



SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

Student Handbook

SOUTHWESTERN OREGON COMMUNITY COLLEGE (SWOCC)

www.socc.edu

Mission

Southwestern Oregon Community College fulfills the educational and cultural needs of our diverse communities by providing equitable access to exceptional teaching and learning in a collaborative, engaging, sustainable environment, which supports innovation, lifelong enrichment, and contribution to global society.

Vision

Southwestern leads and inspires lifelong learning.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

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Chapter 1 - Student Right to Know

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College, including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data.

Chapter 2 – Student Rights and Responsibilities

Southwestern Oregon Community College (SWOCC) students, as free citizens and members of a learning community, enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Although not all of these rights can be found in any document, it is important to note those that are most fundamental.

For a list of policies visit

https://mylakerlink.socc.edu/ICS/Administrative_Services/Administrative_Procedures.jnz

Alcohol and Drug-Free (Refer to [AP 3550](#) and [AP 3560](#) for the full policy)

It is the Administrative Procedure (AP) of the Southwestern Oregon Community College District that the College is committed to the prevention of the misuse and abuse of alcohol and drugs by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of alcohol and drugs can adversely affect an organization's level of safety as well as its public confidence and trust.

Southwestern Oregon Community College defines the following behaviors as violations of the standards of student conduct: The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as specifically approved by the College President or designee.

Sanctions which may be imposed on students for violations of the code include: disciplinary probation, temporary exclusion (removal from classes, privileges, or activities for a specified period), expulsion (termination of student status).

Equity and Inclusion

Students, their families, employees, and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, religion, ethnicity, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status,

disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws.

Freedom of Association

Students shall be free to organize and join associations to promote their common interests subject to the following considerations.

- A. The membership, policies and actions of a student organization will be determined by vote of only those persons who are bona fide Southwestern Oregon Community College students.
- B. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
- C. Each organization shall be free to select its own Southwestern Oregon Community College advisor. Advisors must be either contracted faculty or staff currently employed by SWOCC. SWOCC staff serves the college community when they accept the responsibility to advise and consult with student organizations to provide guidance to the group on college procedure and policy.
- D. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and a certified number of active members as a condition of institutional recognition.
- E. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, color, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law. Disability consultations are available through the Office of Accessibility.

Freedom of Inquiry and Expression

Students shall be free to take exception with the information or views presented in any course without it affecting their grade as long as the disagreement is not disruptive to the instructional process. Students are responsible for learning the content of any course for which they have enrolled even if they disagree with the course content. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that 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 the appearance of speakers who have been invited to the campus, and actions to obstruct or restrain other members of the academic community and campus visitors by physical force are subject to sanction.

Freedom to Participate in Institutional Governance

Student representation on selected SWOCC councils and committees provides an opportunity for students to participate in institutional governance.

Nondiscrimination/Nonharassment (Refer to [APP 7165](#) for the full policy)

Students, their families, employees and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

Sexual Offender Registration (Refer to [AP 3516](#) for the full policy)

All sex offenders are required to register in the state of Oregon and to notify each institution of higher education in Oregon at which the person is employed, carries out a vocation, or is a student. All sex offenders residing in the state of Oregon are required to deliver written notice of their status as a sex offender to Southwestern's Administrative Services Office no later than three (3) business days prior to their enrollment in, employment with, or volunteering at Southwestern.

Student Publications (Refer to [AP 5930](#) for the full policy)

It is the policy of the College that all student-edited campus media publications have been established as designated public forums for student expression.

It is the College's intent student media will provide a full opportunity for its students to inquire, question, and exchange ideas and that they will strive to reflect all areas of student interest, including topics about which there may be dissent or controversy.

In student publications, both electronic and in print, content must follow the accepted ethics and standards of journalism and opinions must be disclaimed as not necessarily those of the College.

Tobacco Use Environment (Refer to [APP 7155](#) for the full policy)

Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented, or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, vaporizer pens, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Coos Bay campus designated smoking areas

- 1- West side of parking lot 1.
- 2- South side of parking lot 2.

- 3- Southeast side of parking lot 3.
 - 4- Student Housing parking lot (outside Trinidad Head)
 - 5- Student Housing parking lot (outside Cape Arago)
- The Brookings campus is a tobacco-free campus.

Chapter 3 – Laker Code

1. Students have the responsibility to obey and follow the Laker Code, [Administrative Policies and Procedures](#), [Board policies](#), the ASG bylaws, federal and state statutes, and city ordinances. The ASG [Constitution](#), [Bylaws](#), and [Clubs Manual](#) shall provide means for student involvement.
2. Students are responsible for fulfilling the requirements of their courses
3. Students are responsible for the effects of their decisions and behavior that becomes destructive to the educational goals and processes of Southwestern Oregon Community College.
4. **Virtual Reality:** Southwestern Oregon Community College students and members of a virtual learning community have the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Student rights, responsibilities, and college procedures apply to the virtual setting just as they would any other classroom or college setting. Members of the virtual reality community must appropriately identify themselves and avatars just like one would in an in-person or online learning community.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Sexual Harassment under Title IX:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred in by the Director of Campus Safety and Emergency Management as defined in AP 3530.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia. See AP 3560 for further details.
4. Causing or attempting to cause damage to College property or to private property on campus.

5. Stealing or attempting to steal College property or private property on campus, or knowingly receiving stolen College property or private property on campus. Committing or attempting to commit robbery or extortion.
6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the College. See APP 7155 for further details.
7. Sexual assault or sexual exploitation regardless of the victim's affiliation with the College. See AP 3516 for further details.
8. Committing sexual harassment as defined by law or by College policies and procedures.
9. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law. See APP 7165 for further details.
10. Engaging in intimidating conduct, hazing or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying. Hazing or attempted hazing of a former, current, or prospective student of the College. See AP 5505 Hazing for more information.
11. Willful misconduct that results in injury or death to a student or to College personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the College or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty as defined by The Student Handbook.
14. Dishonesty; forgery; alteration or misuse of College documents, records or identification; or knowingly furnishing false information to the College.
15. Unauthorized entry upon or use of College facilities.
16. Lewd, indecent or obscene conduct or expression on College-owned or controlled property, or at College sponsored or supervised functions.
17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on College premises, or the violation of lawful College regulations, or the substantial disruption of the orderly operation of the College.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or administrative procedure.
20. Animal Abuse: Intentionally, knowingly, or recklessly causing physical injury to an animal in violation of ORS 167.

Additional Sanctioning Bodies:

1. Athletic Department: See current Athletic Handbook
2. Residence Life/Housing: See current Housing Page
3. Nursing Standards: See current Nursing Handbook
4. OCCI: See current OCCI Handbook
5. Student Government (ASG): See current ASG Bylaws

Possible sanctions for violations of the Laker Code

The Director of Conduct and Community Standards, or designee will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process. The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Laker Code (or any other violations of [Board Policies](#), [Administrative Procedures](#), or [College administrative rules and regulations](#)) may include, but are not limited to, the following:

1. **Written Reprimand:** Written warning that a student's conduct does not meet College standards and that continuation of such misconduct may result in further disciplinary action.
2. **Disciplinary Probation:** Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.
3. **Personal Mental Health Referral:** A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.
4. **Bar Against Re-Enrollment:** May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the College.
5. **Restitution:** Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to

repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

6. **Withholding of an Official Transcript:** May be imposed upon a student who fails to pay a debt to the College.
7. **Suspension from Rights and Privileges:** Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
8. **Suspension of Eligibility for Co-curricular Activities:** Prohibited from joining a recognized student organization and participating in activities or attending its meetings and/or from participating in official athletic or other co-curricular activities for any length of time up to one calendar year.
9. **Faculty may assign a failing grade:** for paper, test or course as a disciplinary action where appropriate.
10. **Exclusion:** An instructor or supervisory staff member may exclude a student from class, the College service area, or a College sponsored event when the student is disrupting the educational or administrative processes of the College, or poses a danger to other staff or students. If a student is excluded, the instructor or supervisor must notify a Dean or Vice President and complete the appropriate paperwork through [Incident Reporting-Maxient](#).
11. **Readmission after Suspension/exclusion** Once excluded from entering the College service area, a College sponsored event, or College campuses, a person must receive permission from a Vice President, Dean, or designee to have their exclusion removed. [AP 3021](#)

NOTE: The parents or guardian of any dependent student under age 18 years of age who is placed on disciplinary probation, suspended, or expelled shall be notified.

Chapter 4 – Confidentiality

Confidentiality laws prohibit Southwestern Oregon Community College faculty and staff from discussing students' information with anyone, including parents and family members, without written consent.

What is FERPA?

Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. SWOCC has developed procedures in accordance with the law. I Legal References: ORS 166.065, 341.290 (2) (3) (17), 659.850, 659.865, OAR 166-450-0000 to 0125, 589-010-0100, 589-002-0200 (1) (e), 591-004-0100 to 0750, 591-004-0500.

What does FERPA mean for college parents/advocates?

Generally, FERPA rules mean at the post-secondary level:

- Student academic information will be given to the student and not to the parents/advocates.

- College representatives are prohibited from discussing information about the student's academic record with parents/advocates.
- Parents and advocates do not have access to disability-related records unless the student provides express written consent.
- For detailed FERPA information, see <https://www.socc.edu/consumer-information>.

Chapter 5 – Audio Recording

(Refer to [AP 4410](#) for the full policy)

Recording of classes at Southwestern Oregon Community College (SWOCC) is generally prohibited without the express written permission of the instructor. No instructor is obligated to permit classroom recordings unless required to do so under applicable disability accommodation laws. In specific circumstances, and in accordance with federal and state disability law, students approved for accommodations through Accessible Education Services may be granted permission to record class lectures as an academic accommodation. The purpose of this accommodation is to provide equitable access to course content for students whose disabilities impact their ability to take, or process notes in real time. When approved, audio recording of lectures is intended solely to support the student's learning and participation in the course. As with all accommodations, the use of audio recording is approved on a case-by-case basis through an interactive process and in consideration of the student's documented disability-related needs.

Approved Methods of Recording

Students may utilize a variety of tools to make audio recordings. These may include dedicated recording devices, smartpens (such as Live scribe), or software applications on a laptop, tablet, or smartphone (such as Otter.ai, Sonocent, or Audionote).

Conditions of Use

Students who are granted permission to record lectures as an accommodation are required to adhere to the following conditions:

1. **Personal Academic Use Only**
Recordings are to be used solely by the student for study and course-related academic purposes. Sharing, publishing, or distributing the recordings in any format, whether digital, transcribed, or by other methods, is strictly prohibited.
2. **Compliance with Academic Integrity and Copyright**
The student acknowledges that class recordings constitute academic content governed by SWOCC's academic integrity policies and applicable federal copyright laws.
3. **Retention and Disposal**
Students agree to delete or destroy recordings when they are no longer needed for academic purposes in the specific course for which the accommodation was approved.
4. **Faculty Notification and Privacy**
Faculty will be notified of the accommodation through the official accommodation process. Students are not required to disclose their diagnosis or disability. Faculty concerns about classroom dynamics or sensitive course material should be addressed in

consultation with Accessible Education Services.

5. **Non-Classroom Educational Environments**

Audio recording outside the traditional classroom setting, such as fieldwork, internships, clinical rotations, labs, or other experiential learning environments, may require additional coordination between the student, faculty, program leadership, and Accessible Education Services to determine if and how recording can be appropriately implemented.

The use of this accommodation constitutes agreement to these terms. Misuse of class recordings or failure to comply with these conditions may result in disciplinary action and/or revocation of the accommodation. Register with the Office of Accessible Education Office please complete the following link:

https://cm.maxient.com/reportingform.php?SouthwesternOregonCC&layout_id=2 For questions regarding the procedure contact the Office of Accessible Education, ADA/Section 504 Compliance Officer at (541) 888-1578 or email at accessibility@socc.edu.

Chapter 6 – Animals on Campus

(Refer to [AP 3440](#) for the full policy)

Southwestern Oregon Community College (SWOCC) is committed to providing an accessible and inclusive environment for individuals with disabilities who use Service Animals or are approved to have Support Animals on campus. To balance this commitment with the health, safety, and operational needs of the College, animal handlers are fully responsible for the supervision, care, and control of their animals at all times. Animals must be well-behaved, properly contained, and their waste must be cleaned up immediately. If an animal becomes disruptive, aggressive, or poses a safety risk, College Administration may require its removal.

Service Animals must be an adult dog that has completed training to perform specific tasks for their handler that identify with disabilities. Service Animals are allowed in most campus areas, including student housing, without prior approval but must be registered with the Office of Accessible Education (OAE). In limited cases, miniature horses may be considered.

Support Animals (also known as emotional support or companion animals) are only allowed in designated student housing units after approval through the OAE accommodation process, which requires documentation from a licensed healthcare provider. Support Animals are not permitted in academic buildings or common residential areas and must be leashed or contained when outdoors.

Housing Students: Students living in housing with an approved animal must adhere to strict care, cleanliness, and behavioral standards. Animals must not be left unattended for extended periods and must not interfere with the community's quiet enjoyment or safety. Owners are financially responsible for any damage or extra cleaning required due to the animal. SWOCC may conduct periodic health or pest inspections and reserves the right to place reasonable restrictions to protect the well-being of all students, including those with allergies or phobias.

Violations of this policy may result in the removal of the animal or termination of housing privileges. Concerns, complaints, or requests related to Service or Support Animals should be directed to the Office of Accessible Education. Students who believe they have experienced disability-based discrimination or denial of accommodations may file a grievance through the College's ADA/504 process.

Chapter 7 – RAVE / SWOCC Safe Alert System

The RAVE /SWOCC Safe Alert System is a system for notifying students and college employees of an emergency on campus in the quickest way possible. When you register to receive RAVE Alerts, you will be notified via email, text or push notification. SWOCC Safe does not replace RAVE.

RAVE alerts will be sent out when:

- There is an unexpected campus closure
- Your class is cancelled due to instructor illness or emergency
- A campus emergency occurs
- To relay important campus-wide information

You are strongly encouraged to register for this service.

You can register to receive alerts on the "Home" tab of [myLakerLink](#) by clicking on the "register" link under "Rave for Emergency Contact".

Download the SWOCC Safe app from [Google Play](#) or the [Apple App Store](#).

Chapter 8 – Computer and Network Use

(Refer to [AP 3720](#) for the full policy)

This procedure is designed to state the acceptable use of computer systems, networks, and other Integrated Technology resources at Southwestern Oregon Community College.

Prohibited Use

The following behaviors are prohibited while using College Integrated Technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers without written authorization from the Office of Integrated Technology and Services;
3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College Integrated Technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using Integrated Technology resources to obtain unauthorized access to records, data,

and other forms of information owned, used, possessed by, or pertaining to the College or individuals;

9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, trojan horses, or other rogue programs into Integrated Technology resources that belong to, are licensed to, or are leased by the College or others;
11. Physically damaging Integrated Technology resources;
12. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;
15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information; and
16. Sharing or allowing others to use your logon and password.
17. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Integrated Technology and Services.

Chapter 9 – Campus Safety

At Southwestern Oregon Community College, the safety and well-being of our students, faculty, staff, and visitors are top priorities. Our dedicated Campus Safety team works around the clock to ensure a secure and welcoming environment. We offer a range of services designed to keep you safe, including 2 Safety Officers on shift during active times, emergency response coordination with local community partners, and a safety app to further enhance your campus experience. Our team fosters a culture of mutual respect and responsibility, encouraging everyone to look out for one another—creating a supportive environment where everyone feels safe and valued.

Time permitting, “courtesy assistance service” may be provided to members of the campus community in the form of vehicle battery charging and student and staff walkouts. To access this service, call the officers on duty at (541) 297-4200.

For crime prevention to be effective, the assistance of all campus members in the reporting of crimes or crimes in progress. If you see something suspicious or requiring a report, call 9-1-1 and then Campus Security at (541) 297-4200 (duty officer’s cell phone) for further instructions.

Campus Safety Crime Statistics

The Department of Campus Security officers are responsible for public safety issues. Local Law enforcement provides additional coverage. For the most current crime statistics refer to SWOCC's Clery report at <https://www.socc.edu/campus-security>.

Emergencies - Medical

For a medical emergency, contact 9-1-1 immediately. Once 9-1-1 has been called, contact Campus Security at (541) 297-4200. Adults have the right to refuse medical transport. Emergency transportation must be provided by a licensed medical ambulance, a taxi, or a private vehicle driven by a family member or friend. Campus Security and college personnel are not authorized to transport individuals.

Parking

There are locations on campus that are designated as no parking, fire lane, and disabled parking; in these areas, please adhere to the posted signs. Disabled students must display a valid DMV issued disabled parking placard.

Basic Rules for Parking and Safety

- Observe and obey all posted parking control signs.
- Park only in designated parking areas and marked spaces.
- Park only one vehicle per marked space.
- Do not block or obstruct other vehicles, campus roadways, thoroughfares or fire lanes; vehicles may be towed.
- Lock your vehicle doors and remove from sight any/all valuables: laptops, purses, cash, jewelry, backpacks, CDs, and books.
- Be responsible and respect the rights of others.

Student Housing

Residents are allowed to park one vehicle in the Housing parking lot. That vehicle must have a parking permit to be allowed to park overnight in the Housing parking lot. Housing provides one optional parking permit to each resident who has a vehicle registered in their name or in their parent's or guardian's name. The permit expires when the resident no longer lives in Student Housing. Residents may not transfer the permit to another person.

(Learn more about Campus Safety at SWOCC by visiting <https://www.socc.edu/campus-safety/>)

Chapter 10 – Student Housing

Student Housing provides a safe academic environment for students living on campus. The apartment-style facility is ideal for personal growth and independence, social development, and academic progression. Student Housing apartments are on campus, so residents can easily walk to classes and to the dining center in Empire Hall. Other conveniences on site include three laundry facilities, 24-hour computer lab/quiet study lounge, and the Jeffrey J. Whitey Safe Harbor. The Harbor includes a kitchen, large-screen TV, and recreational equipment. The apartments are within walking distance of supermarkets and restaurants. One of the most valuable differences between Student Housing and off-campus housing are the nearly dozen

Resident Assistants (RAs) who live with the residents. RAs are second-year (or greater) students who are trained to help students adapt to college life, mediate conflicts, enforce policies, and respond to emergencies. For more information, please visit the Student Housing website at <https://www.socc.edu/explore-swocc/student-housing/>.

Housing Policies Living in a community requires each member of the community to take responsibility for their personal safety, the security of their belongings, and the safety and respect of others. Students residing in student housing and their guest(s) are expected to abide by all policies outlined in the Room and Board Agreement. Students are expected to make their guest(s) aware of and ensure they follow these policies.

Roommate Agreement

Often roommates assume there is some kind of unwritten code that guides their behavior. It does not exist until the roommates create an actual roommate agreement that is unique to their living situation. Keep in mind that what works for one apartment may not work for another. In addition to spelling out how roommates will live with each other, an agreement provides an opportunity for residents to talk to each other. Finally, if you cannot resolve disagreements with your roommates or nobody wants to create a roommate agreement, please contact a Resident Assistant or Student Housing. Resident Assistants will setup apartment meetings at the beginning of every term to establish apartment agreements.

Chapter 11 – Student Success Center

Stensland Hall 1st floor; (541) 888-7405; <https://www.socc.edu/resources/advising-counseling/>
The Student Success Center offers a variety of services to support students while attending Southwestern. Services include Academic Advising, Accessible Education Office, Personal Counseling, Testing, Internships, and Career Advising.

- [Academic Advising](#)
(541) 888-7405
All degree-seeking students are assigned an academic advisor.
- [Counseling Services](#)
(541) 888-7405
Career planning and exploration, educational advising, individual counseling, Human Development classes.
- [Accessible Education office](#)
(541) 888-7405
The Accessible Education office provides services to students with documented disabilities (physical or learning) to help them be successful in college.

Chapter 12 – Laker Learning Commons

[Tutoring and Writing Services](#)

Tioga Hall 3rd floor; (541) 888-7234

The Laker Learning Commons is a place designed to meet all of Southwestern students' academic needs. The space boasts comfortable working stations, computers, quiet study

rooms, high-speed internet and WIFI, couches and lounge chairs, and our supportive and helpful staff.

Campus Tutoring Services

If you're struggling with a class—don't give up! Our tutors are here to help you get through the quarter successfully. You can do this! We are here to help you.

Services for Students:

- Tutoring staff are highly qualified in a range of subject areas.
- Drop-in tutoring. No appointment necessary.
- Tutoring services are free of charge!
- Zoom tutoring services are available for distance learning students.

Campus Writing Services

Our goal is to support students in all facets of the writing process and to help students become confident, independent writers. We assist students with the following: How to understand a writing assignment, develop, focus, and organize ideas, create coherent paragraphs, integrate and document research, and find and fix grammatical errors.

Services for Students:

- One-on-one tutoring. Make an appointment here.
- Drop-in tutoring. No appointment necessary.
- Free Online Writing Assistance Form
- Writing services are free of charge!

Chapter 13 – Student Support Services

TRIO SSS

Randolph Hall, Room 6; (541) 888-7419, www.socc.edu/trio

Student Support Services (SSS) is one of the federally funded TRIO programs for education. Our mission is to empower students who are first-generation college, limited income, or individuals with a disability to achieve their full academic potential. We provide comprehensive support through personalized advising, tutoring, help with financial aid and scholarship applications, transfer planning, financial literacy education, and career planning. Our commitment is to foster a nurturing and inclusive environment that cultivates academic excellence, personal growth, and lifelong success. *Participants in our program are more than twice as likely to graduate from Southwestern and nearly four times more likely to transfer to a four-year school than their peers who do not receive our services.* To be eligible for SSS, a student must be a U.S. citizen or permanent resident enrolled at Southwestern, and meet *at least one* of the following criteria: neither parent has a four-year (bachelor's) degree, meet the federal low-income requirements for TRIO programs, or have a documented disability (physical or learning). SSS services are FREE and students must complete the application linked on our website.

STEP (SNAP Training & Employment Program)

541-888-7123 Tioga Hall 3rd Floor #316 A, B, F

STEP is an Oregon state grant program available at all 17 community colleges across the state, including Southwestern. STEP supports students who receive SNAP with *free*, personalized guidance, career-focused training, and financial assistance to help students build skills, reach their goals, and get through school without added stress from basic needs or other barriers.

[Resource Navigation and Student Basic Needs](#)

541-888-7462 Tioga Hall 3rd Floor #316A & B

Resource Navigation is a state-funded initiative that supports students at Oregon's public colleges and universities by helping ensure access to essential resources. At Southwestern, this *free* and confidential service connects students with one-on-one support to access food, housing, and emergency assistance, apply for public benefits like SNAP, and navigate campus programs and community resources. Whether students are facing a short-term challenge or ongoing needs, Resource Navigators are here to help students stay focused, stable, and supported throughout their college journey.

[The SPOT](#)

541-888-7123 Open M-F Fall through Spring Terms 10am – 5pm, by appointment in summer term
Empire Hall 2nd floor (207)

The SPOT is Southwestern's FREE on-campus student pantry stocked with shelf-stable and fresh food, toiletries, and other essential to help students meet their basic needs and stay focused on school.

[Student Veteran's Center](#)

Randolph Hall, (541) 888-7236

The Student Veteran's Center is a comfortable and safe area that supports our student veterans while they fulfill their educational goals. In addition to computers, furniture, appliances, and supplies, the center is very welcoming and is significant in its therapeutic offerings for veterans suffering from PTSD and other disorders. The center is located inside a quiet building, creating a perfect environment for veterans to study, relax, and reconnect with fellow veterans.

Chapter 14 – Additional Campus Services and Support

[Laker One Stop](#)

(541) 888-7352; onestop@socc.edu

The Laker One Stop provides a variety of services to students: general campus information, student employment services, payments for tuition and fees, admissions and registration, transcripts, and financial aid to help with the cost of college.

[Southwestern Campus Store](#)

Stensland Hall 1st floor; (541) 888-7264;

The Southwestern Campus Store has all the books and supplies you need to start classes. The [Campus Store website](#) is the best source for current information. You may purchase textbooks online and have them shipped to you, or reserved for store pick-up.

Returns

Returns meeting ALL of the following requirements are eligible for a full refund:

- The return is made during the first two weeks of the term for which the text was purchased.
- The text you are returning is for a class that you have dropped / changed or has been cancelled (you must provide proof of schedule change).
- The text is brought to the bookstore within one business day of the drop/change/cancellation.

- Text is brought to the Campus Store with an original unaltered SWOCC Campus Store cash register receipt.
- Text MUST be in the original selling condition – New text must be in new condition, no highlighting, no writing, no damage to cover or pages, shrink-wrap/bundled/or packaged books cannot be opened or altered, access codes/CD/other materials cannot be used or opened – used text cannot be returned if damaged *Sorry, NO EXCEPTIONS

Partial refund may be given if the text has been altered, this will be decided on a case-to-case basis. Returns made for other reasons must be completed within three business days of purchase, textbooks must be in the original selling condition and accompanied by an original unaltered SWOCC Bookstore cash register receipt. These returns will be charged a 15% restocking fee. Refunds can only be processed in the same tender as the purchase.

Textbook Buyback

Sell your used textbooks for instant cash! Textbook buyback is held during finals week of each term. Check with the Campus Store Bookstore or term schedule for exact times and dates.

Mail & Print Services

Tioga Hall 1st floor; (541) 888-7381;

Mail and Print Services offers a variety of services to students. Mail Services include offering postage stamps and shipping supplies, assisting with sending packages through various carriers (ex: USPS, UPS, FedEx). For housing students, receiving and distributing incoming mail and packages. The print services we offer include printing, copying & scanning, binding, and laminating services

Dining Services

Empire Hall; (541) 888-7704;

At Southwestern Oregon Community College, everything is prepared fresh daily by our dining services staff with support from our culinary students attending the on-campus Oregon Coast Culinary Institute. We bring together expertise in culinary arts, wellness, sustainability, procurement and hospitality to develop a dining experience unique to our students.

Commuter Meal Plans

Not living in student housing but still want to eat here? We get it. The food is amazing. See below for options and plans for dining on campus—you have options:

- 55-Meal Commuter Plan (\$495)
- 33-Meal Commuter Plan (\$316)
- Punch Cards (\$108) Buy 9 meals and get 1 FREE!
- Single Lunch Meal (\$12)
- Single Dinner Meal (\$15)

Financial Aid

Dellwood Hall; (541) 888-7324;

Various financial programs are available for students, including grants, scholarships, tuition waivers, student employment, and loans. Apply early; financial aid funds are often limited and awarded on a first-come, first-served basis. Refer to the College catalog and quarterly schedule for more information or visit the Student Success Center for policies, procedures and

application processes.

Library

Tioga Hall 2nd floor, (541) 888-7270;

The library is open to students, staff, and community members, and it provides access to books, movies, online databases, and other research resources. The library is part of the Coastline public library system in Coos and Curry Counties, and materials can be ordered and returned at any location with your Coastline library card. The library offers interlibrary loan services for items unavailable locally. Laptop checkout is also available for currently enrolled students with library cards in good standing.

Student Recreation Center

(541) 888-7714

The Student Recreation Center is a fitness and recreational facility for students and community members. It offers a state-of-the-art fitness center with a wide range of cardio equipment, circuit weight machines, free weight machines, barbells, and dumbbells. The Rec Center is also home to a collegiate-sized basketball court, racquetball court, game room, climbing wall, day-use locker rooms, and more! Students can enjoy the facility for free; community guests can utilize the facility by purchasing a Community Pass at the Rec Center front desk.

Chapter 15 – Graduation

Students earning an Associate's degree or a Certificate of Completion from Southwestern Oregon Community College must submit a Graduation Application for graduation. The application for degree or certificate is available at Stensland Hall First Step or online. Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final approval of the Application for a Degree or Certificate is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the students following this process and may take two to three months to receive.

Advisors are available to assist students in selecting course work that applies to the degree or certificate, but students have final responsibility for satisfying graduation requirements.

Chapter 16 – Grade Appeals

The purpose of the grade appeal process is to address concerns regarding the final grade in a class and is utilized for only that purpose. Students may not appeal disagreements with items such as teaching methodologies, attendance policies, or grade weighting methods. After receiving final grades at the end of a term, students may decide to formally appeal a final grade. Students may appeal final course grades for the following reasons:¹

- Grade miscalculation
- Inconsistency between the grading policy written in the syllabus and what is practiced

If a student chooses to pursue a final grade appeal, then the process must be completed the

following term. The grade appeal process will be conducted as follows **(0-6 weeks total)**:²

Step 1. The student must meet with the instructor to discuss the final grade in dispute. This meeting must occur **by the close of the business day on Friday of Week 2 of the subsequent term after the grade was posted**. The meeting must be in a manner that is consistent with the course syllabus (in-person, telephone, or email). Students are encouraged to attempt to communicate with the instructor using multiple means, including in person, via telephone, and via email. Students are encouraged to review the syllabus to determine how to contact the instructor.

- a. If the instructor cannot be reached, the student must contact the appropriate academic dean. It is the dean's responsibility to communicate the grade in dispute with the instructor, and set up a time to mediate a discussion between student and instructor.
- b. If the student misses the period of time for which to pursue a grade appeal, she/he can still meet with the instructor and see if the grade dispute can be resolved informally. However, if the deadline has passed to proceed with the formal grade appeal process, the committee will not make exceptions to hear the appeal.

Step 2. If Step 1 has been met (with the exception of 1b), and the dispute is not resolved, the student must complete the Grade Appeal Form to officially request a grade appeal hearing. This form must be completed and submitted to the appropriate academic dean **by the close of the business day on Friday of Week 3 of the subsequent term after the grade was posted**.

- a. The academic dean is responsible for informing the instructor and the Academic Standards Committee of the request for a grade appeal within one business day of receiving the Grade Appeal Form.
- b. The student must contact the Dean of Student Success to seek an advocate for the grade appeal.
- c. The faculty member may request a meeting with the student to be completed **by the close of the business day on Friday of Week 4 of the subsequent term after the grade was posted**. The dean or designee shall facilitate this meeting. The Dean of Student Success or designee may accompany the student at the student's request. The instructor may have a representative present as well.

Step 3. The Academic Standards Committee will conduct a formal grade appeal hearing **by the close of the business day on Friday of Week 5 of the subsequent term after the grade was posted**

- prior to the grade appeal hearing, the student must meet with the Dean of Student Success for support and meeting preparation. The student must provide appropriate documentation for review.
 - Prior to the grade appeal hearing, the instructor is encouraged to seek professional guidance for support and meeting preparation. The instructor must provide appropriate documentation to the Academic Standards Committee for review.
- a. Meeting participants include:

- Student
 - Instructor
 - Program Dean
 - Director of Advising and Career Services
 - Academic Standards Committee members (quorum required)
- b. Student presents her/his case. Instructor will not be present during student's presentation.
 - c. Instructor presents her/his case. Student will not be present during instructor's presentation.
 - d. After presentations, the Academic Standards Committee will deliberate.

Step 4. The Academic Standards Committee will reach a conclusion and provide written rationale to resolve the matter **by the close of the business day on Friday of Week 6 of the subsequent term after the grade was posted.** A completed Grade Appeal Form must be provided to the Office of Instruction and to the Registrar. The Office of Instruction must inform all parties of the decision.

Footnotes:

1. For issues outside of the reasons listed, refer to the student handbook or seek assistance from student services.
2. There is no current mechanism for handling spring term grade appeals during summer term. These grade appeals will be handled during fall term.

Grade Appeal Form

Step 1: to be completed by Student by end of Week 2

Student ID		Student Name	
Year & Term		Course Number & Section	
Course Title			
Instructor Name			
Reason for Grade Appeal	<input type="checkbox"/> Grade miscalculation <input type="checkbox"/> Inconsistency between the grading policy written in the syllabus and what is practiced		

Communication Methods <i>Circle all that apply</i>	Face-to-Face / Telephone / E-mail / Other _____ Attach copy of written communication		
Meeting Information	Date:	Time:	Location:
Meeting Outcome			

I am pursuing this grade appeal. I understand that I will present my case to the Academic Standards Committee, which is made up of College Faculty and Administrators. I will contact the Vice President of Enrollment and Student Services for help in preparing for the grade appeal hearing.

Student Signature		Date:
Academic Dean Signature Signature acknowledges student grade appeal.		Date:
Instructor Signature Signature acknowledges student grade appeal.		Date:

Grade Appeal Hearing Outcome				
Committee Chair Signature				Date:
Communicate outcome with Student	Communicate outcome with Instructor	Communicate outcome with Academic Dean	File Paperwork with Office of Instruction	File Paperwork with Registrar
Date:	Date:	Date:	Date:	Date:

Step 2: to be completed by Student, Academic Dean, and Instructor by end of Week 3

Step 3: to be completed by Academic Standards Committee by end of Week 5

Step 4: to be completed by Office of Instruction by end of Week 6

Chapter 17- Complaint and Investigation Process

[Title IX Complaint and Investigation, AP 3433 and 3434](#)

Southwestern Oregon Community College (“The College”) encourages members of the College community to report sexual harassment. This procedure only applies to conduct defined as sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The College will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using State law and applicable College policies and procedures. In implementing these procedures discussed below, The College will also provide supportive measures, training, and resources in compliance with State law, unless they are preempted by the Title IX regulations. Complaints can be made online through [Incident Reporting-Maxient](#) or by contacting Vice President of Administrative Services, Title IX Coordinator, or designee.

[College Complaint and Investigation, AP 7160b](#)

The College Complaint and Investigation process is set up to provide a procedure for the investigation and further handling of complaints. Any student or community member who has a complaint regarding student conduct, violation of college policy, or allege that their rights at Southwestern Oregon Community College have been violated are encouraged to follow this procedure. This includes, but is not limited to, allegations of discrimination based on race, color, religion, ethnicity, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status

protected under applicable federal, state, or local laws.

Complaints can be made online through [*Incident Reporting-Maxient.*](#)