

17-Mar-08			
Community College	Blue Mountain	Central	Chemeketa
<b>When/how long can students add classes to their registration</b>			
<b>Without any special permission?</b>	Through the 1st week	7 am on morning of the 1st class	Through the 1st week
<b>With special permissions?</b>	Beyond 1st week - determined by	After deadline listed above -	Through the 8th week
<b>What kind?</b>	inst -- faculty signature	faculty signature	faculty signature
	\$100 late fee		
<b>When do students need to drop classes</b>			
<b>Drop with refund?</b>	End of 1st week of classes	End of 2nd week	End of the 2nd week
<b>Drop without showing on transcript /but without refund?</b>	End of 1st week of classes or	End of 7th week	Through the 8th week of
			the term
<b>Other options?</b>	Can withdraw but no refund through	8th week through Wed. before	May file for petition of
	Friday before finals	no refund, "W" on transcript	exception
<b>Do you have partial refund?</b>	No	No	No
<b>When in the term do you disperse financial aid?</b>	Tuesday of second week of class	5 pm, Friday of 2nd week	First day of term if direct
			deposit
<b>If you disperse financial aid before refund deadline - How do you get \$ back?</b>	Do not disperse before refund period ends	n/a	Check to be sure funds enrolled hours
<b>Do you issue emergency loans?</b>	Yes - for financial aid students	No - emergency scholarships only	Yes
<b>If so, what is the criteria for distribution?</b>	Do allow bookstore charging against FA award.		Must have applied for funds
			Covers books and supplies
			\$5 processing charge
<b>Other issues</b>			

<b>Community College</b>	<b>Clackamas</b>	<b>Clatsop</b>	<b>Columbia Gorge</b>
<b>When/how long can students add classes to their registration</b>			
<b>Without any special permission</b>	Through the 1st week	Through the 1st week	Through the 1st week
<b>With special permissions?</b>	Through the 8th week	Weeks 2 & 3	Through the 2nd week
<b>What kind?</b>	faculty signature	faculty signature	faculty signature
<b>When do students need to drop classes</b>			
<b>Drop with refund?</b>	End of the 2nd week	End of the 2nd week	End of the 2nd week
<b>Drop without showing on transcript /but without refund?</b>	Through the 6th week of the term	3rd and 4th weeks of the term	3rd and 4th weeks of the term
<b>Other options?</b>	Admin withdraws for students who have not met prerequisite or are no-shows in first two weeks	May withdraw with W on transcript 5th through 7th week of term	May withdraw with W on transcript 5th through 7th week of term
<b>Do you have partial refund?</b>	No	Yes-100% refund through 90% refund through 2nd week	No
<b>When in the term do you disperse financial aid?</b>	First day of the term	First day of the term	4th week - can distribute after PCC releases funds
<b>If you disperse financial aid before refund deadline - How do you get \$ back?</b>	College follows compliance requirements of return of Title IV Funds (R2T\$)	College bills the student	Do not disperse before refund period ends
<b>Do you issue emergency loans?</b>	Yes	Yes	Yes
<b>If so, what is the criteria for distribution?</b>	\$500 loans given to students (primarily for books) who have pending fin aid or can demonstrate other resources.		The foundation has a loan request to DOS - no cap - infrequent
	Foundation gives one-time \$300 emergency student support fund -		
<b>Other issues</b>	Must select payment method option	Student must be enrolled and pay	

<b>Community College</b>	<b>Klamath</b>	<b>Lane</b>	<b>Linn Benton</b>
<b>When/how long can students add classes to their registration</b>			Through the 1st week,
<b>Without any special permission</b>	Before the class starts	7th or 8th week of the term	inst exception
<b>With special permissions?</b>	During the first week of class	NA	Through the 2nd week
<b>What kind?</b>	Faculty signature		faculty signature
<b>When do students need to drop classes</b>			
<b>Drop with refund?</b>	5pm Friday the 1st week	Midnight Sunday 1st week of	End of the 2nd week
<b>Drop without showing on transcript /but without refund?</b>	Can't		Not an option
<b>Other options?</b>	May withdraw with W 2nd		
th	through the 8th week of term		
<b>Do you have partial refund?</b>	No	No	No
<b>When in the term do you disperse financial aid?</b>	Second week of the term - Friday	Second week of the term - Tuesday	Third week of term - Monday
	Weekly thereafter		electronic funds transfer
<b>If you disperse financial aid before refund deadline - How do you get \$ back?</b>	Do not disperse before refund period ends	Do not disperse before refund period ends	Do not disperse before refund period ends
<b>Do you issue emergency loans?</b>	Yes	Yes - must be enrolled for at	Yes
<b>If so, what is the criteria for distribution?</b>	"Book loan" distributed by financial aid office if students complete application and are eligible for in excess of tuition	6 credits and able to document emergency. ID way to pay balance. Also have foundation fund issued by counselor-given as grant or loan	\$250 grants once or twice a year. \$200 loans given by financial aid advisors
		Do allow bookstore charging	Business office awards emergency loans to non financial aid students
<b>Other issues</b>		against FA award. Students who	have paid at least half tuition

Community College	Mt Hood	Oregon Coast	Portland	Commu
<b>When/how long can students add classes to their registration</b>				<b>When/h</b>
<b>Without any special permission</b>	Before the class starts	Through the 2nd week	Before the class starts	<b>Wit</b>
<b>With special permissions?</b>	Through the 2nd week	If math or science need facu	Any time after class starts	<b>Wit</b>
<b>What kind?</b>	faculty signature	signature	faculty signature/lavender f	
			\$25 per class late reg fee after	
<b>When do students need to drop classes</b>				<b>When d</b>
<b>Drop with refund?</b>	End of the 2nd week	End of the 2nd week	2nd Friday of the term	<b>Dro</b>
<b>Drop without showing on tran</b>	End of 7th week	End of 7th week	3rd and 4th weeks of the te	<b>Dro</b>
<b>/but without refund?</b>				
<b>Other options?</b>		Exceptional circumstances ap	May withdraw with W on	<b>Oth</b>
		by president	transcript 5th through 8th	
			week of term	
<b>Do you have partial refund?</b>	No	No	No	<b>Do you</b>
<b>When in the term do you dispers</b>	First day of the term	Third week of the term - Mo	Third week of the term -	<b>When in</b>
<b>financial aid?</b>			Wednesday	<b>find</b>
<b>If you disperse financial aid</b>	Send students a bill	Do not disperse before refur	Do not disperse before refu	<b>If</b>
<b>before refund deadline -</b>		period ends	period ends	<b>bef</b>
<b>How do you get \$ back?</b>				<b>Hov</b>
<b>Do you issue emergency loans?</b>	Yes	No	Yes - Administered DOS of	<b>Do you</b>
<b>If so, what is the</b>	If applied for financial c	No formal process - approach	6-11 credits \$100	<b>If</b>
<b>criteria for distribution?</b>	up to \$200	foundation if special circum	12+ credits \$200	<b>crit</b>
			Special circumstances up to \$300	
<b>Emergency</b>			Must have financial aid, job,	
<b>who</b>			parents - a way to pay the	
<b>Other issues</b>			money back	<b>Other is</b>

Rogue	Southwestern	Tillamook	Community College	Treasu
<b>classes</b>			<b>When/how long can students add classes to their registration</b>	
Through the 1st week	Through the 1st week	Before the class starts	<b>Without any special permission</b>	Through
After the 1st week	Any time after the 1st week	Through the 2nd week	<b>With special permissions?</b>	Through
Faculty signature or e-mail	faculty signature	faculty signature - After	<b>What kind?</b>	faculty s
		week need DOS signature		
<b>lasses</b>			<b>When do students need to drop classes</b>	
5pm Friday the 2nd week	End of the second week	End of the 2nd week	<b>Drop with refund?</b>	End of th
Option not available, W	3rd and 4th weeks of the te	3rd and 4th weeks of the	<b>Drop without showing on tran</b>	3rd and 4
always shows after 2nd week			<b>/but without refund?</b>	
	May withdraw with W on	May withdraw with W on	<b>Other options?</b>	After 4th
	transcript 5th through 8th	transcript 5th through 8th		
	week of term	week of term		
No	No	No	<b>Do you have partial refund?</b>	No
Second Saturday	End of the second week	4th week - can distribute	<b>When in the term do you disperse</b>	Third we
Then, twice weekly	Then next Thursday, then F	after PCC releases funds	<b>financial aid?</b>	
RCC fronts re-payment to f	Do not disperse before refu	Do not disperse before re	<b>If you disperse financial aid</b>	Do not d
forgives tuition or assumes	period ends	period ends	<b>before refund deadline -</b>	period er
to collect/refers to collections			<b>How do you get \$ back?</b>	
No	No	No	<b>Do you issue emergency loans?</b>	No
Do allow bookstore charging	Do have emergency <u>scholarships</u>		<b>If so, what is the</b>	Financial
against FA award.	of \$250		<b>criteria for distribution?</b>	the b
There is a student life	Students may charge their books			Financial
emergency fund - checks m	to their AR accounts			Aid Adv
to vendor (@\$50) and give				
Fred Meyer gas cards			<b>Other issues</b>	

<b>Umpqua</b>	
Through the 1st week	
Through the 2nd week	
faculty signature. 3rd week &	
beyond - Fac & Dept Chair	
End of 1st week	
5th week of the term	
5th-9th week - W on transcript	
No	
Tuesday Second week	
Do not disperse before refund	
period ends	
Yes	
Up to \$500 per term for costs	
beyond the student's control.	
(25K private endowment)	
office.	