Welcome to BMCC

Blue Mountain Community College (BMCC) is a comprehensive community college committed to providing a premier learning environment and support for student success. Program areas include:

- Career and Technical certificates and degrees
- College transfer degrees
- College preparatory and adult basic skills training
- Workforce development programs
- Continuing education
- Community education
- Early College Credit

BMCC offers students high-quality instruction, affordable tuition, small class sizes, and student support services such as tutoring, computer labs, academic advising, and disability accommodations. Though its taxing district comprises Baker, Morrow, and Umatilla counties, BMCC serves all of northeastern Oregon - including Grant, Union, and Wallowa counties - through its locations in Baker City, Boardman, Hermiston, John Day, La Grande, Milton-Freewater, and Pendleton. In addition, BMCC provides selected on-site services to the Confederated Tribes of the Umatilla Indian Reservation. BMCC uses distance education learning modalities to serve residents throughout the region, as well as a small number of students from around the world.

On average, BMCC employs 250 full-time and part-time persons, with an annual payroll of more than $15 million. In 2017-2018, BMCC enrolled 7,354 students, of which nearly 54% were seeking a certificate or associate’s degree. A total of 1,139 students received approximately $6.6 million in financial assistance in the form of federal and state assistance, scholarships, grants, tuition waivers, other assistance, and work-study jobs. Early College Credit classes are offered to area high school students; 11,250 credits were awarded to 1,340 students enrolled in college credit courses in 2017-2018. The growth and sophistication of technology has expanded the number of courses offered via distance learning to more than 380; 1,508 students took at least one distance learning course in 2017-2018.

Typical of many community college student populations, the average age of all BMCC students is 31. Student demographic data rely on self-reporting: 35% of students identified themselves as belonging to minority populations, and 5.50% students identified themselves as veterans. Class size is generally fewer than 30 students.

Vision Statement

Blue Mountain Community College will be a recognized educational leader in achieving student success, completion, and advancement.

Mission Statement

Blue Mountain Community College provides responsive and high quality innovative educational programs and services that promote personal and professional growth to strengthen our communities.

In support of our vision and mission, Blue Mountain Community College values:

- **Integrity** that promotes trust, honesty, ethical behavior, and professionalism
- **Communication** that is open, honest, and encourages a cooperative exchange of thoughts and ideas
- **Compassionate** relationships based on empathy, kindness, and reliability
- **Access** to all in an equitable manner
- **Respect** of individuals for their uniqueness and diversity
- **Excellence** in an educational environment that engages, challenges, advances intellectual curiosity, and fosters lifelong learning

"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, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators, Room M-150 or Room M-217, Morrow Hall, Blue Mountain Community College, 2411 NW Carden Pendleton OR 97801, Phone 541-278-5796 or 541-278-5850, ddrebin@bluecc.edu or tparker@bluecc.edu. For hearing impaired assistance please call Oregon Relay at 7-1-1."
### Important Contact Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td><a href="mailto:getinfo@bluecc.edu">getinfo@bluecc.edu</a></td>
<td>541-278-5759</td>
</tr>
<tr>
<td>Advising</td>
<td><a href="mailto:getinfo@bluecc.edu">getinfo@bluecc.edu</a></td>
<td>541-278-5853</td>
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<tr>
<td>Art Gallery</td>
<td><a href="mailto:fgallery@bluecc.edu">fgallery@bluecc.edu</a></td>
<td>541-278-5952</td>
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<tr>
<td>Athletics</td>
<td><a href="mailto:Jneeley@bluecc.edu">Jneeley@bluecc.edu</a></td>
<td>541-278-5896</td>
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<tr>
<td>BMCC Baker City</td>
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<td>541-278-9127</td>
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<tr>
<td>BMCC Boardman Workforce Training Center</td>
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<td>541-481-2099</td>
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<tr>
<td>BMCC Hermiston</td>
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<td>541-278-1800</td>
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<tr>
<td>BMCC Milton-Freewater</td>
<td><a href="mailto:bmcmlitonfreewater@bluecc.edu">bmcmlitonfreewater@bluecc.edu</a></td>
<td>541-278-7176</td>
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<td>BMCC Pendleton</td>
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<td>541-278-5733</td>
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<td>Business Office</td>
<td><a href="mailto:business@bluecc.edu">business@bluecc.edu</a></td>
<td>541-278-5759</td>
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<td>Copy Center</td>
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<td>541-278-5966</td>
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<td>Disability Services</td>
<td><a href="mailto:disabilityservices@bluecc.edu">disabilityservices@bluecc.edu</a></td>
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<td>Financial Assistance</td>
<td><a href="mailto:finaid@bluecc.edu">finaid@bluecc.edu</a></td>
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<td>Instructional Office</td>
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<td>541-278-5896</td>
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<td>Placement Assessment</td>
<td><a href="mailto:testingcenter@bluecc.edu">testingcenter@bluecc.edu</a></td>
<td>541-278-5931</td>
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<tr>
<td>President’s Office</td>
<td><a href="mailto:getinfo@bluecc.edu">getinfo@bluecc.edu</a></td>
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<td>Student Success Center</td>
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<td>Theatre Box Office</td>
<td>@bluecc.edu</td>
<td>541-278-5953</td>
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<tr>
<td>TRiO Program</td>
<td><a href="mailto:rolivera@bluecc.edu">rolivera@bluecc.edu</a></td>
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<td>Veterans</td>
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<td>Student Employment</td>
<td><a href="mailto:finaid@bluecc.edu">finaid@bluecc.edu</a></td>
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Registration

Students ages 16 and over are required to register online using BMCC’s student portal, WolfWeb. Students under the age of 16 must register using a paper registration form to include at least one parents’ signature.

Registration Deadlines

<table>
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<td>Summer 2018</td>
<td>Wednesday, April 23rd</td>
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<tr>
<td>Fall 2018</td>
<td>Wednesday, April 23rd</td>
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<tr>
<td>Winter 2019</td>
<td>Monday, October 15th</td>
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<tr>
<td>Spring 2019</td>
<td>Monday, January 28th</td>
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Waitlisted Courses

Students that have been placed on a waitlist, will be notified by email (sent to the students assigned BMCC email account) if space is available. At the time a space becomes available the student will be moved from the waitlist into the class. It is the student’s responsibility to ensure their status in any waitlisted courses. Students may not attend the course unless they have been officially enrolled in the course. To check the status of a waitlisted course the student should check their term schedule on the WolfWeb. Students should also check their BMCC student email.

Receiving Grades

Grades are available online by logging on to WolfWeb after 12:00 noon on the Monday following finals week.

Schedule Changes

Prior to dropping or withdrawing from a course, students should meet with their instructor to explore acceptable alternatives. Additionally, students should meet with their faculty advisor or success coach to understand the possible affect these schedule changes could have on their academic plan or current or future financial aid eligibility.

- **Adding a course:** Students may add a course online through the WolfWeb up through Friday of the 1st week of the term. Note— for summer term – the last day to add is Thursday of the first week of the term.

- **Dropping a course:** Students may drop a course online through the WolfWeb through 11:59 p.m. on Friday of the 1st week of the term. Courses dropped on or prior to the 100% refund date will not be noted on your transcript. Note – for summer term – the last day to drop a course is Thursday of the first week of the term.

- **Withdrawing from a course:** Action taken after the 5th day of the term. The student must withdraw online within the stated withdraw deadline date for the term. Please see the academic calendar for these deadline dates. Students withdrawing from courses will still be responsible for tuition and fees and a “W” will show on the transcript.

**Note:** 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 as of the 6th day of the term. Drop dates for all classes are reflected on the student schedules and bills.

Requesting Transcripts

Unofficial transcripts are available by logging on to the WolfWeb. Official transcripts may be requested online.
Registration

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, under Enrollment Services, Students section, then click ‘Forms’. Take the completed form to any 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.

Graduation and Commencement Information
Please be sure to complete and return your Application for Graduation at least two terms prior to the term and year you plan to complete your studies. Example: if you plan to complete at the end of spring 2019 you should turn in your application no later than November 1, 2018. Application forms are available on our web site. Go to Enrollment Services, under the Students section, then click ‘Forms’.

How to Calculate Your Grade Point Average (GPA)
Use the method below to calculate term and cumulative GPA’s. Assume for example, that the student had the following grades for fall term:

- Business course: 3 credits: grade of “C”
- Agriculture course: 3 credits: grade of “B”
- Math course: 5 credits: grade of “B”
- Health course: 3 credits: grade of “A”

To calculate this students 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 points for each course. (For example, to determine the points for the Business course, 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). There is a GPA Calculation tool available at www.bluecc.edu/students.

<table>
<thead>
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<th>No. of Credit Hrs.</th>
<th>Numerical Grade Value</th>
<th>Points</th>
<th>Course</th>
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<tr>
<td>3 x</td>
<td>2 (C)</td>
<td>6</td>
<td>Business</td>
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<tr>
<td>3 x</td>
<td>3 (B)</td>
<td>9</td>
<td>Agriculture</td>
</tr>
<tr>
<td>5 x</td>
<td>3 (B)</td>
<td>15</td>
<td>Math</td>
</tr>
<tr>
<td>3 x</td>
<td>4 (A)</td>
<td>12</td>
<td>Health</td>
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<tr>
<td>Total Credits - 14</td>
<td>Total Points - 42</td>
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42 divided by 14 = 3.0 GPA
Paying for College

Tuition and Fees

All tuition and fees listed 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.

Out-of-State Residents

The tuition rate for out-of-state students (other than the states listed above) can be found on the BMCC website.

International Students

The tuition rate for international students can be found on the BMCC website.

Senior Citizens

The tuition rate for a resident who is sixty-five 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 website. 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 $34 per class (additional fees may apply for some classes where materials are especially costly). Please check the current Schedule of Classes or our website for additional information.

Fees

All credit courses, and certain other courses may include fees, such as a lab or physical education fee, in addition to tuition. Students may find a listing of current fees on our website under College Costs, on the Registration page. Non-credit class fees may be found in the online schedule of classes.

Paying Tuition

Tuition and fees are payable in full by cash, check, credit card, or debit 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 student’s responsibility to pay their tuition and fees.

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 non-refundable processing fee. The balance of tuition and fees will be paid in two installments due at the fourth and seventh 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 5:00 p.m. 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 that 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.
Paying for College

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 five (5) days of the term for an 11-week course or the equivalent day of the term for courses of varying length: 100%

As of the 6th day of the term (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 OR NON-ATTENDANCE. 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.

STUDENT FINANCIAL AID

SCHOOL CODE: 003186

www.bluecc.edu/enrollment-services/financial-aid

Types of Aid

The Student Financial Aid office is always available to assist students in applying for the following federal and state aids:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Direct Loans
- Federal PLUS Loans
- Federal Work-Study
- Student Employment
- Oregon Opportunity Grant
- Veteran and Dependent’s Benefits
- Oregon Promise

The Financial Aid office encourages all students to apply for federal and state aid by completing the Free Application for Federal Student Aid (FAFSA.) The number one reason students do not apply for financial aid is because they don’t think they qualify. Don’t miss out! Do it NOW even if you are attending part-time!

Applying for financial aid

Students seeking financial assistance must complete the FAFSA every year at fafsa.ed.gov. The FAFSA can be submitted any time after October 1 prior to the start of an academic year, up through June 1 of that same academic year. Since some of the programs have limited funding, including the Oregon Opportunity Grant and Oregon Promise, students are strongly encouraged to complete the FAFSA soon after October 1.

BMCC Financial Aid application deadline

Once a student completes the FAFSA, the Department of Education sends the record to the college/s listed on the FAFSA. The college then notifies the student of additional documents needed to complete their financial aid file. The financial aid process is completely separate from registration and orientation. Processing of files can take anywhere from 6-12 weeks during peak times. Please visit the Financial Aid web page “Dates and Deadlines” for important information and recommendations. Students must monitor their WolfWeb account for any further documentation requested.
Paying for College

Financial Aid Student’s Responsibilities

As financial aid recipients, students are responsible for knowing policies and other information that could impact their ability to keep their financial aid. It is highly recommended that students review dates and deadlines, disbursement, tuition payment, and policies including the academic progress (AP.) The financial aid office will review student’s AP before making awards each academic year and again at the end of the term. The standards of AP apply to all state and federal financial aid programs.

Students are evaluated on all of the following standards:

- Cumulative Grade Point Average (cGPA) of at least 2.0
- Cumulative Credit Completion Rate (cCCR) of at least 67%
- Maximum Time Frame (150% Rule)

Military/Service Members & Dependent Benefits

BMCC 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 our website for details at www.bluecc.edu/service-members-dependents.

Scholarships

The Financial Aid office makes every effort to post scholarship opportunities on the college website and keep the list up-to-date; however, specific details and deadlines should be verified on individual application forms.

BMCC Foundation Scholarships

The BMCC Foundation offers both need-based and academic scholarships to 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. Please visit http://www.bluecc.edu/about-bmcc/alumni-foundation/crusin-for-scholarships

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 ON ENROLLMENT SERVICES, Under FINANCIAL AID, CLICK ON PAYING FOR COLLEGE THEN CLICK ON SCHOLARSHIPS
Book Store and Copy Center

Book Store
The BMCC Bookstore offers students the course materials 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 two weeks 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 buyback value.

Price Comparison: We know that you’re searching for the best deal on your course materials. That’s why we’ve done the work for you. Use the Price Comparison feature on our website (www.bookstore.bluecc.edu) to view our pricing right alongside pricing for books in any format from online vendors like Amazon®, Chegg®, and many more! If we’re the best price, buy it directly from us. But if you choose one of our competitors, click “Add to Cart” next to the price you pick. You can buy directly from any vendor right through our website. Make us your one-stop resource to find the best prices for your textbooks!

Food & the Coffee Cart (Pendleton Campus)
Thirsty? You can get a variety of bottled drinks and even coffee, smoothies, and lattes in the Bookstore at the Coffee Cart. Hungry too? There are all types of cookies, muffins, and various snack items available. Also available are frozen food and ice cream treats. Make a trip to Pioneer Hall and visit the Bookstore.

Our centers have vending and beverage machines on location

Student Print/Copy Accounts
In order to print or photocopy at BMCC, you’ll need to set up a Print/Copy Account. Visit the BMCC Bookstore or the Student Service Center to set up your account. Funds can be added in the Bookstore or at Student Services. Once you have money on your account, you’ll be able to print or copy. Printing is linked to your Student ID Number. Log into the computer using your Student ID Number and you’ll be able to print normally. Funds will be deducted from your account. To make photocopies, enter the PIN number you set up when you created your account into the copy machine. Funds will be deducted from your account.
Student Services

Library & Services
The Library provides both computer access and a comfortable study space where you can work individually or on group projects in one of our reserve-able study rooms. Whether you are on or off campus, the Library has an array of print and online resources from books to journals as well as research databases to meet your needs. Our dedicated staff is on hand to help you with all of your research needs—don’t hesitate to ask! To take full advantage of all the Library has to offer and activate your borrowing privileges you will need to first create a Library Account. If you are a student on our Pendleton campus simply pick up your student card in Morrow Hall and then bring it to the Library and we'll create your Library Account. If you are an online student or at another BMCC campus, you can request a Library account via the Library webpage. All of our online resources are available 24/7—take advantage of these! Your BMCC Library card gives you access to most college and public libraries in eastern Oregon and entitles you to free Interlibrary Borrowing Services. Questions? We’re here to help!
Email us at onlinelibrary@bluecc.edu or call 541.278.5915.

Student Union
The Pendleton campus houses the BMCC Student Union (SU), located in Pioneer Hall. The Student Union is open to students, staff and visitors. The SU is a place where student and staff can find food options along with a place to relax and study. The SU also offers a game room for recreation. The SU food service is operated by a local, privately run business and offers catering services to support the college faculty, staff, and students by assisting with special events and college catering. If you need any of these services, please call 541-278-5946. Hours are Monday – Thursday 10:30am-1:30pm. Payment method includes: cash, check, and debit. (Please note that the SU is closed during summer term.)

Service Center
Please visit one of our BMCC Service Centers - your “One-Stop” location for student service. We are here to help you with general customer service needs such as account payments, general questions about admission and registration, financial aid questions, WolfWeb password resets and much more. How may we help you? Service hours are posted on our website.
Pendleton: (541) 278-5759
Hermiston: (541) 567-1800
Milton-Freewater: (541) 938-7176
Baker Hours: (541) 523-9127
Boardman Hours: (541) 481-2099
Email us at getinfo@bluecc.edu

Testing Services
Testing services are available at all BMCC locations. Services will vary by site. Students should contact the BMCC center nearest to them for schedules, appointments, and details. The testing centers provide placement testing services to help a diverse student population successfully achieve a variety of educational and professional goals.
The Testing Center on the Pendleton campus provides testing services for a variety of tests for professional licenses and certifications. BMCC administers the ACCUPLACER placement assessments in writing and math. Placement is required for all credit-seeking students. There are a variety of placement options for students. Please see BMCC’s placement options online or contact your Success Coach for more information. Students may take placement assessments at any BMCC location.
TRiO Support Services

TRiO/Student Support Services is here for you!

The Blue Mountain Community College (BMCC) TRiO program exists to increase our student retention and graduation rates; facilitates student transfer from two-year to four-year colleges; and fosters an institutional climate supportive of the success of low income and first generation college students and individuals with disabilities. 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 is FREE!

To Qualify:

Student must be a U.S. citizen or permanent resident and enrolled in a degree program at Blue Mountain Community College Pendleton campus.

Eligibility

- Students must be low-income, low-income and first-generation college students (mom and/or dad did not receive a bachelor’s degree or higher), and/or college students with a documented disability.
- All students must be enrolled or accepted for enrollment at BMCC.

In addition, students must have been determined to have an academic need to be determined by the TRiO staff where pace of progression will be considered (students who enroll as full-time status will be granted priority).

Program services may include:

- Assigned student success coaching, peer mentoring and comprehensive advising
- Individualized academic tutoring
- Career exploration and major and course selection
- Information on various types of financial aid available and grant opportunities
- Study skills assistance: note-taking, textbook reading, time management, financial management education, workshops on study strategies and time management, and book and calculator loans
- Assistance with transfer to four-year university or college, plus campus visits
- Students are provided opportunities to attend yearly theatre, museum, art, and community events

Additionally, students are encouraged to join the TRiO Club, an ASG club focused on community service and leadership opportunities while providing fun and exciting college experiences.

To apply

If you think you qualify and would like to join the program.

Step 1: Print an application and income verification form (found under forms below).

Step 2: Submit your completed application and income verification in person at BMCC Pendleton, Morrow-141.

For more information or to see if you qualify, drop by the TRiO/Student Support Services offices on the Pendleton campus in Morrow Hall, Room M-141, or call 541-278-5853. TRiO/Student Support Services information is available on-line at http://www.bluecc.edu/home/showdocument?id=4416
Student Success Center

The Student Success Center (SSC) is located in Morrow Hall. The Director of the Student Success Center, Native American Liaison and Success Coach, Success Coaches, and Trio Student Support Services. The following services are available to students in the SSC:

- Career planning, tutoring, academic planning, transfer guidance and much more
- Degree auditing information
- Veterans Office
- Professional and Peer tutoring

Advising

All degree-seeking students, whether full or part-time, are assigned a faculty advisor and a success coach upon admission to the college. Faculty advisors and success coaches are available for all students at BMCC, whether degree-seeking or not. Faculty Advisors and Success Coaches work together to help students effectively meet their educational goals. If you do not have a faculty advisor, are not sure who your faculty advisor is, or would like to change faculty advisors contact the Student Success Center at 541-278-5853. If you have been assigned a faculty advisor and a success coach, you may also refer to the Student WolfWeb as their names will be listed on your schedule.

SUCCESS COACH

Success Coaches provide students with support, information, and access to important resources. New students to BMCC will meet with a Success Coach to plan their first term of classes. The Success Coach will assist the student with their first-time registration procedure and assist them with connecting with their faculty advisor. Success Coaches help students learn how to navigate college systems and act as a liaison between the student, academic advising, and all student services offered at BMCC. Some of these services include orientation to college life, veterans’ assistance, transfer guidance, career guidance, tutoring, health and wellness resources, and disability support services.

FACULTY ADVISOR

Faculty Advisors meet with students every term or, at a minimum, every two terms, to help students plan, develop, and stay on track with their academic career paths. Faculty Advisors work with students to help ensure they are taking classes that are appropriate for the students’ level of readiness and apply to their chosen degree plans.
Health and Wellness

Disability Services
BMCC’s provision of special services gives access to and equalization of educational opportunities on a college-wide basis. You may request services any time by contacting the Health & Wellness Resource Center (HWRC) Director who will walk you through a simple process. It is helpful if you provide current documentation of your disability. If you do not have documentation, our Director will work with you to explore options.

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. Those requiring assistance with this process may work with the HWRC Director, located at the Pendleton campus but available to all students at any BMCC location. Advanced notice is required for some accommodations.

sarndt@bluecc.edu

Student Health and Wellness Resource Center and Garrett Lee Smith Memorial Library
The Student Health & Wellness Resource Center (HWRC) is located in the Garrett Lee Smith Memorial Library in Morrow Hall. The HWRC uses a proactive approach to well-being through life coaching, peer mentoring, counseling, disabilities accommodations, informational workshops, group connections, and referral to community resources. Counseling services through the Health & Wellness Resource Center provide assistance in the areas of problem solving, adjustment issues, crisis intervention and other matters of personal concern that may interfere with your academic success at BMCC. We offer short-term individual counseling, (approximately 5 sessions). The services at the HWRC include:

- Mental, emotional, spiritual, and physical concerns of students
- Anxiety, Bipolar Disorder, Depression, and Eating Disorders
- Post-Traumatic Stress and Suicide
- Sexual Assault Awareness for Students
- Problem solving, adjustment issues, crisis intervention and other matters of personal concern that may interfere with student academic success at BMCC

We are also working to develop a safe college atmosphere through drug and alcohol education, sexual assault and violence awareness, and life balance. Students are welcome to drop in for a quiet place to study, relax, or seek assistance. sarndt@bluecc.edu

Availability of Service
Personal counseling services are available at the Pendleton Campus during regular business hours each academic term. The department prefers to use appointments as the basis for seeing the counselor; however, if they are not scheduled with other students, meeting on an unscheduled, ‘drop-in’ basis is acceptable.

Appointments to see the counselor may be scheduled with our counselor at 541-278-5965, or the Student Success Center at 541-278-5853. If you require emergency services when BMCC staff are unavailable, you are advised to contact Lifeways (Comprehensive Mental Health Services) at 541-276-6207.

Lifeways also provides a 24-hour Crisis Services Line at: 866-343-4473.
Student Life

Student Government

The Associated Student Government (ASG) at BMCC has an active student government. ASG is responsible for planning various cultural, governmental, and entertainment events, as well as contributing to college governance committees. ASG sponsors a variety of events each quarter (Fall-Spring). The events include a Ski trips, De-Stress fest lunches, Christmas Eve Dinner, American Red Cross blood drives, an Arts and Culture Festival BBQ, and more. The executive committee of the ASG consists of the president, vice president, secretary, treasurer, club coordinator, outreach coordinator, and publicity coordinator. The remaining members of the ASG are student senators. If you would like to apply to ASG, applications are located on the BMCC website and are due April 30th of each year for the following year. If you are interested in ASG or would like additional information, please contact the Student Life Coordinator at 541-278-5967 or stop the office Morrow Hall on the Pendleton campus. All BMCC students are encouraged to become involved. ASG also accepts applications throughout the year on an ongoing basis.

Intramural Sports

Intramural sports are offered each term. Thanks to the leadership of Associated Student Government (ASG), intramural sports will include: Basketball, Soccer, Volleyball, Dodgeball as well as other shorter term sports (ping-pong for example).

Clubs

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:

- TRIO Club, Smoke and Mirrors, Phi Theta Kappa Honor Society, Running club, cycling club, and Collegiate FFA

For a full list of BMCC active clubs visit: [http://www.bluecc.edu/support-services/clubs](http://www.bluecc.edu/support-services/clubs)

Bike Shop

The BMCC Bike Shop is located on the bottom floor of the MAC next to the racquetball courts. If you have an old bike that needs fixing or need to check out a bike for mountain biking class, stop by and talk to one of our student workers and they will be able to hook you up. You can also check in at the Student Life office in Morrow Hall for more information.

Student Ambassadors

BMCC student ambassadors represent various regions, programs, and interests of the student body. They participate in recruitment events and college fairs, visit high schools, give campus tours, communicate with potential students, and represent BMCC to the community. The student ambassadors’ primary function is to provide leadership, assistance, and information to prospective BMCC students. The program is an exciting opportunity that helps students develop their leadership skills, while making lifelong friends. By becoming an ambassador, you can make a difference in a prospective student’s outlook by giving him/her information about the transition into college life and how to make the most out of the college experience. In exchange for weekly service, student ambassadors receive scholarships and leadership training. Each spring, the college selects ambassadors for the following academic year. For more information contact the Student Outreach and Leadership Department at 541-278-5936.

Student Ambassador Mascot

BMCC has an amazing mascot named TIMBER. Each spring, in coordination with the Student Ambassador selection, one student is picked to be “Timber” for the school year. This student will bring the spirit to all home athletic events as well as campus events/activities. Timber is larger than life and provides an amazing atmosphere for everyone in attendance. In exchange for these services, student ambassador mascot receives a scholarship and leadership training.
BMCC Athletics

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.”

BMCC has a well-rounded athletic program for both men and women. We understand that many students enjoy participating in organized athletics or watching athletic contests as a part of campus life. All athletics are within the office of Student & Enrollment Services. BMCC is a member of the Northwest Athletic Association of Community Colleges and the National Intercollegiate Rodeo Association. Athletes, both male and female, interested in the college should write to the Athletic Department, BMCC, for additional information.

BMCC participates in both the Northwest Athletic Conference (NWAC) and the National Intercollegiate Rodeo Association (NIRA). The NWAC is the parent organization for 36 community colleges in Oregon, Washington, Idaho and British Columbia. BMCC sponsors athletic teams under the NWAC including:

- women’s volleyball
- men’s and women’s basketball
- women’s softball
- men’s baseball
- men’s and women’s soccer
- men’s and women’s Rodeo

The BMCC rodeo team competes in the NIRA Northwest Region with universities and colleges from Oregon, Washington, and Idaho. NWAC and NIRA colleges provide a variety of academic and vocational offerings as well as many enrichment activities for their students.
FERPA

FERPA at BMCC

Family Educational Rights and Privacy Act (FERPA)
The college abides by and honors all state and federal laws pertaining to the privacy and confidentiality of student directory information and student academic records. If a student elects to do so, they have the right to restrict access to their information.

The following information is considered “directory information” and may be released without written permission from a student:

- Students name(s)
- Address
- Telephone number
- Field of study
- Class level
- Dates of attendance
- Degrees, honors, and awards
- Athletic participation (including the height and weight of team members)
- Most recent previous educational institution attended.

FERPA allows colleges to disclose a student’s directory information without consent. Students that do not want this information released, must update their response to “May BMCC release your directory information” question within the Personal Information area of the WolfWeb, or complete, sign, and return a Directory Exemption Request form along with a picture ID to any BMCC location.

Placing a directory exemption on a student file will result in:

- Calls to Blue Mountain Community College: The response to the student from the person answering will be “There is no information available on that person.”
- In Person Service: Students that come for service in person, will be asked for a photo identification to verify their identity.
- Honor Roll/Commencement Program: Students name will not appear on either list or publication.
- Enrollment or Degree Verification: When employer or other individuals use the National Clearinghouse service to verify attendance or degrees, the student’s information will not be available.

The Family Educational Rights and Privacy Act of 1974 (FERPA) grants students, certain rights, privileges, and protections relative to individually identifiable student educational records that are maintained by BMCC. In general students are afforded the following rights:

- The right to inspect and review their own individual educational records.
- The right to have some control over the disclosure of information from their own educational records (by authorizing or denying access in writing).
- The right to file complaints of alleged failures to comply with the requirements of FERPA (with the U.S. Department of Education).

A student’s educational records (with the exception of directory information) will be released to third parties only with the written consent of the student.

Consent to Release Student Records: Students may allow others to access to their student record information by completing the Authorization to Release Information form online by logging on to the WolfWeb.

Release of Records: In accord with Federal Law (The Family Education Rights and Privacy Act of 1974, as amended) “FERPA”, students may see and review all official records, files, and data pertaining to themselves with these exceptions: confidential financial information reported by the parent/guardian unless the parent/guardian has explicitly granted permission for the student’s review; and medical, psychiatric, or similar records used for treatment purposes. Access to a student’s own records will be provided as early as possible, but not longer than 45 days from the time of the student’s official written request.
FERPA

A student may challenge the content of a record that she or he considers inaccurate, misleading or in violation of the student’s privacy or other rights. If such a challenge is not resolved with the custodian of the records, the student has the right to an appeal. Further information is available in the Enrollment and Student Financial Services/Student Records Office.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which a student’s education record and personally identifiable information (PII) contained in such records — including the students Social Security Number, grades, or other private information — may be accessed without their consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to a student’s records and PII without their consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported Release of Records: In accord with Federal Law (The Family Education Rights and Privacy Act of 1974, as amended) “FERPA”, students may see and review all official records, files, and data pertaining to themselves with these exceptions: confidential financial information reported by the parent/guardian unless the parent/guardian has explicitly granted permission for the student’s review; and medical, psychiatric, or similar records used for treatment purposes. Access to a student’s own records will be provided as early as possible, but not longer than 45 days from the time of the student’s official written request.

The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to a student’s education records and PII without the students consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student’s PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent PII from their education records, and they may track a student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

For more information or to request a review of student record information, contact the Registrar’s Office at 541-278-5757.
Student Rights, Responsibilities, & Conduct

Blue Mountain Community College reserves the right to make changes to the rights, regulations, procedures, and information contained herein as educational, financial, and legal considerations or mandates require. Academic policies in the BMCC catalog supersede the academic policies listed in this document if in conflict. Additionally, some academic programs may have additional student conduct requirements in addition to the policies contained in this document.

Admission to Blue Mountain Community College and participation in all college sponsored activities and curriculum carries with it the presumption that students will conduct themselves as responsible members of the BMCC community. The term “student” includes all persons taking courses offered by the college, both full-time and part-time, pursuing credit or non-credit classes or enrolled in any special program approved by the college. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college, may be considered “students.” It is the responsibility of the student to observe campus rules and regulations and to help maintain appropriate conditions in the classroom, on the campus, and in the community. A student’s registration obligates him/her to comply with the policies and regulations of the College. Blue Mountain Community College is granted the right by law and approved by the Board of Education to adopt such rules as are deemed necessary to assure the college is a safe and supportive environment for all. Student Rights, Responsibilities, and Conduct may also be accessed via the web at www.blue.edu.

This Student Rights, Responsibilities, and Conduct document applies to all immediate and surrounding areas deemed as BMCC property and jurisdiction.

Student Rights and Responsibilities

Students at BMCC have the right to various freedoms and protections, such as the right to: freedom of association, inquiry and expression; freedom from harassment, sexual harassment, and discrimination; and participation in institutional governance, co-curricular activities, student clubs, and file a complaint.

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 verified 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.

6. In keeping 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.
Student Rights, Responsibilities, & Conduct

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.

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. Students at any BMCC location who believe they have been subjected to harassment or offensive conduct should file an incident report via the college website at www.blue.edu or may report the alleged act immediately with the Office of the Vice President of Student Affairs, 2411 NW Carden Ave., Pendleton, Oregon, 97801; Telephone: 541-278-5796, Morrow Hall, Room M-151.

Freedom from Sexual Harassment

Students are protected from sexual harassment by Board of Education policies, state, and federal statutes. BMCC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined below:

**Sexual Assault:** Sexual assault is any sexual contact made without consent. Consent is a clear yes, not an absence of no. All physical contact requires clear verbal consent, even a seemingly innocent hug or kiss.

**Domestic Violence:** Includes asserted violence misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating Violence:** Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking:** Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Policy Statement:

Under the college’s policy, unlawful discrimination, unlawful harassment, and sexual misconduct will not be tolerated. Management and staff will be held accountable to take reasonable action to bring the matter to the attention of the appropriate authority, who will take action pursuant to BMCC policy in order to maintain work areas and educational environments free from conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination. Any student or employee, who believes they have been discriminated against, harassed, or the victim of sexual misconduct by college employees, campus visitors, or students are encouraged to file an incident report via the college website at www.blue.edu or directly with a designated Title IX Coordinator in the Office of the Vice President of Student Affairs or Human Resources in Morrow Hall. For additional information, see BMCCs web site, which contains Student Right to Know information, or contact the Student Health and Wellness Center in Morrow Hall, or any college administrator.
Student Rights, Responsibilities, & Conduct

Freedom from Discrimination

Blue Mountain Community College (BMCC) is an Equal Opportunity institution and is nondiscriminatory relative to race, religion, color, national origin, gender, sexual orientation, marital status, 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 policies, procedures, and implementation of these may contact the Human Resources Office or Office of the Vice President of Student Affairs in Morrow Hall.

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.

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.

Right to File a Complaint or Grievance

The College recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached informally, a formal complaint process will be provided in order to assure impartial and equitable resolution for those conflicts. Any individual that feels they have been treated unfairly will have the ability to present their concerns and has the right to be heard fairly and promptly. This complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity. Matters which are not grievable through the informal or formal complaint process include the following:

- Federal and State laws
- Employment and personnel decisions
- Policies of the Board of Education
- Rules and procedures adopted by the department of Community Colleges and Workforce Development

Procedures for filing a formal complaint: Complaints should be filed as soon as possible or no more than 90 days after the incident occurs. Confirmation that a complaint has been received and is being considered will take place within five regular business days by an appointed College designee via the complainant’s preferred contact information. For more information on resolving a complaint or filing a formal complaint go to the college website www.blue.cc and click on “Do you have a complaint?” http://www.bluecc.edu/support-services/information/student-complaint-process

Contact Information:
Title IX Coordinator: Tammie Parker, Human Resources (541) 278-5850 M-217
Vice President of Student Affairs: Diane Drebin, (541) 278-5796 M-150
complaints@bluecc.edu
Student Rights, Responsibilities, & Conduct

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 Vice President of Student Affairs. Blue Mountain Community College or any other partnering institution by way of consortium agreement or official Memorandum of Understanding will be accountable to conduct standards for each institution. By agreement each may 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. 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.

NOTE: Students’ privacy is protected in accordance with the federal Family Educational Rights and Privacy Act, 20 U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and in compliance with Title IX, Clery Act, SaVE Act, and the Violence Against Women Act in the administration of these standards of student conduct.

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.

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, social media, 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 recording devices to record lectures. However, this must be previously approved by the instructor and openly displayed during the lecture period.

14. Unauthorized use of College supplies or equipment.

15. Gambling, except as expressly permitted by law.
Student Rights, Responsibilities, & Conduct

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.

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 Vice President of Student Affairs or designated Conduct Officer.

2. Disciplinary Probation. Written notice by the Vice President of Student Affairs or her/his designee 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 Vice President of Student Affairs may suspend a student for a fixed period of time. Suspension means imposition of one or more of the following penalties.
   - Forfeiture of the right to enter the campus;
   - Exclusion from one or more classes;
   - Exclusion from classes and/or activities
   Students may be required to meet with the Vice President of Student Affairs 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 and is upon recommendation of the Vice President of Student Affairs.

5. Supplemental Sanctions. The Vice President of Student Affairs or her/his designee 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 Vice President of Student Affairs 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.
Student Rights, Responsibilities, & Conduct

6. Temporary Exclusion. The Vice President of Student Affairs 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. In rare circumstances it may be necessary to temporarily exclude a student from classes or activities for the rest of a term. The Vice President of Student Affairs will confer with the student and provide the student with an opportunity to explain his or her behavior. The Vice President of Student Affairs 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 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 an incident report via the college website at www.bluecc.edu or directly with the Vice President of Student Affairs and includes the following information:

   a. A 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.
Student Rights, Responsibilities, & Conduct

At an initial conference with the Vice President of Student Affairs or her/his designee, the student will be informed in writing of the charges and the 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 Vice President of Student Affairs 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 Vice President of Student Affairs or her/his designee. The student may appeal the decision by filing a written appeal with the Vice President of Student Affairs (or designee) within seven (7) calendar days of the decision. The Vice President of Student Affairs (or designee) shall render a decision on the appeal within seven (7) calendar days of its filing. The decision of the Vice President of Student Affairs (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.

Academic Dishonesty

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.
   2) destroying another student’s notes or homework.
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 course 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.
Tips for College

Time and Schedule Management

- College classes require more time than many new students expect. Plan to spend 1 ½ to 2 hours outside of class doing homework for every hour you are in class. This means a 4-credit class which requires 4 hours in class each week, will likely demand up to 8 additional hours of time each week. If you are enrolled in 12 credits homework could demand 24 hours = 36 hours/week. It’s a full-time job!

- If you are working, even part-time, consider starting off with only one or two courses per term. This will give you time to adjust to the demands of college classes and have greater chance for success from the start.

- Create a weekly and hourly schedule for your term. This will show you when you have class or labs to attend. Block out hours for homework also. Block off time for travel and other non-flexible commitments.

- Workplace flexibility can make class choices easier, give you more time to study, and possibly bring you to graduation sooner! Communicate with your employer about what you are doing.

- Review your daily life. Eliminate any unnecessary distractions, extraneous activities, and additional pressures before you start your college career.

- Include your family/roommates in your college success plan and schedule. If you have had a lead role in household chores, this is an opportunity to allow others to assume tasks. Some daily/weekly household chores may need to be managed differently.

Education and Career Planning

- Take the time to investigate and identify career interests. Even if you are somewhat undecided, your ideas can help guide you and those who will help you continue your research.

- Talk to a Success Coach and/or your Faculty Advisor for more information on career resources. Utilize online resources as well.

- Become familiar with degree and certificate options that will prepare you for the career you desire.

- Take advantage of opportunities to explore careers and get to know people who enjoy their work.

- Work closely with your Faculty Advisor and/or Success Coach to create a career and educational plan that will lead you to your goal.

Study Strategies and Resources

- Set up a study place—one that’s off limits to others. This can be your primary study location but make sure you have multiple places to study including at the college, the library and other locations. You need to have options so you can take full advantage of your study time.

- College work requires access to computers and the internet. There are computers available at all college centers and on campus but students need to have a computer at home and ideally at all study locations.

- College instructors have office hours when you can connect for individual help or talk to them before or after class. Instructors can be

- Take advantage of tutors, the library, learning centers, classmates and advisors.

- Examine and expand your study techniques. Notetaking can be done many ways. Find out what methods work best for you. Know that difference courses and different instructors sometimes demand using different methods.

- Get together with other students in your classes. You can share study techniques and get new ideas from others. Reviewing notes and test preparation is good use of study group time.

- Improving your reading skills can make a big difference. There are many resources to help us learn to read more quickly, to read more effectively for information, understanding and recall.

- Stay up-to-date on assignments. Learn the material and review as you continue through the course.
Tips for College

Test-Taking Skills

Preparing for an exam

- 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.

- Plan reviews as part of your regular weekly study schedule rather than just before the exam.

- 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.

- Review for several short periods rather than one long period. You will better retain information and become less fatigued.

- 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.

- 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.

- 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.

The Test Itself

- 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.

- If you are taking a computer-based test, be sure to ask the proctor any questions you have before you start.

- Scan the entire test.
  - How long is it? Are there questions on the back of the paper?
  - Notice the type of questions—objective true/false, multiple choice, fill in, etc. and/or short or long answer essay.
  - Estimate how long you can spend on each section of the test

- Breathe. Exhale. Repeat this to keep yourself relaxed and focused. Keep your thoughts positive.

- 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. Don’t change answers at this point. Most often your first answer is correct.

After the Test

- When you receive your graded 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.

- 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.
Glossary of Terms

**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 Records:** 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, accessible to the student through WolfWeb.

**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.

**CWE:** Cooperative work experience. CWE is 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 Education:** 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 with ZOOM technology.

**Drop:** The process of removing one’s name from the class roster within the 100-percent refund period for a course or courses. This procedure results in a full refund. After a drop, there is no record of the student’s having ever registered for the class and no grade is reflected on the transcript.

**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.

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

**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 Support Services 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 during any one term as of the FTE (full-time equivalent) reporting date established by the Oregon Community College Unified Reporting System (OCCURS). Definitions for financial aid and veterans’ services programs may vary.

**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.

**New Student:** A student that has not attended BMCC, has attended BMCC but has not attended within the most recent two academic years or has earned credits at BMCC prior to completing high school.

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

**New Student 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). Definitions for the financial aid and veterans’ services programs 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.

**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.

**Returning student:** Student that has graduated from high school or is over 18 and has attended BMCC within the most recent two academic years.

**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.