



Dual Credit & Expanded Options Student & Parent/Guardian Handbook

2025-2026

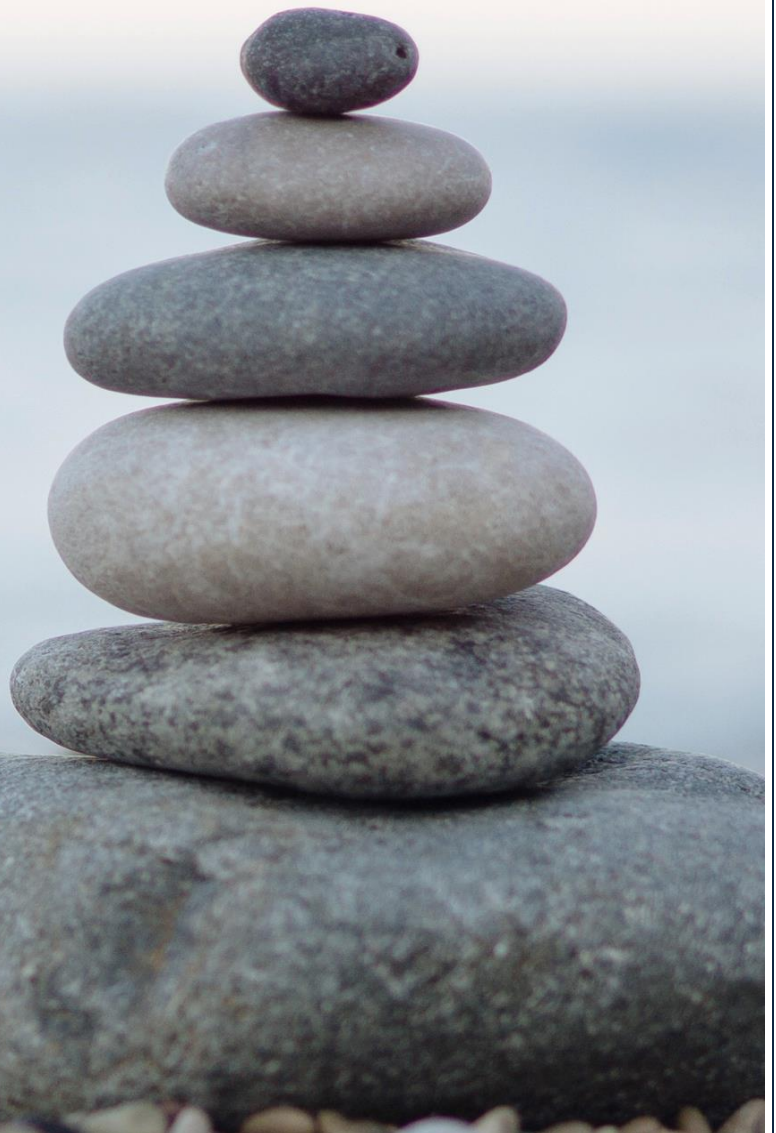


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Welcome to Tillamook Bay Community College

We are delighted that you have chosen to get a head start on your college education by participating Accelerated Learning through Tillamook Bay Community College (TBCC). For the purposes of this handbook Accelerated Learning Programs include *Dual Credit* and *Expanded Options*.

This handbook is designed to answer student and parent/guardian questions about the requirements, expectations, processes and services available through Accelerated Learning Programs offered by TBCC.

The courses you will be taking are transferable to public colleges and universities in the state of Oregon and generally transferable to colleges and universities throughout the United States. Some institutions accept the credit as core credit; others give elective credit.

Accelerated Learning offers the following benefits:

- Academic options for students to attend community colleges and four-year institutions.
- Minimizes the duplication of courses taken in high school and college.
- Shortens the time required to complete an undergraduate degree and/or career-technical program.
- Reduces the cost of post-secondary education.

Underage Requirements

- Students must be 16 to participate in any college credit programs.
- Students requesting an exception to the underage rule must:
 - Complete an Underage Enrollment Application.
 - Meet with a TBCC Success Coach, along with parent/guardian, to discuss underage college enrollment and complete any necessary paperwork to request an exception.
 - It is highly recommended that you bring any high school transcripts and have supporting documentation by a high school instructor.

If you have questions about TBCC, please call. We always enjoy speaking with students and families.

Student Services

Tillamook Bay Community College

studentservices@mail.tillamookbaycc.edu

503-842-8222

Accelerated Learning - Dual Credit

What is Dual Credit?

High school students in our local schools are earning college credits for some of their high school courses through the Dual Credit program at Tillamook Bay Community College. These courses are approved as “articulated,” which means the community college course and the high school course have the same content and outcomes. Although taught in the high school, the course materials, content and instructional quality are consistent with (or "articulated" with) courses offered by TBCC. Because of this articulation, a student is able to, following high school graduation, transition smoothly to the next level of college courses in the subject area. Since TBCC Dual Credit courses are the result of an alignment between specific high school and college courses, not all high school courses are eligible.

These college level courses are taught by qualified high school instructors during regular school hours at the student’s high school. Each instructor has gone through a rigorous process to become certified as adjunct faculty at TBCC and to align their courses so that they can offer college credit. The course is sufficiently structured as if the student is taking the course at TBCC.

Students will earn a grade that is entered on an official college transcript. By the time these students graduate from high school they already have a head start on post-secondary education, saving both time and money, as they get started on career training and education after high school.

Check with your high school counselor to find out which courses at your high school are part of TBCC’s Dual Credit program or visit the TBCC Office of Academic Partnerships for more information.

Benefits to Dual Credit Students

- Students can earn Career and Technical Education (CTE) credits that count toward Certificate and Associate of Applied Science programs, in such career fields as Welding, Manufacturing and Industrial Technology, Agriculture and Natural Resources, and Business Administration.
- Students can earn University Transfer (lower division) credits in many subject areas that fulfill required General Education credits such as English Literature, Writing, Public Speaking, Mathematics, Sciences, History, Social Sciences, and the Arts and that count toward an Associate’s degree and Bachelor’s degree as well as high school graduation requirements.
- Students **earn free college credit** and have access to many campus services such as Tutoring, Library resources, Academic & Career Advising.
- A TBCC college transcript. All Oregon University System schools accept academic transfer credits. Many other out-of-state public and private colleges/universities also accept the credits listed on a TBCC transcript. Students should check the admission and

transfer policies of the institution into which they want to transfer their college credits to. Credits earned through Dual Credit are transcribed as college courses/credits.

The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the admissions office at each institution to which you plan to send your transcript. Many institutions will accept the career technical credits you earn in addition to academic transfer credits.

Answers to Frequently Asked Questions about Dual Credit

- How do I get started taking Dual Credit courses?
 - If you are a high school junior or senior, talk to your high school counselor about Dual Credit classes that are offered at your high school.
 - After meeting with your counselor, you need to apply online to TBCC using the Current High School Student Application.
 - Once you have completed the application process, talk with your high school instructor and/or counselor to register for the class.
- Is there a student cost for Dual Credit courses?
 - These courses are free (no TBCC tuition is charged to either the student or the high school).
- After I complete Dual Credit courses, am I considered a returning student at TBCC?
 - No. You will use the same student identification number throughout your TBCC career, and once you graduate high school you will automatically roll into degree seeking status.
- Must I attend TBCC after high school in order for the Dual Credits I've earned to be on a TBCC transcript?
 - No, but we hope that you will consider TBCC in your future. TBCC is a very economical choice as being the second most affordable option in Oregon. We keep our tuition and fees low, and we try to fund most students through grants and scholarships resulting in no debt/low debt to students.
 - You will need to request your TBCC transcript if attending another college or university.
- Can I transfer the Dual Credit I've earned in Career & Technical Education (CTE) courses to other colleges/universities?
 - Yes. The number of credits accepted by other institutions is determined by which programs they have and how many transfer and elective credits they accept. It is important to check with the Admissions Office at each institution to which you plan to send your transcript. Many institutions will accept the majority of CTE credits you earn, often as elective credit.

Accelerated Learning - Expanded Options

What is Expanded Options?

High school students in our local schools can earn college credits directly through TBCC enrollment.

There are two ways in which students can earn college credit through Expanded Options:

- a. The TBCC course and TBCC faculty teach the course at the high school.
- b. The TBCC course is a standard course offered on the college campus or online through TBCC. TBCC tries to offer face-to-face, online, and blended options to meet the needs of most students.

If there is a class that a student needs for their degree or certificate program, and it is not offered as Dual Credit at their high school, they can enroll in the course at TBCC and have it paid for by their high school district (as funds are available). Enrollment in courses through Expanded Options are the same as any other college courses at TBCC and should be coordinated with their high school counselor and a TBCC Success Coach.

Courses taken at TBCC must be required for a degree or certificate program which include core program requirements, general education, career & technical courses, and/or approved electives. These college courses are taught by TBCC college faculty following TBCC's academic schedule which is often different and longer than high school terms.

Students will earn a grade that is entered on an official TBCC college transcript. By the time these students graduate from high school they already have a head start on post-secondary education, saving both time and money, as they get started on career training and education after high school.

****Additional College Opportunities While in High School***

High school students that are very motivated to complete much of, or all of, a degree or certificate by the time they graduate high school, can enroll in additional courses at TBCC through family self-pay at a discounted rate. These students often take additional courses each term and during summers. This option is recommended for TAG (Talented & Gifted Students), and students that have demonstrated high achievement through Dual Credit. Students must speak with their high school counselor to complete the same form for Expanded Options; however, self-pay will be indicated on the form.

Roles and Responsibilities

Student Roles & Responsibilities

- ❖ Follow ALL expectations and guidelines outlined in this handbook.
- ❖ Follow the expectations and guidelines of your high school and community college.
- ❖ Contact your instructors before issues arise.
- ❖ Proactively communicate with your counselor as well as all of your instructors at the college.
- ❖ Meet with a TBCC Success Coach each term.
- ❖ Request approval from your high school counselor prior to any schedule changes.

Family Roles & Responsibilities

- ❖ Support your student.
- ❖ Ask your student questions about the progress they are making or how classes are going.
- ❖ If you need information or have concerns, contact your student's high school counselor or their Success Coach at TBCC.
- ❖ Privacy laws require that your student communicate with the college. You, as parents/guardians are not able to do this for your student unless they give signed consent in accordance with the Family Education Rights and Privacy Act (FERPA). Even though they are a minor, students enrolled in college courses through Dual Credit and/or Expanded Options are college students and therefore are protected by FERPA.

High School Counselor Liaison Roles & Responsibilities

- ❖ Track progress towards high school graduation and certificate or degree completion.
- ❖ Monitor career education plan with TBCC Academic & Career Advising Success Coaches.
- ❖ Approve course selection each term.
- ❖ Provide academic, career, and personal/social support to students and families.
- ❖ Communicate important information and dates.
- ❖ Submit final Dual Credit grades to the college.
- ❖ Troubleshoot and problem-solve issues with the college.
- ❖ Assist with transition to college, university, or career plans (university, career-technical, military, etc.).

TBCC Academic & Career Advising Success Coach Responsibilities

- ❖ Assist high schools to orient students on how to access their TBCC email, Canvas, MyTBCC, and grades.
- ❖ Meet with college-bound students to discuss career or academic program plans and requirements.

- ❖ Meet with college-bound students each term to monitor success, discuss challenges, and plan for next term courses.
- ❖ Assist students with resources to be successful, including resources at the college.
- ❖ Assist students with college admission applications, Financial Aid application (FAFSA/ORSAA), application for Oregon Promise Scholarship.

Administrator Roles & Responsibilities

- ❖ Provide current college program maps to inform counselors on which courses need to be offered as Dual Credit each term.
- ❖ Work with high schools to schedule Dual Credit courses and instructors.
- ❖ Answer questions regarding policies, rules, and regulations.

Getting Started

Accessing the TBCC Website

Tillamook Bay Community College conducts business online.

- All admitted students have a TBCC email address where college information will be sent.
- The information contained in this handbook is a summary of what is available to you.
- You can find complete information at <http://tillamookbaycc.edu/>.
- To access personal information, click on **MyTBCC** on the main page.

Admission and Registration at TBCC

1. If you are a high school junior or senior, talk to your high school counselor about Dual Credit classes that are offered at your high school.
2. After meeting with your counselor, you need to apply online to TBCC using the Current High School Student Application.
3. Once you have completed the application process, talk with your high school instructor and/or counselor to register for the class.
4. If you want to take an Expanded Options/Concurrent Enrollment class, see your high school counselor for help registering online or to get a Concurrent Enrollment form, which will require signatures from you, your high school counselor, and parent/guardian. This form will specify how the college class will transfer back to the high school, as well as who is responsible for the payment of tuition, fees, and books.

Course Requirements and Prerequisites

Dual Credit courses will mirror the course description, outcomes and assessment/performance expectations of the Tillamook Bay Community College course. Additional course-specific policies may apply.

Dual Credit courses are offered to students 16 years or older. Underage exceptions may be made for other students, deemed by their counselor to meet the pre-requisite skills/aptitudes for each particular course and understand the demands, expectations, and consequences of taking college credit. All underage students approved by their high school must meet with a TBCC Success Coach along with their parent/guardian for approval.

High school students participating in TBCC Dual Credit must meet all TBCC admissions and registration requirements. Many credit classes require prerequisites which are conditions that must be met to enroll in, and have the greatest chance of success in, a particular class. These conditions are usually completion of, or enrollment in, other courses. Please talk to your high school counselor or instructor about specific course requirements and prerequisites.

If you are taking a sequence course (e.g., Writing 121, Writing 122), you must pass each course with a “C” or better to enroll in the subsequent course. Your enrollment for high school credit will not change.

Underage Students:

By Oregon Statute, Dual Credit enrollment is primarily intended for students who are juniors or seniors (sixteen years of age or older). A sophomore student under sixteen years of age seeking to register for Dual Credit must follow the same process as underage students seeking to enroll in classes on the college campus.

Students under the age of 16 who wish to be considered for enrollment in TBCC courses must:

1. Obtain a letter of recommendation from your high school counselor or administrator, which addresses both academic and behavioral preparedness for an adult learning environment. Before continuing, submit required documents in person, by email, or fax to TBCC Student Services.
2. Apply for admission. Complete the Admissions application online <http://tillamookbaycc.edu/admissions-registration/apply-for-admissions/> or in person at TBCC Student Services.
3. Schedule an appointment with a Success Coach. Both you and your parent/guardian are required to attend, prior to registering for classes.
4. Complete the “Underage Enrollment Form” as discussed with your Success Coach at the time of your scheduled appointment.
5. If approved, register for your courses by completing the Concurrent Enrollment Agreement provided by your high school. Instructor approval may be required as part of the registration process. The decision of whether a student has demonstrated the ability to perform academically is at the sole discretion of TBCC.

Prior to each term, students under the age of 16 must consult with a Success Coach and obtain a signature of approval for their schedule of classes before registering.

Dropping or Withdrawing from a Course

What’s the difference between dropping and withdrawing from a course?

Drop	Withdraw
You do not have a mark on your transcript. (Course must be dropped within the first week of TBCC’s term.)	You will have a “W” on your transcript. (Allows you to drop course later in the term.)

- Students (or a representative from your high school) must submit a TBCC Dual Credit Course Add/Drop Form in order to drop or withdraw from a course in which they are registered.

- Students have until the end of the first week of the college term to Drop a course.
- Withdrawal from courses after the first week of the term will place a “W” on transcript.
- Students have until the eighth week of the college term to withdraw from a course with a grade of “W”.

***Students who do not drop or withdraw from a course by the published deadlines will receive the grade earned in a course.**

Things to Know About Registration and Grading

Holds on Your Record

A hold on your record will prevent you from being able to register. If you have previously taken a class at TBCC and still owe a balance, a hold will be placed on your record, and you will not be allowed to register for courses until the fees are paid. Other holds may include a hold if you are under 16 (these are uncommon). Check with your instructor if this pertains to you.

Grading

You will receive a syllabus with all course expectations from your instructor. The syllabus is important because it contains information about what is required and how your grade will be calculated for the course. Students registered for Dual Credit courses will be assigned a grade of an “A” (superior), “B” (above average), “C” (average), “D” (substandard but receiving credit), or an “F” (failure).

In order to avoid a grade you don’t want, especially “D” or “F”, you must withdraw from the course by the deadline. If you check your student records at MyTBCC and find a missing or incorrect grade, contact your high school instructor within one academic school year from completion of the course. Your instructor will then report the correct information to the TBCC Registrar.

IMPORTANT DATES

<i>Fall 2025</i>	
<i>Registrations Due</i>	<i>September 12, 2025</i>
<i>Last Day to Register</i>	<i>September 19, 2025</i>
<i>First Day of TBCC Classes</i>	<i>September 22, 2025</i>
<i>Last Day to Drop</i>	<i>September 26, 2025</i>
<i>Last Day to Withdraw</i>	<i>November 14, 2025</i>

<i>Last Day of TBCC Classes</i>	<i>December 5, 2025</i>
<i>Grades Due</i>	<i>December 8, 2025</i>
Winter 2026	
<i>TBCC Registration Opens</i>	<i>November 17, 2025</i>
<i>Registrations Due</i>	<i>December 12, 2025</i>
<i>Last Day to Register</i>	<i>January 2, 2026</i>
<i>First Day of TBCC Classes</i>	<i>January 5, 2026</i>
<i>Last Day to Drop</i>	<i>January 9, 2026</i>
<i>Last Day to Withdraw</i>	<i>February 27, 2026</i>
<i>Last Day of TBCC Classes</i>	<i>March 20, 2026</i>
<i>Grades Due</i>	<i>5:00 pm, same day as your High School grades are due</i>
Spring 2026	
<i>TBCC Registration Opens</i>	<i>March 2, 2026</i>
<i>Registrations Due</i>	<i>March 13, 2026</i>
<i>Last Day to Register</i>	<i>March 20, 2026</i>
<i>First Day of TBCC Classes</i>	<i>March 30, 2026</i>
<i>Last Day to Drop</i>	<i>April 3, 2026</i>
<i>Last Day to Withdraw</i>	<i>May 22, 2026</i>
<i>Last Day of TBCC Classes</i>	<i>June 12, 2026</i>
<i>Grades Due</i>	<i>5:00 pm, same day as your High School grades are due</i>
Summer 2026 (New School Year)	
<i>TBCC Registration Opens</i>	<i>May 18, 2026</i>
<i>Last Day to Register</i>	<i>June 18, 2026</i>
<i>First Day of TBCC Classes</i>	<i>June 22, 2026</i>
<i>Last Day of TBCC Classes</i>	<i>August 27, 2026</i>
<i>Grades Due</i>	<i>August 31, 2026</i>

Viewing Your Grades Online through MyTBCC

Grades and Unofficial Transcripts

1. Navigate to <http://tillamookbaycc.edu/> and click on **MyTBCC** on the main page.
2. Log in using your student ID and password.
3. Click on the **Students** tab.
4. **Grades:** Click on **Advising on the left** and click on **My Grade Report** on the left again.
5. **Unofficial Transcripts:** click on **Advising on the left** and click on **My Unofficial Transcript** on the left again.

If you have a balance/financial hold on your TBCC account, you will be unable to view your unofficial transcript until payment is made. Please contact TBCC Accounts Receivable at 503-842-8222, ext. 1220, to make a payment or inquire about your account.

Transcripts

Verify that all your Dual Credit grades have been posted by looking at your unofficial transcript before you request an official transcript (see the previous section).

The grade a student receives in a Dual Credit course will be applied to, and appear on, a transcript from TBCC (see instructions below), and may in most cases, be transferred to other academic institutions. Instructors must post their grades by deadlines given each academic year. See page 12 for a calendar of important dates.

It is the responsibility of the student to drop any class by the stated deadline if they do not want the grade. Dropping a course will result in no notation on a transcript, however, withdrawing from a course will leave a W on a transcript. Instructors should remind students of approaching deadlines.

Students have access to view their TBCC transcripts online as soon as the class is graded. Students can verify that all their Dual Credit grades have been posted by checking MyTBCC before they request an official transcript. Any changes to the transcript must be submitted in writing by the high school instructor to the TBCC Registrar within 12 months of course completion.

To Request an Official TBCC Transcript:

1. Navigate to <http://tillamookbaycc.edu/>.
2. Click on "**Alumni**" on the top ribbon
3. Click on "**Request a Transcript.**"
4. Follow instructions on the page to order an official transcript.

Updating your personal information

- 1) Go to <http://tillamookbaycc.edu/> and click on **MyTBCC** on the main page.
- 2) Type in your student ID and password.
- 3) Click on the words **Personal Information** next to your log in box.

- 4) Select desired information from the Personal Information screen.
- 5) Update and save any changed information.

Repeat Policy

In cases where a student chooses to repeat a course, the highest grade earned for the course will be calculated into the student's GPA and the total credit hours earned; all other grades earned for that course will be excluded from the GPA and the credit hours earned. However, all grades earned will appear on the transcript.

Financial Aid Implications

There may be future financial aid implications for unsatisfactory academic progress in Dual Credit courses. When a student applies for federal student aid the Financial Aid Office evaluates all previous grades earned by that student at TBCC, including the grades you have received in your Dual Credit courses.

FERPA Privacy Policy

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a federal law that protects the privacy of your educational records as a student.

Under FERPA, Tillamook Bay Community College cannot release:

- Financial records (accounts, financial aid, etc.).
- Grades and GPA information.
- Class schedules, times, locations.
- Personally identifying information such as identification numbers, Social Security numbers, and birth dates.

A student may choose to release information to other people, including parents/guardians. Under FERPA regulations, the college cannot release your information to anyone without your written permission. Please come in person to TBCC Student Services to complete the necessary form which informs the college they have your permission to release this information to the people you specify.

Nondiscrimination Policy

The Board of Education agrees that Tillamook Bay Community College Service District subscribes to the terms of Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C 794, as well as laws of the State of Oregon pertaining to affirmative action. Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion, and training of all employees, regardless of age, disability, national origin, race, color, religion, marital status, sexual orientation, sex, height-weight ratio, organizational affiliation, or political affiliation. Equal opportunity in hiring and advancement considerations will be based on positive organization needs, and the individual's qualifications for and/or performance of specific duties.

Continuous effort will be devoted to the improvement of human relationships and to elimination of conditions from which discrimination results.

302.1– ALLEGATIONS

Allegations of discrimination in violation of federal or state statutes shall be excluded from the grievance procedure in Article 317 of this Policy statement. Such complaints shall be processed through College affirmative action channels or the appropriate federal or state agencies, in accordance with procedures in Article 318.

ADA and 504 Compliance

A. Right to Freedom from Harassment and Discrimination

a. Intro

The College's goal is to enable students to achieve their education and career goals. Therefore, it is against this policy for any manager, supervisor, faculty, staff, or student to engage in harassment or sexual harassment or discrimination of any member of the College community based on his/her race, color, religion, ethnicity, use of native language, national origin, age, sex, marital status, height/weight ratio, disability, or sexual orientation. The prohibition against harassment or discrimination based on the use of native language does not require the College to offer courses in any language other than English. Under this policy, harassing or discriminatory behaviors will not be tolerated. The College also prohibits retaliation against any person who makes a good faith complaint of discrimination of harassment and retaliation against any person who in good faith cooperates in an investigation of alleged harassment or discrimination.

b. Definition of Sexual Harassment

Unwelcome conduct of a sexual nature, such as sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Gender-based harassment refers to unwelcome conduct based on and individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination. Sexual harassment exists when:

- i. Such conduct is of such frequency and/or severity that it has the effect of unreasonably interfering with an individual's work or academic performance

- to an objectively unreasonable level or creating a work or learning environment that is objectively intimidating, hostile or offensive; or
- ii. The offender is attempting to compel or induce a specific person or persons to engage in or experience sexual conduct from which he/she has a legal right to abstain and has an objectively reasonable fear that negative personal consequences will occur if such conduct is not undertaken or tolerated.
 - iii. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or academic advancement; or
 - iv. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.

Examples of conduct that could rise to the level of sexual harassment if the standards of A, B, C, or D are met may include, but are not limited to:

- Verbal harassment or abuse;
- Inappropriate touching, massaging or brushing against;
- Demands and/or subtle pressure for sexual favors;
- Jokes or pranks about sex or gender traits;
- Whistling or obscene gestures;
- A male tells a female she looks "hot";
- A female tells a male he has a nice derriere;
- Discussion in mixed groups of recent sexual exploits;
- Sexually explicit photos in a work or learning area.

c. Responsibilities

Therefore, it is the responsibility of every member of the College community to strictly comply with this Policy. This includes notifying each employee/student of his or her rights and responsibilities under Tillamook Bay Community College's Student Rights and Responsibilities and Sexual Harassment Policies. Management staff will be held accountable for taking reasonable action to maintain work areas and educational environments free of conduct that causes, or reasonably could be considered to cause, intimidation, hostility, or discrimination.

Any person who believes he or she has been discriminated against or harassed by a College employee, representative, or student is encouraged to file a complaint with the Director of Facilities, Safety, and Human Resources. Non-affirmative action complaints are to be filed in accordance with the Student Grievance Procedure.

B. Right to Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

As constituents of the academic community, Tillamook Bay Community College students shall be free, individually and collectively, to express their views on issues of institutional

policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.

Demonstrations are a legitimate mode of expression, whether politically motivated or directed against the College administration, and will not be prohibited. Demonstrators, however, have no right to deprive others of the opportunity to speak or be heard, take hostages, physically obstruct the movement of others, or otherwise substantially disrupt educational or institutional processes in a way that interferes with the safety or freedom of others. Students may be subject to disciplinary action when their acts or actions cause or are likely to cause substantial disruption or interference with the regular and essential operation of the College.

C. Right to Protection from Improper Academic Evaluation and Improper Disclosure of Students' Views, Beliefs, and Associations

Student academic performance shall be evaluated solely on an academic basis (which may include attendance and the ability to apply skills), not on the student's opinions or conduct in matters unrelated to academic standards. The course syllabus shall contain and articulate the evaluation standards and grading criteria by which student performance is measured. Students shall have the right to grieve their academic evaluation under the Grievance Procedure only if the student believes that these standards and criteria were not followed by the instructor or were not fairly and consistently applied to all students.

At the same time, students are responsible for meeting standards of academic performance established for each course in which they are enrolled. Information about student views, beliefs, and political associations which staff members acquire in the course of their association with students is to be considered confidential.

D. Right of Access to, and Protection from Improper Disclosure of Student Records

To minimize the risk of improper disclosure, academic and disciplinary records shall remain separate. Transcripts of academic records shall contain only information about academic status.

Information from disciplinary or advising files shall not be available to unauthorized persons on campus or to individuals off-campus without the written consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved, in compliance with the Family Educational Rights and Privacy Act, College Policy, and Oregon laws pertaining to education records.

In order to assist students to benefit from courses, programs, and activities, the College requires advising services and Career Education Plans for degree-seeking students. The

confidentiality of student record information obtained by advising services will be strictly maintained, except when Tillamook Bay Community College is legally permitted to disclose student record information.

E. Right to Form Student Organizations

Students may form student clubs and organizations under the provisions of the Associated Students of Tillamook Bay Community College (ASTBCC) Constitution. Any chartered student club or officially recognized student organization acting through the Associated Students of Tillamook Bay Community College may invite any person of their own choosing to the campus, provided the invitation and arrangements are in compliance with established policies of the College.

College procedures must be followed to ensure orderly scheduling of facilities, adequate preparation for the event, and that activities are conducted in a manner appropriate for an academic community.

Dual Credit Contacts

Dual Credit Administration

Eileen Casey White

Dean, Academic & Career Pathways
Dual Credit Coordinator
503-842-8222 ext. 2100
eileencaseywhite@tillamookbaycc.edu

Baylee Beutel

Success Coach and Dual Credit Support
503-842-8222 ext. 1151
bayleebeutel@tillamookbaycc.edu

Technology Support

Denton Ngo

IT Support Specialist
503-842-8222 ext. 1640
dentonngo@tillamookbaycc.edu

Sarah Miller

Instructional Design and e-Learning Coordinator
Canvas support
503-842-8222 ext. 1080
sarahmiller@tillamookbaycc.edu

TBCC Advising Team

Baylee Beutel

- Nestucca High School
- Arts & Letters, Business, People, and Undecided Learning Communities
503-842-8222 ext. 1151
bayleebeutel@tillamookbaycc.edu

Clara Blaser

- Neah-Kah-Nie High School
- Pre-Healthcare, Nature & Outdoors, and Science & Math Learning Communities
503-842-8222 ext. 1152
clarablaser@tillamookbaycc.edu

Taylor Howard

- Tillamook High School
- Pre-transfer advising
503-842-8222 ext. 1153
taylorhoward@tillamookbaycc.edu

TBCC High School Partners

Christy Hartford

Principal, Neah-Kah-Nie High School
503-355-2222
christyh@nknsd.org

Esther Troyer

Counselor, Neah-Kah-Nie High School
503-355-3588
esthert@nknsd.org

Peter Deam

Interim Principal, Nestucca High School
peterd@nestucca.k12.or.us
503-392-3194 ext. 117

Daniela Moreno Gutierrez

Counselor, Nestucca High School
danielam@nestucca.k12.or.us
503-392-3194 ext. xxx

Jill Ingram

Principal, Tillamook High School
503-842-2566
ingramj@tillamook.k12.or.us

Elizabeth Shelley

Counselor, Tillamook High School
503-842-3566 ext. 2330
shelleye@tillamook.k12.or.us

2025-2026 Dual Credit Faculty Liaison by Division & Subject

Apprenticeship

Jude Schlotzhauer
judeschlotzhauer@tillamookbaycc.edu
(503) 842-8222 ext. 1150

Industrial Technology & Welding

Ron Carlbom
roncarlbom@tillamookbaycc.edu
(503) 842-8222 ext. 1900

Agriculture & Natural Resources

Joe Meyer
josephmeyer@tillamookbaycc.edu
(503) 842-8222 ext. 1840

Mathematics

Jennifer Fleming
jenniferfleming@tillamookbaycc.edu
(503) 842-8222 ext. 1820

Business Administration & Economics

Tom Atchison
tomatchison@tillamookbaycc.edu
(503) 842-8222 ext. 1815

Science

Joe Meyer
josephmeyer@tillamookbaycc.edu
(503) 842-8222 ext. 1840

Forestry

Dave Wells
davidwells@mail.tillamookbaycc.edu

Social Science

Rachelle Mills
rachellemills@tillamookbaycc.edu
(503) 842-8222 ext. 1020

Allied Health & Nursing

Alex Tripp
alextripp@tillamookbaycc.edu
(503) 842-8222 ext. 1855

Writing & Communication

Michele Mayle
michelemayle@tillamookbaycc.edu
(503) 842-8222 ext. 1830