guidance from the Advising Taskforce, provides training and updates regularly with input for topics requested by faculty and non-faculty advisors.

Advisor View Module-Training is offered on a regular basis as scheduled by Human Resources. This module is part of our Administrative Information System known as WolfTrax. Within this module you will track your advisees and will be able to document information, see registration history, placement test scores, and clear advisee's to register.

This training is provided on an as needed basis. We strongly encourage all new advisors to receive this training prior to being given access to the module.

Advisors are asked to make notes in the comment section of the module regarding the date they met with the student and the action taken.

Degree Audit:

In addition to training in Advisor View, all advisors are encouraged to receive training in our degree audit system. This training is provided by the Registrar and allows the advisor to track the progress of the student towards their stated degree intent at BMCC.

The degree audit system contains information about transfer credits that have been evaluated and applied toward the students stated degree intent. **NOTE:** Once a transcript has been evaluated and credits have been applied toward a specific degree, credits will not automatically apply themselves towards other degrees. In order to have transfer credits applied to a new or additional degree intent, please have the student notify the Registrar's Office and request that an additional degree audit be done.

Advising Basics

“Advising Basics” orientations are provided by the Assistant Director, Advising and Testing for new faculty and staff advisors as they prepare to assume advising responsibilities. Orientations are scheduled on an as needed basis. Please contact the Advising and Testing Department to schedule your orientation session.

Newsletter

The Advising Newsletter is sent out quarterly to all advisors and is sent just prior to the start of pre-registration for the upcoming term. The newsletters provide updates on degree changes, enhancements to the module, and/or other items relevant to your work as advisors.

Advising Handbook

In an effort to provide support for advisors the Assistant Director, Advising and Testing will facilitate an “Advisor Forum” typically held during fall pre-service and prior to the end of spring term each year.

Regular updates will be given, either by phone conference call or Eluminate Live, for branch and COD advisors in order to provide them with the support needed to perform advising in the outlying areas.

The Assistant Director, Advising and Testing will post updates to the Advising Handbooks on BMCC’s Faculty Resources webpage on an annual basis. Updates will be posted during the summer

Assistance with Degree Choices

Students who are undecided on their degree intent can make an appointment with an advisor for assistance in choosing a degree. This often entails exploring career choices as well.

Consultation and Staff Development for Departments

The Assistant Director, Advising and Testing is available to departments, programs, branches and COD’s upon their request, to consult or provide staff development sessions on advising information and skills.

Coordination of Advising Task Force

The Assistant Director, Advising and Testing assumes responsibility for calling together the Advising Task Force on a regular basis. The Task Force is charged with giving feedback to the Assistant Director, Advising and Testing on faculty needs and opinions

as they relate to advising and to assist the Assistant Director, Advising and Testing in developing advising programs.

Advisor Tools

In this section you will find:

- Advisor Checklist
- Prepping for an Advising Session
- Getting Started Guide (Roadmap to BMCC)
- Quarterly Advising Guide

Advisor Checklist

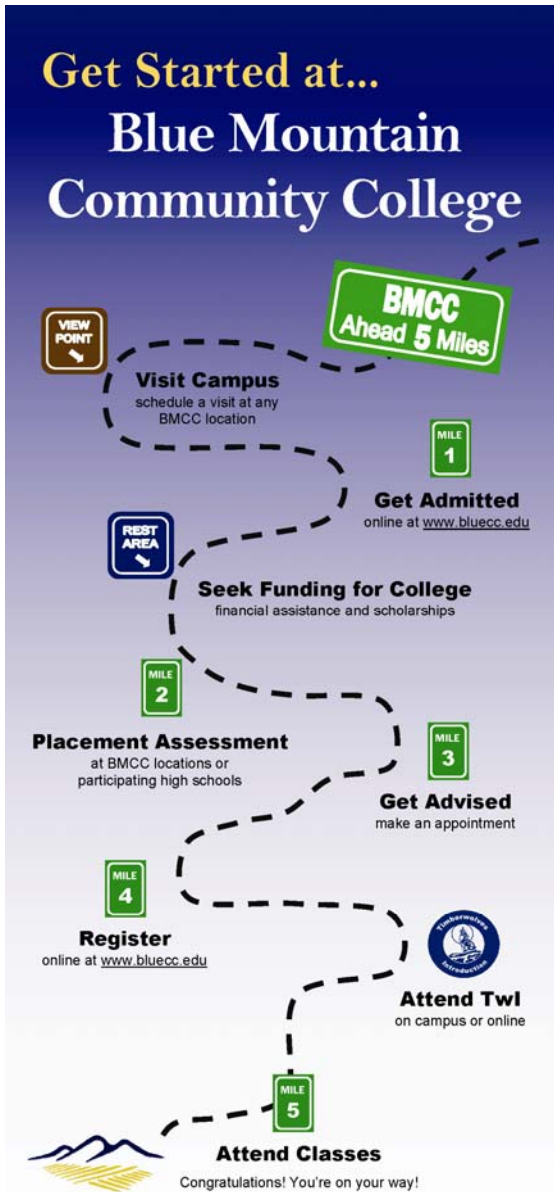
The following are items for you to consider as you prepare to work with your advisees.

| | Yes | No |
|--|-----|----|
| 1. My availability is posted and flexible to accommodate student needs. | | |
| 2. I spend sufficient time with my advisees to answer their questions and address their concerns. | | |
| 3. I can demonstrate the use of the on-line course catalog, schedule and registration process. | | |
| 4. I make use of Advisor View and Degree Audit to gather information about students in preparation for student appointments and to make advising notes. | | |
| 5. I encourage students to think beyond the current quarter planning to accommodate course sequencing, graduation expectations and relevant work experience. | | |
| 6. I am ready to share information regarding career opportunities relevant to my academic field. | | |
| 7. I make an effort to make my advisees feel comfortable during our meetings by calling them by name, referring to notes from previous meetings and inquiring about life beyond the classroom. | | |
| 8. I am knowledgeable about resources and services on campus and can demonstrate how to find information for my students. | | |
| 9. I explain to my advisees ways I can assist them as an advisor and provide referrals when appropriate. | | |
| 10. When I find new information which might be helpful to an advisee, I take the initiative to pass it along. | | |
| 11. I try to help my advisees understand and work within the college policies. | | |
| 12. I help my advisees with problems involving study skills or low academic performance, challenging students to higher academic standards. | | |
| 13. I do not make decisions for my advisees, but help them make decisions for themselves. | | |
| 14. I can work effectively with students whose value systems differ from mine. | | |
| 15. I am patient and encouraging with my students. | | |
| 16. I am interested in my advisees' life goals as well as college goals. | | |
| 17. I am able to be honest in communicating my opinions to my advisees, even if that opinion differs from the students. | | |
| 18. When an advisee disagrees with something I say, I try not to become defensive about it. | | |
| 19. With respect to abilities, I focus on my advisees' potential rather than their limitations. | | |
| 20. I respect my students' feelings and opinions. | | |
| 21. Regardless of my personal opinion or feelings about a student, I strive to give all students accurate information and sound advice. | | |
| 22. I believe my advising is effective. | | |

Prepping for an Advising Session

As you prepare to meet with an advisee, you may wish to:

- Check the student's name. Make sure you know the name the student prefers to be called.
- Access Advisor View to review your advising notes (in the comments section) from previous advising sessions and any hard copy personal notes you may have on this student. Be prepared to ask about any issues that have caused the student problems in the past.
- If a new student, check to see if they need TwI (Timberwolves Introduction – required for all new students during their first term at BMCC) or if you will be waiving it.
- Make note of additional information in Advisor View such as a financial hold, academic suspension, or pre-requisite course requirement which will need to be cleared before the student can register.
- While in Advisor View make sure you are listed as the advisor and that the student's degree is accurate. Make any necessary changes to correct.
- If you maintain a hard copy degree checklist, make sure you have indicated all completed courses.
- Go to Conclusive Systems (accessible on the Faculty Resources page) and review a current degree audit. Check for completion of general education and degree requirements. Highlight any courses you recommend for future terms.
- While meeting with your advisee prepare an Advising Guide for the student to use as a registration resource. Be sure to keep a copy for your files as a future reference. Email a hard copy of the student's Advising Guide to testingcenter@bluecc.edu so that the data can be available for statistical use.
- After meeting with the student, check the "Clear to Register" box under the Advising tab in Advisor View.



Front

**Get Started at...
Blue Mountain
Community College**

VIEW POINT
Visit Campus
To visit any BMCC location call the Recruitment Coordinator at (541) 278-5936 to make an appointment.

MILE 1
Get Admitted
To register for classes you will need to complete the admission process. You may do this online at www.bluecc.edu or by filling out a paper application.

REST AREA
Seek Funding for College
Submit your Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov; use BMCC School Code #003186. Need help - call Student Financial Assistance at (541) 278-5790. Scholarships are also available!

MILE 2
Placement Assessment
New students are required to take a math, writing and reading Placement Assessment. The assessment is available at all BMCC locations and participating high schools. If you have already completed college courses in math, writing or reading, you may not need to take the assessment. For information call (541) 278-5931.

MILE 3
Get Advised
If you are degree or certificate seeking, call (541) 278-5931 and make an appointment to meet with your Academic Advisor to plan your class schedule.

MILE 4
Register
Access the current schedule and register online at www.bluecc.edu. If you have a problem or need assistance call the Service Center at (541) 278-5759.

MILE 4
Attend Twi
Timberwolves Introduction (Twi) is a mandatory first-year experience for new students. At Twi you will learn about BMCC, discover how to be a successful student and prepare for classes.

MILE 5
Attend Classes
Congratulations! You are on your way. Courses are offered on site, online and via interactive television (ITV). Pick the delivery method that best fits your life.

Contact email - getinfo@bluecc.edu

BMCC Pendleton..... (541) 278-5759
 BMCC Hermiston (541) 567-1800
 BMCC Milton-Freewater (541) 938-7176
 BMCC Baker..... (541) 523-9127

Blue Mountain Community College is an equal opportunity educator and employer.

getinfo@bluecc.edu **www.bluecc.edu**

**Need
Additional
Assistance?
Contact
541
278
5759**

Back

Tools for Students

In this section you will find:

- Student's Guide to Preparing for an Advising Appointment
- You and Your Advisor: An Academic Partnership
- Degree Audit

Student's Guide to Preparing for an Advising Appointment

Following are items that will assist you in preparing to meet with your advisor.

- Review your BMCC catalog for program/graduation requirements.
- If you are planning on transferring to a four year institution, gather all program/graduation requirement information for that school to take to your advising appointment.
- Look over the quarterly BMCC schedule classes that comes to your residence in the mail or go to the BMCC web site, click on College Resources, and then click on Class Schedules.
- Make tentative class choices before seeing your advisor. Be sure to include alternative selections. Check for prerequisites. You may even want to develop a trial schedule to take with you.
- Review your academic records by going to the Student Wolf Web, login, and under "Additional Resources" you can go to "Most Recent Term Grades" or under "Requesting Transcripts" you can print your entire unofficial transcript.
- Gather all paper resources to take with you to your advising appointment.
- Make a list of questions to ask your advisor. Think about the concerns you would like to discuss with your advisor.
- You can print your own degree audit by going to www.bluecc.edu and clicking the Student Wolfweb link. From there go to Degree Audit for the link. Review your graduation requirements or look at "what if" scenarios if you are considering changing majors.

Academic Advising

You and Your Advisor: An Academic Partnership

Your Advisor will....

Have posted hours
Help you think through your educational goals
Be familiar with rules & regulations
Assist you with career choices
Aid in class selection
Help with academic problems

You should....

Meet your advisor as soon as possible
Read the BMCC catalog to get familiar with College
Ask you advisor for information
Seek your advisor's help when problems first arise
Make tentative choices of classes

Finding Your Advisor

- All degree seeking students at BMCC must have an advisor and must meet with their advisor in person, in group advising or by phone or email in order to register for classes.
- If you do not have an advisor, you can contact the Admissions & Advising Center Department to have one assigned.
- If you have an advisor but are not sure who it is, you can print your current term schedule from the WolfWeb where your advisors name will be in the upper left corner.

Getting Registered

- Approximately mid-term, you will start seeing notices around campus announcing the dates and times for pre-registration for the next term.
- Make an appointment to see your advisor, making sure you have prepared yourself for the appointment.
- Once your advisor has cleared you to register you can go on-line to www.bluecc.edu, go to Student WolfWeb, login and register for classes. You will be unable to register on line for any classes with prerequisites you have not completed at BMCC until you have submitted a Transfer Prerequisite Override form and attached a copy of the college transcript or placement test with the prerequisites met.

Changing Your Schedule

- You can add or drop classes yourself on the WolfWeb through the 5th day of the term, or its equivalent for alternatively scheduled classes. These changes will not be noted on your transcript.
- After the 5th day of the term (or the equivalent days of terms or classes of varying length), students may withdraw from a class by submitting an add/drop slip to a Service Counter or by going on-line to WolfWeb. If the withdrawal is completed prior to the deadline listed in the academic calendar, there will be no academic grade; however these changes will be noted as "W" on your transcript.

Forms and Procedures

In this section you will find:

- College Procedures and Processes
- Commonly Used Student Forms List
- Access to Forms

The following is a list of the most commonly used forms and procedures that you might need. This is by no means complete. As the College moves forward with change, procedures and forms will be updated. As this occurs, the Advising and Testing Department will notify you of the changes.

Procedures:

- Academic Warning, Probation, Suspension
- Administrative Drop
- Advisors
- Assignment of Advisors for Students with Disabilities
- Book Voucher Process
- Exception to Late Penalty
- Late Add Request
- Math Placement Procedures
- Math 70A and B
- Repeating a Course
- Transcripts
- Waitlist Process
- Writing Placement Procedure

Forms:

- Appeal of Academic Suspension
- Application for Graduation
- Authorization to Release Information
- Curriculum Deviation
- Degree Planning Worksheets & Steps to Planning your Degree
- Programmatic Waiver or Course Substitution & Process
- Student Information Correction
- Transcript Evaluation Request
- Transcript Request
- Pre-Requisite Override
-

To access College procedures visit Staff Web, “Policies”, then select “Procedures”.

To access Student Forms, visit www.bluecc.edu, select the “Students” tab at the top of the page, then select the link “Forms for Students”.

Student Financial Assistance

Probably the four most important things to explain to students about their financial aid are:

- 1) Apply early and turn in all requested documents when asked. Don't wait till the week before classes start! If you do wait, you had better have an alternative plan for paying for tuition and books while your aid is being processed.
- 2) Students can see what the status of their application is by going on line to the student wolf web. The more they call the financial aid staff, the more it slows down our processing of aid. We need to help them understand they can see it on line and that the Service Center can answer most of their questions. They are an extension of the financial aid office.
- 3) Students need to know what all the dates and deadlines are that pertain to their financial aid. And then adhere to them. Refer them to the dates and deadlines link on the BMCC financial aid web page.
- 4) Students need to understand the "Satisfactory Academic Progress" policy. They need to understand that there is a limit on how long they can get financial aid and their performance can have an impact on how fast their time runs out. They especially need to understand how unsatisfactory grades, including "Withdraws" impact their aid.

To help you assist your students, in this section you will find:

- How and when students apply for financial aid – link to http://www.bluecc.edu/students_fa_applying
- What kind of aid students can get – link to http://www.bluecc.edu/students_fa_types
- How to get student loans – link to http://www.bluecc.edu/students_fa_loans
- Scholarship Information – link to <http://www.bluecc.edu/apps/scholarships/scholarships>
- How and when is financial aid disbursed – link to http://www.bluecc.edu/students_fa_disbursement
- What students need to do to keep their aid – link to http://www.bluecc.edu/students_fa_policies and click on "Satisfactory Academic Progress Policy"
- What dates and deadlines students need to be aware of – link to http://www.bluecc.edu/students_fa_calendar
- Student Employment – link to <http://www.bluecc.edu/app/workstudy/workstudy>

BMCC Academic Programs

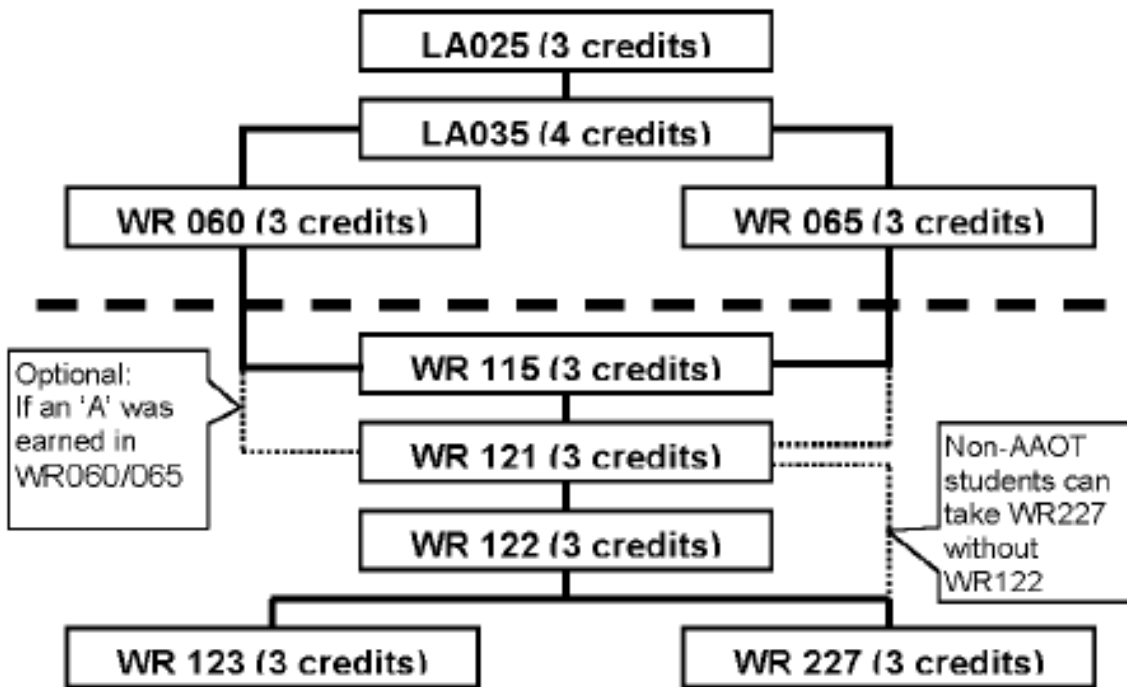
There are a variety of programs offered at BMCC. It is important to stress to students the difference between designated degrees and certificates (AAS and Certificates) and the non-designated degrees (AAOT, AS, AGS). It is also important to note that even though the student may be seeking a non-designated degree with an emphasis, the emphasis will not be reflected on their diploma as the designated degrees and certificates reflect.

In addition to degrees and certificates, BMCC also offers the Oregon Transfer Module (OTM) that is also non-designated. The OTM is a one year module, comprised of 3 terms (45 credits). The module is guaranteed to transfer to all OUS colleges as a portion of the general education requirements. It is ideal for either the undecided student that is thinking of staying here for one year only, or the student that will be majoring in a program in which we do not have adequate lower division coursework in. In either case, they get the majority of their general education coursework completed before transferring. Make sure the student is aware that when the OTM is chosen as their degree intent, that they are not eligible for federal financial aid if this is their only declared degree intent. This is because it is not a degree or certificate. If the student is received Federal Student Aid or wishes to and are planning on the OTM, they may indicate the AAOT as a secondary degree intent, which they would be on track for if in fact they chose to complete a second year.

In this section you will find:

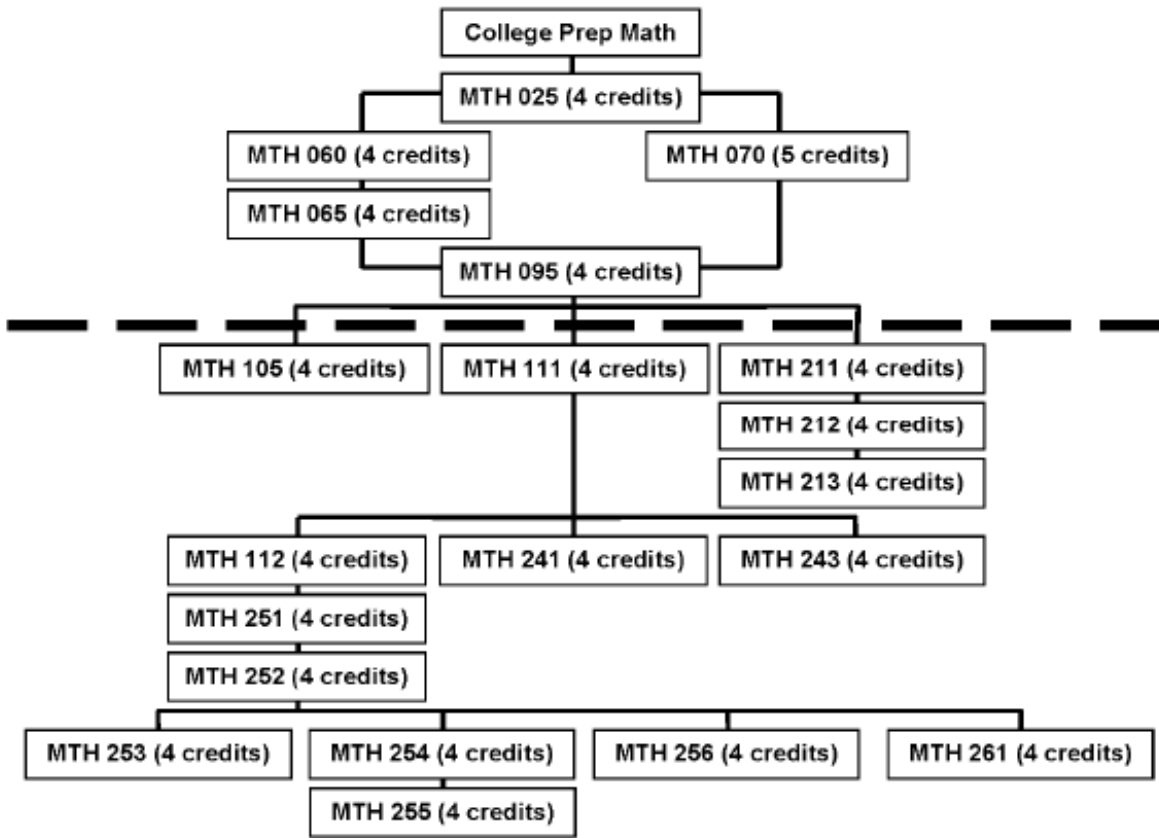
- Course Progressions—Math
- Course Progressions—Writing
- **Program Offerings**
- Program Information Sheet
- Program Checklists
- Program Course Progression Guide
- **Service and Programs for Students**

Writing Progression Chart



dashed line denotes college level

Math Progression Chart



dashed line denotes college level

Program Information Sheet

DEGREE NAME (ABBREVIATION IF APPLICABLE)



Blue Mountain
Community College

Program Description & Goals

Text from the department

Program Notes

Text from the department

Scope of Work and Career Outlook

Text from the department

For more information on this program, contact:
DEPARTMENT or INDIVIDUAL NAME, PHONE NUMBER and EMAIL ADDRESS

Program Checklist

Associate of Arts Oregon Transfer (AAOT) - DEGREE CHECKLIST



This is an advising tool used for planning purposes. Students should review their electronic degree audit online, by accessing their Student WolfWeb account and communicate with their academic advisor. Students should consult the Catalog for official information concerning degree requirements, general rules and regulations.

2008-09
Catalog

| | | | | Credits | |
|---|-------------|---|--|---|---|
| General Education | Writing | <input type="checkbox"/> WR121 (3 credits) | <input type="checkbox"/> WR122 (3 credits) | <input type="checkbox"/> WR123 or WR227 (3 credits) | 9 |
| | Speech | <input type="checkbox"/> SP111 (3 credits) | | | 3 |
| | Mathematics | <input type="checkbox"/> MTH105 or Higher (4 credits) | | | 4 |
| The courses above must be completed with a "C" or better. | | | | | |

| | | | | Credits | |
|---------------------|--|--|--|--|----|
| Distribution | Arts & Letters (See Page 40) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | 12 |
| | Social Science (See Page 41) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | 15 |
| | Science (with Lab) (See Page 40) | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | 12 |
| | Science/Math/ Computer Science (See Page 40) | <input type="checkbox"/> _____ | | | 3 |

| | | | | Credits | |
|------------------|-------------------|--|--|--|----|
| Electives | (See Pages 41-44) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ | <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ | 32 |

| | | | | Credits | |
|--------------|------------------------|---|--------------------------------|---------------------------------|---|
| Other | Computer Literacy | <input type="checkbox"/> IC3 Exam | <input type="checkbox"/> CS120 | <input type="checkbox"/> BA131 | - |
| | Graduation Requirement | If you pass this test with an average of 85% or better you may apply for credit by exam for CS120 | <input type="checkbox"/> ED235 | <input type="checkbox"/> AGR111 | |

To satisfy this requirement you must either : Take the IC3 Exam OR Take CS120, BA131, ED235, or AGR111 as part of your Distribution or Elective requirements. See your advisor to determine which option to take.

| | |
|--------------------------------|-----------|
| Total Credits Required: | 90 |
|--------------------------------|-----------|

Student Success

In this section you will find:

- Timberwolves Introduction
- Student Learning Center
- Tutoring Program

Timberwolves Introduction (TwI) is a mandatory six-hour workshop for all new and transfer students. TwI introduces students to academic culture, purpose, expectations, resources, procedures, and policies. Advising, registration, student activities, success strategies, and career information are also covered during TwI. Degree-seeking students entering BMCC for the first time – including transfer students – will be assigned or asked to choose a TwI session that meets their schedule. TwI is open to all students, whether degree-seeking or not. Spouses, parents and significant others are also invited to attend so they can explore ways to support and encourage their BMCC student. Students must register for TwI sessions prior to or during their first term of attendance.

The Student Learning Center (SLC) 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 will be the Student Success Advisor who can answer any questions you may have regarding Blue Mountain Community College (BMCC) and the services/programs offered at our college. The SLC offers a variety of workshops and invites students and advisors alike to make suggestions via email for workshops you would like to see implemented in the SLC. The SLC's goal is to make a student's transition to BMCC as seamless as possible. The Student Learning Center is located on the Pendleton Campus in Morrow Hall, Room 135.

The tutoring program is housed in the new Student Learning Center (SLC) in Morrow Hall. The tutoring program offers drop-in tutoring and peer-tutoring to students who would like assistance with their classes. The tutoring program is provided at no cost to all BMCC students. If students need tutoring, they need to drop by the information desk in the SLC or complete an online tutor request form by going to the www.bluecc.edu website, choosing "Students", "Tutoring", "Get a Tutor". Instructors may also refer students who need tutoring to the SLC. If the student would like a peer tutor, they must apply to the Department of college Preparatory Programs and then be approved by the instructor. The number of peer tutors available is dependent upon available funding.

Students at Risk

In this section you will find:

- SOS
- TRiO Student Support Services
- Disability Services

S.O.S (Save Our Students) early alert system is a referral program for students who may be struggling in school. Students can self-refer or staff and/or instructors may refer them. Instructors may base the need for referral on the need for a tutor, attendance issues, or academic issues. The SOS referral form can be found on the www.bluecc.edu website for students under “Students”, “Forms for Students”, “SOS referral form”. Staff and Faculty can access the form under “Links for Student Success”, “SOS form”. The referral will be received by the Student Success Advisor, who will then contact the student and meet with the student to help plan appropriate action to help the student succeed. You may also call the Student Success Advisor at 541-278-5934.

TRiO/Student Support Services works with students to provide comprehensive academic support. Nationwide, students who are part of a TRiO program tend to have higher GPAs and earn more credits than those who are not involved with TRiO. The TRiO program at BMCC offers a student computer lab, professional and peer tutoring, advising and four-year transfer assistance, workshops on study strategies and time management, book and calculator loans, and a place to meet other BMCC students. To qualify, students must be a U.S. citizen, be seeking a degree, and meet at least one of the following criteria: be a first-generation student (neither parent graduated with a bachelor’s degree), have low income, or have a documented disability. For additional information, students can drop by the TRiO offices in Morrow Hall, room M-141, or call 541-278-5853.

Disability Services are BMCC’s provision of special services that give access to and equalization of educational opportunities on a college-wide basis. Students may request services at any time but must provide documentation of their disabilities. A student who does not have documentation of disability may be referred to a private diagnostician to obtain documentation at their own cost. All assistance is arranged on an individual basis. Advanced notice is required for some accommodations. In order to request services, BMCC students with disabilities need to fill out the “Request for Accommodations” form that can be accessed by clicking on the ADA symbol on the www.bluecc.edu webpage. Blue Mountain Community College is committed to providing equal access to all students through the removal of architectural and attitudinal barriers. Considerable remodeling of facilities on our campus has occurred and providing services to students with is an important goal at BMCC. Faculty and staff are informed, understanding, and supportive of equal access to our institution. Where necessary, ramps have been installed, a lift has been installed, sidewalks have been

modified, and a number of other projects to eliminate barriers have been undertaken. A variety of additional support services are available to students. They include: appropriate classroom accommodations, advocacy, advising, and special parking.

Resource Information

In this section you will find:

- Adult Basic Education Program
- Advising Subject Area Reference
- Career Exploration
- Housing
- Scholarships
- Student Employment
- Testing Center Hours
- Tutoring

The Adult Basic Education (ABE) Program is for students needing to study reading, writing, and math. ABE serves non-high school graduates who are at least 16 years of age and not enrolled in school. To attend these classes, students who are 16 and 17 must have a release from the school district in which they reside. New students may begin class after attending an orientation session. ABE instruction may occur from books, computer programs, and/or group activities. Students work at their own level. Periodic testing will occur to determine progress.

The tutoring program offers two different types of services to students who need assistance with classes, if a qualified tutor can be found. Students can utilize Drop-In Tutoring and Peer Tutoring.

Classes offered:

- **GED Preparation**
- **Adult High School Diploma**
- **English as a Second Language**

ABE programs operate on the campuses of BMCC Pendleton, Hermiston, Milton-Freewater, Boardman, Baker City, and John Day/Canyon City.

GED Preparation

Cost: \$25 per term plus fees and a \$100.00 fee at the time of the first test.

GED preparation classes are available for students to study to pass the General Educational Development test. This equivalency certificate is earned by passing five parts of the standardized exam. A school release is required before an individual, less than 18 years old, may attempt the test. Information on testing and school release may be obtained from the BMCC Advising and Testing Office, the BMCC College Prep department, the local G.E.D. testing center or from the staff of any Adult Basic Skills program. BMCC students who earn a GED can choose to participate in the BMCC Commencement ceremony held in June.

Earning a General Educational Development (GED) certificate requires passing a series of five tests:

- **Language Arts, Writing (parts 1 & 2)**
- **Social Studies**
- **Science**
- **Language Arts, Reading**
- **Mathematics (part 1 & 2)**

The length of study time depends on how much time a student devotes to studying and the level at which the student begins. Students may take practice tests to determine how successful they would be on the GED tests.

When a student has finished their GED pre-study they will need to make an appointment to take the official GED test with the Pendleton Testing Center at (541) 278-5931, or with their local BMCC center. A fee of \$100.00 is required at the time of the first test. This fee pays for the series of five GED tests, but does not cover the \$10 re-test fee.

GED programs operate on the BMCC campuses in Pendleton, Hermiston, Milton-Freewater, Boardman, Baker City, and John Day/Canyon City.

Cost: \$25 per term plus fees

Credit Recovery

High school students earning credit(s) at BMCC must be referred to BMCC by their high school counselor. Credits earned will be transferred back to student's local high school.

Cost: \$30 per 1/2 credit and a one-time \$20 book fee.

AHSD programs operate on the BMCC campuses in Pendleton, Hermiston, Heppner, Milton-Freewater, La Grande, Boardman, Baker City, Wallowa/Enterprise, and John Day/Canyon City.

ADVISING CONTACTS BY SUBJECT AREA

| PROF/TECH SUBJECT AREA | ADVISOR CONTACT | PHONE # | EMAIL |
|---|------------------------|-----------------|--|
| Agriculture | Nick Nelson | 278-5846 | nnelson@bluecc.edu |
| Agriculture | Dale Wendt | 278-5869 | dwendt@bluecc.edu |
| Agriculture | Preston Winn | 278-5847 | pwinn@bluecc.edu |
| Business - Bus Admin, Accounting | Scott Wallace | 278-5736 | swallace@bluecc.edu |
| Business - Bus Admin, Hosp, Retail Mgmt | Melinda Platt | 278-5737 | mplatt@bluecc.edu |
| Business - Bus Admin, Office Asst. | Teresa Quesenberry | 278-5740 | tquesenberry@bluecc.edu |
| Business - AAOT Bus Admin | Ron Neeley | 278-5738 | rneeley@bluecc.edu |
| Civil Engineering | Dave Krumbein | 278-5748 | dkrumbein@bluecc.edu |
| Civil Engineering | Mike Muller | 278-5782 | mmuller@bluecc.edu |
| Criminal Justice | Jim Tomlinson | 523-9127 x22 | jtomlinson@bluecc.edu |
| Dental Asst, Dental Hygiene, MLT, Radiology | Crystal Patton-Doherty | 278-5876 | cpatton@bluecc.edu |
| Dental Assisting | Elizabeth Sweet | 578-5791 | esweet@bluecc.edu |
| Early Childhood Education | Kathy Beck | 278-5957 | kbeck@bluecc.edu |
| Education | Arlene Isaacson | 278-5927 | aisaacson@bluecc.edu |
| Elementary Education | Cindy Lenhart | 278-5802 | clenhart@bluecc.edu |
| Nursing | Terry Vogel | 278-5881 | tvogel@bluecc.edu |
| Nursing | Carol Lovell | 278-5879 | clovell@bluecc.edu |
| Nursing | Laurie Post | 278-5882 | lpost@bluecc.edu |
| Nursing | Liz Wolotira | 278-5866 | ewolotira@bluecc.edu |
| ACADEMIC SUBJECT AREA | ADVISOR CONTACT | PHONE # | EMAIL |
| Art | Michael Booth | 278-5926 | mbooth@bluecc.edu |
| Drama | Craig McIntosh | 278-5928 | cmcintosh@bluecc.edu |
| English | Gregg Berlie | 278-5942 | gberlie@bluecc.edu |
| English | Alison Timmons | 567-1800 | atimmons@bluecc.edu |
| English | Shaindel Beers | 278-5938 | sbeers@bluecc.edu |
| Mathematics | Bob Hillenbrand | 278-5809 | bhillenbrand@bluecc.edu |
| Mathematics | Jim Whittaker | 278-5811 | jwhittaker@bluecc.edu |
| Mathematics | Gary Parker | 278-5772 | gparker@bluecc.edu |
| Mathematics | Cathy Muller | 278-5826 | cmuller@bluecc.edu |
| Mathematics, Computer Science | Ron Wallace | 278-5808 | rwallace@bluecc.edu |
| Music | Margaret Mayer | 278-5174 | mmayer@bluecc.edu |
| Physical Education | Wells Jones | 278-5899 | wjones@bluecc.edu |
| Psychology | Sara Reyburn | 278-5920 | sreyburn@bluecc.edu |

| | | | |
|-----------------------|-----------------|----------|--|
| Science - Anat & Phys | Mark Petersen | 278-5764 | mpetersen@bluecc.edu |
| Science - Biology | Jan Acsai | 278-5765 | jacsai@bluecc.edu |
| Science - Biology | Michelle Miller | 278-5766 | mmiller@bluecc.edu |
| Science - Chemistry | Kevin Seward | 278-5768 | kseward@bluecc.edu |
| Science - Physics | Philip Schmitz | 278-5767 | pschmitz@bluecc.edu |
| Social Sciences | Linc De Bunce | 278-5924 | ldebunce@bluecc.edu |
| Sociology | Tina Martinez | 278-5925 | tmartinez@bluecc.edu |
| Speech/Communication | Doug Radke | 278-5961 | dradke@bluecc.edu |

Career Exploration

CareerScope information.

The Oregon Employment Department also has the Career Information System (CIS) which is available at any of their locations for students use.

References