



# UCC

## COMMUNITY CONNECTIONS

Winter 2021

**COMMUNITY AND  
WORKFORCE TRAINING**

**SMALL BUSINESS DEVELOPMENT  
CENTER EVENTS & WORKSHOPS**

**ADULT BASIC SKILLS**

**REGISTRATION INFORMATION**

### **Serving Our Community With Honor**

How UCC provided  
this alumnus with the  
opportunity of a lifetime.

*Read story on page 3.*

# Transforming Lives

# INSIDE THIS PUBLICATION



**SPOTLIGHT ON ALUMNI SUCCESS** 3



**ADULT BASIC SKILLS** 7



**SPOTLIGHT ON COMMUNITY SUCCESS** 4



**COMMUNITY AND WORKFORCE TRAINING** 8-23

**GETTING STARTED** 5



**SMALL BUSINESS DEVELOPMENT CENTER** 24-25



**VIRTUAL SERVICES** 6



**GENERAL INFO & RESOURCES** 26-29

**MAPS** 30-31

## ABOUT COMMUNITY CONNECTIONS

This publication has a brand new look. What was once called the UCC quarterly class schedule is now called UCC Community Connections.

For the past several years, the college has mailed the class schedule to roughly 50,000 homes in Douglas County as our way of informing the public what we offer. As technology has changed, so has our way of reaching the community. A few years ago we made the printed schedule that you receive in your mailbox available online. The schedule is the second most-read source on the UCC website, so we know how important it is for this information to be accessible and current.

In changing to this new publication, we've moved our college "credit class" schedule completely online. The students in our community will always have access to the most up-to-date credit class schedule additions and changes — something we weren't able to provide when the schedule was in print. The online schedule can be accessed 24/7 at [umpqua.edu/class-schedule](http://umpqua.edu/class-schedule).

So what's here? You'll still find the schedule and information for Community and Workforce Training, Small Business Development Center, and Adult Basic Skills as well as information on Registration and a calendar of UCC's Arts and Athletics events. In addition, we'll share stories about students, outstanding alumni, and community partners who join us in academic excellence.

Check it out. We welcome your feedback.



(USPS #009429) Winter 21, Volume 51, Number 3 is published quarterly by Umpqua Community College, 1140 Umpqua College Rd, PO Box 967, Roseburg, OR 97470-0226. Periodical Postage paid at Roseburg, OR. POSTMASTER: Send address changes to Umpqua Community College, PO Box 967, Roseburg, OR 97470-0226. This publication is intended to inform students and residents about Umpqua Community College's programs and services. It includes a listing of community education and a variety of non-credit classes for the term and registration information. Every effort is made to insure accuracy at the time of publication; however, the college reserves the right to make changes without prior notice.



## SPOTLIGHT ON ALUMNI SUCCESS

### Serving Our Community With Honor



*"The reserve academy was a huge turning point in my life and one of my biggest accomplishments. I wouldn't be in this career field without it." — Kyle David, Class of 2019*

Kyle David decided he wanted to follow a career path that would be more rewarding to himself as well as his community. In 2018, he chose to pursue an education with the Police Reserve Academy at Umpqua Community College.

"My time receiving an education at the UCC's Reserve Academy was a blast," David said. "[The program is] taught by local law enforcement for Douglas County, so you learn how they operate here. You build comradery with the other cadets because you are working through it together. The program is really focused on relying on each other. It can be stressful at first, but toward the end, it was really fun."

In 2019, David was given the title 'Honor Cadet' for his graduating class. This title is voted upon by students and instructors. After graduation, David was hired as a patrol police officer with the

Sutherlin Police Department. Despite David's success and passion for police work, this was not always his intended career path.

"I always thought there was this stigma with police officers getting married and having kids," he said. "I thought those things don't usually work out with this type of career. Once I talked to somebody who was able to do police work while having a family, I gained more insight. I jumped on board and thought it would be a great and rewarding career."

As a student, David was married with two children. He understood that having a family while going through the program would take a lot of dedication, but he persevered. The 320-hour program starts in early September, providing reserve education as well as 25 credits toward an associate degree in Criminal Justice.

"The education is very mentally demanding and it takes a lot of effort," he said. "During class, you experience a nine-month long interview. The instructors are watching how you deal with other people, stress, and any difficulties you may face. You commit your entire Saturdays to the program for nine months straight. However, the only obstacles that you'll face are the ones you set up yourself."

David's education didn't stop after graduation. While in his career, David feels that every day is a new experience full of learning opportunities. He discovered that situations may be similar but it's nearly a new scenario every time. Many experienced officers David has worked alongside have told him there is always something new to be learned. With this in mind, David plans to work toward earning his degree in Criminal Justice.

"The Police Reserve Academy is a great place to try and see if it's a field you are truly interested in," he said. "If someone isn't sure about making that much of a commitment, a ride-a-long program is a great opportunity to observe what we do. Almost all local departments offer this service. Douglas County is an awesome community and I am lucky to work here. I can't see myself working anywhere else. I absolutely love the job and the community I serve."

The next Police Reserve Academy class is expected to start this coming Fall. The next application period should open in April 2021.

**Learn more: [umpqua.edu/criminal-justice-career-technical/police-reserve-academy](http://umpqua.edu/criminal-justice-career-technical/police-reserve-academy)**

*For information about UCC's Criminal Justice Program, visit [umpqua.edu/criminal-justice](http://umpqua.edu/criminal-justice)*

## SPOTLIGHT ON COMMUNITY SUCCESS

### Long-Time Employee Prepares for a New Ride

The first evening as a Class Coordinator for UCC Community Education, Judy Ode set out with a quick driving pace to check-in students at their classes. The first stop was Milo Academy at 5 p.m., then Canyonville followed by Riddle, Myrtle Creek, and Winston. By the time Judy reached the Camas Valley class location, it was 9 p.m. and everyone had finished and went home. Evolving and adapting to the needs of Douglas County residents and employers is what Community and Workforce is all about. No one does this better than Judy Ode. We are celebrating her 26-year career and retirement from Umpqua Community College on Dec. 31, 2020.

After a year of coordinating classes in the Winston and South County communities, Judy jumped at the chance to coordinate Driver Education at the College. She planned the classes and instructed both the classroom portion as well as behind the wheel instruction. She readily joined a state committee to reorganize driver education in the State of Oregon and became the State's train-the-trainer. With more than 5,000 hours of driver instruction, Judy has impacted hundreds of lives. What will she miss most? The amazing people she's met including the 14-year-old driving student learning on a provisional permit, and her oldest driving student at 99 years young. Always ready for a new challenge, Judy is one of a handful of approved instructors of Bioptic driver training, a specialized opportunity for legally blind people to earn a restricted driver's license.

Heavily involved in state and national driving organizations, Judy shared her passion for driver education by leading statewide associations, giving invited presentations at national conferences, and sharing Rules of the Road to parents, teens, seniors, safety organizations, and Douglas



*"This job is never the same two days in a row."*

– Judy Ode, class coordinator, UCC Community Education

County's Teen Court. She was honored with the Meritorious Service Award from the Transportation Safety Division of ODOT in 2010 for her outstanding contribution to Oregon Driver Education.

Continuing Education and industry certifications gained popularity and Judy was eager to meet the demand. She assumed responsibility of complex continuing education and certification courses including Flagger, American Heart Association First Aid & CPR, Water & Wastewater operators, Forklift, Phlebotomy, and OSHA Training.

Truck driving, like driver education, was a huge passion for Judy. She coordinated the program from 2000 to 2004, a partnership between UCC and Rogue Community College at the time. After being run as a stand-alone program, Judy once again assumed the coordination role in 2014. Since

then, Truck Driving enrollment has grown steadily. With support from the local Truck Industry and sound management, program enrollment doubled to almost 80 trained during the 2019-20 year.

When former Community Education Director Sandi Smick recalls Judy Ode, the words that come to mind are calm, steadfast, a rock, hard worker, and leader.

"This job is never the same two days in a row," Judy said when asked what she likes most about the position.

This is certainly true and Community & Workforce Training will not be the same without Judy Ode. What a ride it's been!

**To learn more about UCC's Community & Workforce Training, visit [umpqua.edu/cwt](http://umpqua.edu/cwt)**

*To view upcoming classes, workshops, and events, see pages 8-23 in this publication.*

# GETTING STARTED

## READY TO TAKE CLASSES AT UCC?

GET STARTED BY CHOOSING THE TYPE OF COURSES YOU WOULD LIKE TO TAKE BELOW:

### CREDIT COURSES



Credit courses can lead to a degree or may be accepted toward degree eligibility for transfer to another college or university.

#### WHAT WE OFFER

For a complete listing of certificates and degrees, visit [umpqua.edu/class-schedule](http://umpqua.edu/class-schedule).

You can also browse the complete listing of credit courses.

#### READY TO APPLY?

Visit [umpqua.edu/getting-started](http://umpqua.edu/getting-started)

### NON-CREDIT COURSES



Enrich your life and choose from many of our non-credit Community Education courses. No need to apply to UCC. Just look for instructions online at the websites listed below.

#### SIGN UP



[umpqua.edu/cwt](http://umpqua.edu/cwt)

#### COMMUNITY AND WORKFORCE TRAINING

- Professional Skills
- Personal Enrichment
- Health & Safety

See pages 8-23 for information



[umpqua.edu/sbdc](http://umpqua.edu/sbdc)

#### SMALL BUSINESS DEVELOPMENT CENTER

- No Cost Business Advising
- Upcoming Events & Workshops
- Online Learning

See pages 24-25 for information

#### WANT TO LEARN MORE?

TRANSFER TO UCC

GO TO GETTING STARTED CHECKLIST

HIGH SCHOOL HOME SCHOOL INFORMATION

GET A CAMPUS TOUR

SUBMIT AN INFORMATION REQUEST

#### THE APPLICATION PROCESS IS DIFFERENT:

##### ADULT BASIC SKILLS

- Adult Basic Education / GED
- English Language Acquisition

See page 7 for information

##### INTERNATIONAL STUDENTS

Go to: [umpqua.edu](http://umpqua.edu) to request special application materials

##### OSU DEGREE PARTNERSHIP PROGRAM

Go to: [umpqua.edu/dpp](http://umpqua.edu/dpp) for more information on the Degree Partnership Program





# VIRTUAL SERVICES

## NEED VIRTUAL HELP?

Currently all services are being offered virtually, but UCC has teams ready to help get your questions answered.

### ADMISSIONS

541-440-7743

[admissions@umpqua.edu](mailto:admissions@umpqua.edu)

Want to get started as a new student? Visit [umpqua.edu/getting-started](http://umpqua.edu/getting-started) or call us, and we will walk you through the steps!

See pg. 5 for more information.

### ADVISING

541-440-4610

Advisors are available to help with selecting classes. Schedule an appointment using your SSB account, call or visit [umpqua.edu/academic-advising](http://umpqua.edu/academic-advising). See pg. 28 for details.

### FINANCIAL AID

541-440-4602

Fill out your FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov).

Call if you need help.

See pg. 28 for details.

### HAWK SHOP

(Bookstore)

541-440-4664

Order online at

[umpqua.edu/thehawkshop](http://umpqua.edu/thehawkshop).

Staff will quickly ship your items!

See pg. 28 for details.

### LIBRARY

541-440-4640

[ucclibrary@umpqua.edu](mailto:ucclibrary@umpqua.edu)

[umpqua.edu/ask-a-librarian](http://umpqua.edu/ask-a-librarian)

Help with research, technology,

CANVAS, Zoom™, and college questions

### REGISTRATION

541-440-4604

[registration@umpqua.edu](mailto:registration@umpqua.edu)

Ready to sign up?

Call if you need help accessing your Self-Service Banner Account.

See pg. 26-27 for details.

### SUCCESS CENTER

541-440-7831

We can provide Virtual Academic Coaches to help you succeed.

Call us!

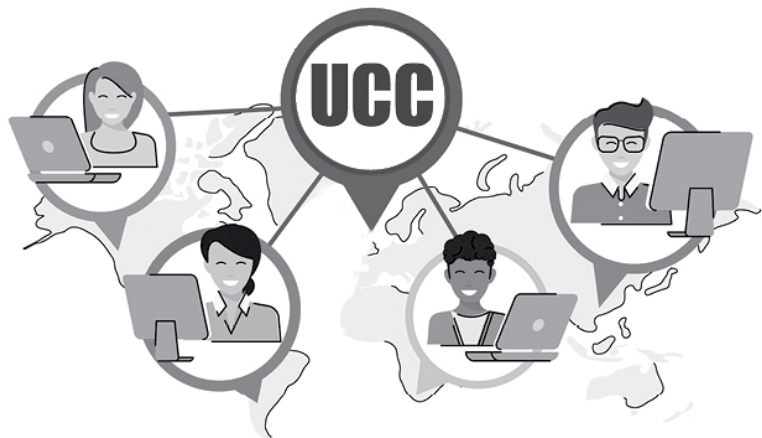
See pg. 29 for details.

### UCCONLINE

541-440-7685

Call UCCOnline if you need help with your CANVAS account.

# REMOTE VS ONLINE CLASSES



## WHAT IS A REMOTE CLASS?



Scheduled, face-to-face via Zoom™



No online class fee



Real-time and recorded activities



Continue real class experiences like lectures, small group work, etc. online

## WHAT IS AN ONLINE CLASS?



Assignment deadlines but no scheduled class time



Online technology fee applies



Learning activities and assignments by due dates



All coursework done online

**Missed High School?  
Get your GED here.**

Classes cost \$18 per term, plus a \$2 technology fee per term

**All Classes will be offered as online courses with virtual instructional support provided.**

**GED, Pre-GED, ENGLISH LANGUAGE ACQUISITION AND SKILL REVIEW**

Umpqua Community College is dedicated to assisting adults who want and need to develop strong basic academic skills in reading, grammar, writing, spelling and mathematics.

**ADULT BASIC SKILLS (ABS) PROGRAMS INCLUDE:**

- Adult Basic Education (ABE) and Pre-GED
- GED, College, and Career Preparation
- Skill Review
- English Language Acquisition (ELA)

**SKILL REVIEW**

- Skill Review is for students who have finished high school or completed their GED, but still need further instruction to improve their skills for college or work.

**ADULT HIGH SCHOOL DIPLOMA**

- These classes are for students over 18 years of age, or released from high school, and needing 3 or less credits to complete their diploma.
- Cost is \$25 per .5 credit, plus \$2 technology fee.

**ELA ENGLISH LANGUAGE ACQUISITION (Learn English!)**

ELA offers beginning and intermediate level English classes for adults — both mornings and evenings. All classes are being held online.

Students will receive instruction in speaking, reading, writing, listening, and basic computer skills in a fun, safe atmosphere.

- Classes focus primarily on language skills for the workplace. Students who have intermediate to advanced ELA skills may also be eligible to sign up for ABE, pre-GED, and GED classes.
- ELA class cost is \$18, plus a \$2 technology fee.

**¿QUÉ ES ELA?**

Las clases de ELA enseña a leer, escribir y hablar inglés. Los estudiantes también aprenderán acerca de la cultura Americana, el trabajo y la vida.

¿Cuánto cuesta? El costo de una clase de ELA es \$20 por un término de 10 semanas.

¿Cómo empiezo? Para más información o para inscribirse, por favor contacté el centro Woolley al 1634 W. Harvard Ave., Roseburg, Oregon, 541-440-4603.



Marguerite Garrison, Adult Education Instructor and Sophavid Choum-Starkey, former student



**I ATTENDED ELA CLASSES...**

*... to improve my English speaking skills. With these skills, I was able to complete my GED. Now, I am in college and working a job. I have benefited a lot from the ELA program. It has helped me further my education, expand work opportunities, and develop more friendships.*

— SOPHAVID CHOUM-STARKEY



To find out more about our program, orientation, talk to our staff, or to get started, please call **541-440-4603** or sign up for orientation at [www.umpqua.edu/stepbackin](http://www.umpqua.edu/stepbackin)

Welcome to  
**Community & Workforce Training**  
 "Your choice for personal and professional development"

**CONTENTS**

- 9 Arts & Design**  
 Creative Arts  
 Photography
- 12 Computers**  
 Basic Skills  
 Software Applications
- 12 CPR/First Aid**  
 Healthcare Professionals  
 Community Members & Families
- 14 Driver Education**
- 15 Fitness & Health**
- 15 Home & Garden**
- 16 Language & Writing**  
 Language  
 Writing
- 16 Recreation & Safety**
- 17 Special Interest**
- 17 Career & Continuing Education**  
 Computers  
 Project Management  
 Skill Enhancement  
 Occupational & Licensing
- 23 Registration Policies & Procedures**



**HOT  
 Classes!**

**Learn to Use Zoom™**

Keep in touch with friends and family.

page 10



**Pharmacy Technician**

Prepare for Pharmacy Technician exam.

page 22

**Certified Flagger Training**

Prepare to be a Flagger

page 21



**Qigong/Tai Chi**

Improve physical and mental health.

page 15

Our *Community & Workforce Training Operations Staff* is here to serve you.

**541-440-4668 • [umpqua.edu/cwt](http://umpqua.edu/cwt)  
[CWTOperations@umpqua.edu](mailto:CWTOperations@umpqua.edu)**





**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

**CLASS DELIVERY**

Use the icons listed by each class as a guide to how the class will be delivered:



**Online Classes Now Available**

We are excited to be offering online classes through Ed2Go. This schedule contains a selection of available classes. To view the full range of exciting offerings including descriptions, please visit: [ed2go.com/Umpqua](http://ed2go.com/Umpqua)

Registration and payment is easy for these classes — follow instructions on link.



**Remote**

The class is delivered virtually using video conferencing via Zoom™. A link will be sent to students allowing them to log into a live class on the dates and times listed.



**Online**

The class is Instructor led and completely online. Students log into the online class to view information, videos, and participate in discussions and assignments.



**F2F (Face to Face)**

The class has some portion of in-person applied instruction. Strict social distancing and sanitation protocols, such as masks, will be required. These courses are subject to cancellation due to Executive Order.

**Remote & Online Learning:**

**What you need to know**

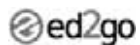
Remote and Online instruction works best if you have access to this recommended equipment:

- A computer or laptop with current updated operating system. Mobile devices can be used to access some portion of classes but you may have difficulty fully participating using a phone
- A high-speed internet connection
- An up-to-date internet browser such as Chrome or Firefox
- Internet Explorer or Safari may not be supported on all learning platforms*
- Integrated or USB-connected webcam, speakers and microphone
- A Zoom™ link will be sent to you if needed

# Winter Classes

CREATIVE ARTS .....

**ARTS & DESIGN**



**DRAWING FOR THE ABSOLUTE BEGINNER**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**



**INTRODUCTION TO DIGITAL SCRAPBOOKING**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**





**INTRODUCTION TO GUITAR**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

 **Remote**  
Virtual led instruction using Zoom™

 **Online**  
Instructor led, completely online

 **F2F (Face to Face)**  
In-person component

 **ed2go**  
Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION



**PHOTOGRAPHY**

 **DISCOVER DIGITAL PHOTOGRAPHY**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$115  
**6 weeks, 24 hours**

 **MASTERING YOUR DIGITAL SLR CAMERA**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$115  
**6 weeks, 24 hours**

 **PHOTOGRAPHING NATURE WITH YOUR DIGITAL CAMERA**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99  
**6 weeks, 24 hours**

 **PHOTOGRAPHING PEOPLE WITH YOUR DIGITAL CAMERA**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99  
**6 weeks, 24 hours**

 **PHOTOSHOP CC FOR THE DIGITAL PHOTOGRAPHER**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$115  
**6 weeks, 24 hours**

 **PHOTOSHOP ELEMENTS FOR THE DIGITAL PHOTOGRAPHER**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99  
**6 weeks, 24 hours**

**COMPUTERS**

**BASIC SKILLS** .....

 **LEARN TO USE ZOOM** **new!**



Zoom video conferencing has become the new way to meet and keep in touch with friends and family. Businesses are utilizing zoom to hold meetings, webinars, and trainings while schools are teaching classes using this virtual platform. Join this class and learn how to create an account and useful tips and tricks for getting started. The next best thing to being face-to-face! Instructor: K. Todd \$25

12/15	Tue	5:30 - 6:30 pm	REMOTE
1/19	Tue	5:30 - 6:30 pm	REMOTE
2/16	Tue	5:30 - 6:30 pm	REMOTE
3/16	Tue	5:30 - 6:30 pm	REMOTE

  **COMPUTER ESSENTIALS 1**

Do you want to learn more and feel more comfortable with your computer? This class is for you. Learn basic commands and terminology, use a mouse or keyboard and multitasking with Windows 10. You will also learn to keep track of all your information by using Windows file management. Explore keyboard shortcuts and media player. This class is recommended for people who do not have computer experience. Early registration is encouraged for this popular class. Instructor: C. McCormick. Gold card members use discount code GOLD at checkout. \$89

1/19 - 1/28	Tue, Thu	4:15 - 6:15 pm	CWT 11
-------------	----------	----------------	--------



**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION



**COMPUTER ESSENTIALS 2**

This class is the next step in getting comfortable with and understanding your computer. Explore the Microsoft store and learn about applications; how to install, launch and customize your privacy. You will explore the internet and dive into word processing, spreadsheets, sticky notes and much more. Learn to use the personalization settings and make your computer your own. Early registration is encouraged for this class. Instructor: C. McCormick. Gold card members use discount code GOLD at checkout. \$89

**2/9 - 2/18 Tue, Thu 4:15 - 6:15 pm CWT 11**



**EXCEL BASICS**

Learn more about what the popular MS Excel program can do for you! In this Basic Excel class, learn features such as creating, navigating, formatting and editing worksheets and workbooks. Enter various types of data, work with common formulas and functions. Learn the shortcuts. Instructor: L. Way. \$69

**2/22 - 2/24 Mon, Wed 5 - 8 pm REMOTE**



**EXCEL BEYOND THE BASICS**

Go beyond SUM and expand on the knowledge learned in the basics course. Explore other basic functions, learn basic trouble shooting, create simple graphs and learn to link functions across multiple sheets. Instructor: L. Way. \$69

**3/8 - 3/10 Mon, Wed 5 - 8 pm REMOTE**

**ed2go INTRODUCTION TO MICROSOFT EXCEL**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go INTRODUCTION TO MICROSOFT WORD**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go INTRODUCTION TO WINDOWS 10**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**



**ed2go INTRODUCTION TO PC SECURITY**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go INTRODUCTION TO PC TROUBLESHOOTING**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go INTRODUCTION TO PC PROGRAMMING**

Open enrollment – see pg. 9 for information and registration instructions. \$119

**48 hours**

**ed2go JAVA PROGRAMMING SERIES**

Open enrollment – see pg. 9 for information and registration instructions. \$199

**48 hours**







**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

SOFTWARE APPLICATIONS .....



**INTRODUCTION TO GAME DESIGN**

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. This course provides a general introduction to what goes into the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. By completing this course, you can take the first steps into understanding game design and how it can be applied in your field. Fee \$245

**2/1 - 2/26 ONLINE**



**INTRODUCTION TO WEB DESIGN**

Discover the basics of web design using HTML and CSS. The No prior knowledge of HTML or web design is required. Throughout the course you will get the info you need to plan and design effective web pages. Come away knowing how to implement web pages by writing HTML and CSS code. And discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images. Fee \$245

**3/1 - 3/26 ONLINE**

**ed2go DESIGNING EFFECTIVE WEBSITES**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go LEARN TO BUY AND SELL ON EBAY**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

**ed2go BLOGGING AND PODCASTING FOR BEGINNERS**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**



**CPR/FIRST AID**

*The American Heart Association strongly promotes knowledge and proficiency in BLS/ACLS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association. Classes with low enrollment are subject to cancellation.*

HEALTHCARE PROFESSIONALS .....

**LEGAL NURSE CONSULTANT TRAINING COURSE**

This course prepares the Registered Nurse and Physician’s Assistant for a career in the legal field as a legal nurse consultant building on the medical education and clinical experience of RN’s and PA’s. Fee \$1,195

**1/11 - 2/26 ONLINE**  
**3/8 - 4/23 ONLINE**

**MEDICAL PROFESSIONAL LEGAL CONSULTANT**

This program provides medical professionals with the opportunity to train for a career in the legal field as a medical professional legal consultant (MPLC). This program is approved for 45.00 hours of AAPA Category 1 CME credit by the Physician Assistant Review Panel. Fee \$1,295

**1/11 - 2/26 ONLINE**  
**3/8 - 4/23 ONLINE**



**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

**ed2go EXPLORE A CAREER IN MEDICAL CODING**



Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

and infant CPR will be covered. This class can be delivered at specific work locations on request. For more information call Sarah at 541-440-4660. \$99

11/24	Tue	5 - 9:30 pm	CWT 15
1/13	Wed	5 - 9:30 pm	CWT 15
2/9	Tue	5 - 9:30 pm	CWT 15
3/17	Wed	5 - 9:30 pm	CWT 15

**aha AHA HEALTHCARE PROVIDER RECERT (BLS)**

This Basic Life Support class is for Healthcare Providers. The course covers the Emergency Cardiovascular Care Guidelines including use of AED's and Bag Valve Mask Devices. Adult and infant CPR will be covered. This class can be delivered at specific work locations on request. For more information call Sarah at 541-440-4660. \$99

12/3	Thu	5 - 9:30 pm	CWT 15
1/27	Wed	5 - 9:30 pm	CWT 15
2/22	Mon	5 - 9:30 pm	CWT 15
3/2	Tue	5 - 9:30 pm	CWT 15

**aha AHA HEALTHCARE PROVIDER (BLS) SKILLS CHECK**

The skills check session is for people completing the online AHA HCP BLS course. [www.onlineAHA.org](http://www.onlineAHA.org). Call 541-440-4668 to schedule the skills check. Be sure to print the certificate from the online session and bring with you to the skills check session. Skills check takes about one hour and can be scheduled Monday thru Friday. \$70

**CALL FOR APPOINTMENT**

**aha AHA BLS/HS INSTRUCTOR TRAINING**

This course teaches prospective instructors of First Aid/CPR/AED for both Healthcare Provides and the Lay Responder how to prepare for the class. Pre-requisite for this class is a current provider card in the discipline you will be teaching. This is a 7-hour class. Instructor Manual not included in the course fee. It is available at the Community Ed office or online. For more information, call Sarah at 541-440-4660. Course fee \$299

1/23	Sat	8:30 am - 4 pm	CWT 15
3/6	Sat	8:30 am - 4 pm	CWT 15

**aha AHA HEALTHCARE PROVIDER (BLS)**

This Basic Life Support class is for Healthcare Providers. The course covers the Emergency Cardiovascular Care Guidelines including use of AED's and Bag Valve Mask Devices. Adult



**COMMUNITY MEMBERS & FAMILIES**

**aha AHA CPR/AED TRAINING**

This course teaches you how to give CPR and how to use an AED for both adults and children. The use of barrier devices for all ages will also be discussed. \$59

1/20	Wed	5:30 - 9:30 pm	CWT 15
2/3	Wed	5:30 - 9:30 pm	CWT 15
3/8	Mon	5:30 - 9:30 pm	CWT 15



**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

**😊😊 AHA FIRST AID CPR AED**

This American Heart Association Heartsaver First Aid/CPR course teaches how to manage illness and injuries for adults and children in the first few minutes until professional help arrives. For more information, call Sarah at 541-440-4660. \$89

1/20 - 1/21	Wed, Thu	5:30 - 9:30 pm	CWT 15
2/3 - 2/4	Wed, Thu	5:30 - 9:30 pm	CWT 15
3/8 - 3/9	Mon, Tue	5:30 - 9:30 pm	CWT 15

**😊😊 AHA FIRST AID/CPR AED FOR INFANTS**

This AHA Heartsaver First Aid/CPR/AED course teaches how to manage illness and injuries for children and Infants in the first few minutes until professional help arrives. If you are interested in this course, please call 541-440-4660. \$89

2/6	Sat	8:30 am - 3:30 pm	CWT 15
-----	-----	-------------------	--------



**DRIVER EDUCATION**



**📖 DRIVER EDUCATION AGE 15-17 WITH PERMIT**

Driving is a part of our lives and safety in driving is what helps keep us alive. We offer an Oregon Department of Transportation certified class that includes 30 hours of classroom instruction and 12 hours in the car. The classroom instruction will be delivered virtually. Drive times will be scheduled after the first class. This course requires students to be visible by webcam to track attendance and complete tests. Parent/guardian must attend the first hour of the first class with student virtually. Students must have their Oregon permit at the time of registration. Fee \$225 or low/no income \$149. Info 541-440-4668

1/12 - 2/23	Tue, Thu	6 - 8:30 pm	REMOTE
2/15 - 3/29	Mon, Wed	6 - 8:30 pm	REMOTE



**ADULT DRIVER EDUCATION**

This class is for students 18 and over. Students must have their Oregon permit or a valid Driver License before class starts. Drive times will be scheduled after the first class. Information: 541-440-4668. Fee \$399

1/12 - 2/23	Tue, Thu	6 - 8:30 pm	REMOTE
2/15 - 3/29	Mon, Wed	6 - 8:30 pm	REMOTE



**DRIVER EDUCATION PERMIT TEST PREP**

Having trouble passing the permit test, or just need help studying? This course covers the Oregon Driver Manual and what you need to know to pass the Oregon Driver permit test. Open to all ages. Information: 541-440-4668. Instructor: L. Wade \$69

1/7	Thu	5 - 9 pm	REMOTE
-----	-----	----------	--------

**Call for information on Adult Behind the Wheel Drive Lessons and Bioptic Behind the Wheel Driver Lessons. 541-440-4668 or <http://bit.ly/UCCDRE>**





**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

**FITNESS & HEALTH**

**20% GOLD CARD**



**QIGONG/ TAI-CHI**



Qigong/ Tai-Chi techniques rest the mind while strengthening and working the body. This ancient physical form uses stretching, deep breathing and invigorating circular motion to awaken and loosen the entire body. Beginning and intermediate students of all ages are welcome! Instructor: D. Robison-Bryan This class is offered for GOLD CARD MEMBERS. Gold Card members use discount code GOLD at checkout.

<b>\$89</b>	<b>1/19 - 3/25</b>	<b>Tue, Thu</b>	<b>11 am - Noon</b>	<b>REMOTE</b>
<b>\$69</b>	<b>1/19 - 3/23</b>	<b>Tue</b>	<b>11 am - Noon</b>	<b>REMOTE</b>
<b>\$69</b>	<b>1/20 - 3/24</b>	<b>Wed</b>	<b>11 am - Noon</b>	<b>REMOTE</b>
<b>\$69</b>	<b>1/21 - 3/25</b>	<b>Thu</b>	<b>11 am - Noon</b>	<b>REMOTE</b>

**ed2go NUTRITION AND HEALTH BUNDLE**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$169

**6 weeks, 24 hours**

**ed2go HAPPY AND HEALTHY PREGNANCY**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**



**HOME & GARDEN**

**ed2go START YOUR OWN EDIBLE GARDEN**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go LUSCIOUS, LOW-FAT, LIGHTNING QUICK MEALS**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

**ed2go GROWING PLANTS FOR FUN AND PROFIT**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**





**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

## LANGUAGE & WRITING

### LANGUAGE.....

#### **ed2go SPEED SPANISH**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

#### **ed2go INSTANT ITALIAN**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

#### **ed2go BEGINNING CONVERSATIONAL FRENCH**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

#### **ed2go DISCOVER SIGN LANGUAGE**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**



#### **ed2go DISCOVER SIGN LANGUAGE II**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

### WRITING

#### **ed2go CREATIVE WRITING VALUE SUITE**

Open enrollment – see pg. 9 for information and registration instructions. \$299

**72 hours**

#### **ed2go INTRODUCTION TO JOURNALING**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

#### **ed2go WRITING FOR CHILDREN**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$115

**6 weeks, 24 hours**

#### **ed2go MYSTERY WRITING**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$89

**6 weeks, 24 hours**

#### **ed2go WRITING FICTION SERIES**

Open enrollment – see pg. 9 for information and registration instructions. \$199

**48 hours**

#### **ed2go ADVANCED FICTION WRITING**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

## RECREATION & SAFETY



### **BOATER SAFETY**



Students who pass the course can apply for their boater education card as required by Oregon's mandatory Boater Education Program. Boater Handbook must be completed

prior to class. 1 - 2 hours of pre-course study is required. All operators of powerboats with motors over 10 horse power are required to carry the Boater Education Card. For info or to request a book call 541-440-4668. Instructor: P. Wood. \$20

<b>12/8</b>	<b>Tue</b>	<b>5:30 - 9:30 pm</b>	<b>REMOTE</b>
<b>1/26</b>	<b>Tue</b>	<b>5:30 - 9:30 pm</b>	<b>REMOTE</b>
<b>3/2</b>	<b>Tue</b>	<b>5:30 - 9:30 pm</b>	<b>REMOTE</b>



**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

## SPECIAL INTEREST

### **GENEALOGY BASICS**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

### **HELPING ELDERLY PARENTS**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**



### **ALTERNATIVE DISPUTE RESOLUTION**

Participants will learn negotiation skills and how to select the most cost-effective and least intrusive ADR method to achieve the most positive result for both parties. Course is 7 weeks. Fee \$995

**1/11 - 2/26 ONLINE**

**3/8 - 4/23 ONLINE**

## CAREER & CONTINUING EDUCATION

### COMPUTERS



### **EXCEL BASICS**

Learn more about what the popular MS Excel program can do for you! In this Basic Excel class, learn features such as creating, navigating, formatting and editing worksheets and workbooks. Enter various types of data, work with common formulas and functions. Learn the shortcuts. Instructor: L. Way. \$69

**2/22 - 2/24 Mon, Wed 5 - 8 pm REMOTE**



### **EXCEL BEYOND THE BASICS**

Go beyond SUM and expand on the knowledge learned in the basics course. Explore other basic functions, learn basic trouble shooting, create simple graphs and learn to link functions across multiple sheets. Instructor: L. Way. \$69

**3/8 - 3/10 Mon, Wed 5 - 8 pm REMOTE**



### **MASTERING EXCEL SERIES COMPLETION AWARD**

A must-have skill to succeed in business, whether an entrepreneur or a valued employee, is the ability to create, edit and manage spreadsheets. Microsoft Excel is the most used spreadsheet tool in the world. Begin with learning how

an Excel worksheet is constructed, populated with content, and edited for delivery. Then, increase your efficiency by learning how to organize, display and calculate your data into useful information. Identify different types of data and how data can be best visually represented or formatted, by using different data tool techniques. Finally, you'll learn a variety of Excel's most powerful features to analyze data quickly and easily. Fee \$495

**2/1 - 4/30 ONLINE**



### **PROJECT MANAGEMENT** new!

*A project is a specific, time-bound activity that has defined objectives and goals, where the final outcomes are planned and have a set budget. Project Manager Professionals need to have the aptitude and specific skill sets that make them uniquely qualified for managing time-bound, budgeted projects, as well as technical skills and understanding of their industry.*

*All UCC Continuing Education Project Management classes are offered virtually, and are instructor led. This method of delivery is flexible for the modern professional. This means you will log into a live class at the same time each week.*

### **PROJECT MANAGEMENT INFORMATION SESSION**

**11/16 Mon 1 - 2 pm FREE ONLINE**

Cost of program (all 7 classes) \$1,899

### **FOUNDATIONS OF PROJECT MANAGEMENT**

**11/30 - 12/18 Mon, Wed 10 am - 1 pm ONLINE**

### **PROJECT REQUIREMENTS AND PROCUREMENT**

**1/4 - 1/18 Mon, Wed 10 am - 1 pm ONLINE**

### **PROJECT RISK MANAGEMENT**

**1/22 - 2/1 Mon, Wed 10 am - 1 pm ONLINE**

### **PROJECT LEADERSHIP ESSENTIALS**

**2/19 - 3/8 Mon, Wed 10 am - 1 pm ONLINE**

### **PROJECT QUALITY AND CONTROL**

**3/12 - 3/22 Mon, Wed 10 am - 1 pm ONLINE**

### **PROJECT MANAGEMENT SIMULATION (CAPSTONE)**

**3/26 - 4/9 Mon, Wed 10 am - 1 pm ONLINE**

*For more detailed class descriptions or for more information please visit: <http://bit.ly/2QVG7Mh>*





**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

## SKILL ENHANCEMENT .....



### DESIGNING ONLINE INSTRUCTION

Learn about the online instructional environment, envisioning your online course, developing a web course, phases of design and development, design guidelines, and more. Discuss the phases of design and development and models, motivating student-student interaction, and managing interaction. Get the latest information on copyright issues, assessment and evaluation. Fee \$195

**3/1 - 3/26 ONLINE**



### ed2go A TO Z GRANT WRITING SERIES

Open enrollment – see pg. 9 for information and registration instructions. \$199

**48 hours**

### ed2go ADMINISTRATIVE ASSISTANT SUITE

Open enrollment – see pg. 9 for information and registration instructions. \$299

**72 hours**



### THE BASICS OF BOOKKEEPING

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you're an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. Fee \$195

**3/1 - 3/26 ONLINE**



### ed2go GRAMMAR REFRESHER SERIES

Open enrollment – see pg. 9 for information and registration instructions. \$199

**48 hours**

### ed2go EFFECTIVE BUSINESS WRITING

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

### ed2go BUSINESS AND MARKETING WRITING

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

### ed2go WRITE EFFECTIVE WEB CONTENT

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**



### BUSINESS WRITING

Take away the key practices you need to develop and hone your business writing communication effectively and successfully. Get the best practices for crafting effective, professional business documents. Find out how to avoid grammatical pitfalls. And acquire business writing principles that will be good for years to come. Fee \$195

**2/1 - 2/26 ONLINE**



### EFFECTIVE COPYWRITING

Whether you are sending out a press release, communicating internally with a memo or promoting your own skills on LinkedIn, strong writing skills are the key to success. Come away with the tools and techniques you need to improve your copywriting skills and learn how to avoid the common writing mistakes that can hold you back. Fee \$195

**3/1 - 3/26 ONLINE**



**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION



**WRITING NEWS AND PRESS RELEASES**

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Getting the word out is an essential activity for every organization. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention. Fee \$195

**4/5 - 4/30 ONLINE**



**BUSINESS WRITING SERIES COMPLETION AWARD**

To receive a Business Writing Series Completion Award from UGOTCLASS take all 3 Business writing courses at a discounted rate. This is a great training to add to your current skill set. Business Writing - Starts February 1, Effective Copywriting - Starts March 1, and Writing News and Press Release - Starts April 5. Fee \$495

**2/1 - 4/30 ONLINE**



**DATA ANALYSIS COMPLETION AWARD**

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Fee \$495

**2/1 - 4/30 ONLINE**



**DIGITAL MARKETING SERIES COMPLETION AWARD**

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising. Relevant for any type of organization, including businesses, companies, non-profits, and government agencies. No eMarketing experience or expertise is necessary. If you are already at an advanced level, your instructors are experts and can provide the latest most advanced information and answer your toughest questions. Fee \$495

**2/1 - 4/30 ONLINE**



**SOCIAL MEDIA FOR BUSINESS SERIES COMPLETION AWARD**

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization. Learn how social networks are used to develop a two-way communication and marketing strategy for your organization. Then find out what you can be doing, what you should be doing, and take back a plan to integrate social networks into your communication and marketing. Fee \$495

**2/1 - 4/30 ONLINE**



**ed2go CREATING A SUCCESSFUL BUSINESS PLAN**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**



**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

**ed2go FUNDAMENTALS OF SUPERVISION AND MANAGEMENT**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go SUPERVISORY & LEADERSHIP SERIES COMPLETION AWARD**

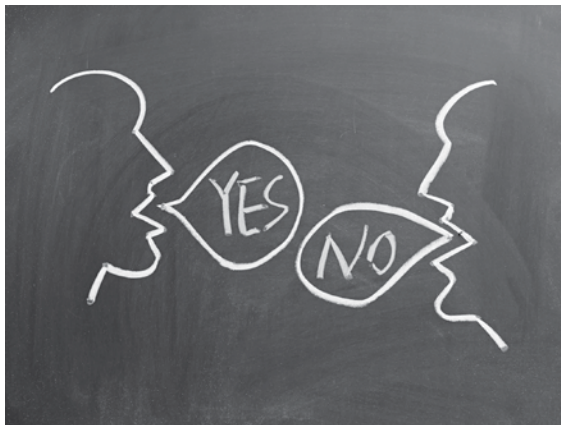
Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Learn about effective delegation, performance management, and writing performance reviews. Discuss the specifics of the supervisor's role and responsibilities, and strategies for improving your overall effectiveness as a leader. Take home practical information along with tips and techniques that can be applied at your job immediately. Fee \$395

**2/1 - 3/26 ONLINE**

**ed2go CONFLICT MANAGEMENT**

Discover a workable conflict management model, discuss case studies in conflict management, and then take away successful conflict management strategies to apply in your workplace. Fee \$245

**6 weeks, 24 hours**



**ed2go KEYS TO EFFECTIVE COMMUNICATION**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**

**ed2go GET ASSERTIVE**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$99

**6 weeks, 24 hours**



**ed2go YOUTUBE FOR BUSINESS**

YouTube, as the second largest search engine can no longer be ignored by businesses and organizations. YouTube reaches a broad age and gender demographic and is the largest video search/discovery destination with over 35 hours of video being uploaded every minute. YouTube is now accessible from nearly every top mobile device as well as from your TV. Fee \$245

**3/1 - 3/26 ONLINE**

**ed2go EMPLOYMENT LAW FUNDAMENTALS**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$119

**6 weeks, 24 hours**

**ed2go EMPLOYMENT LAW COURSE**

SHRM Approved. Topics to be included are master and servant, wages and hours, anti-discrimination in employment and minimum wages and maximum hours, as well as regulation of working conditions. Fee \$995

**1/11 - 2/26 ONLINE**

**3/8 - 4/23 ONLINE**

**ed2go GRADUATE MANAGEMENT ADMISSION TEST PREPARATION**

The online course is divided into two separate courses to prepare you for the verbal and analytical writing section of the GMAT and one to prepare you for the quantitative and integrated reasoning sections. Fee \$300

**1/11 - 2/26 ONLINE**

**3/8 - 4/23 ONLINE**





**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION



**GRADUATE SCHOOL TEST PREP**

This online course is divided into two parts, one to prepare you for the verbal sections of the GRE and one to prepare you for the quantitative section. Fee \$300

1/11 - 2/26 **ONLINE**  
3/8 - 4/23 **ONLINE**



**LAW SCHOOL PREPARATION COURSE**

We'll lead you through what to expect from law school, including the Socratic teaching method and show you how to master the casebook method of instruction used at nearly all law schools. Fee \$300

1/11 - 2/26 **ONLINE**  
3/8 - 4/23 **ONLINE**



**eDISCOVERY FOR PARALEGALS**

The eDiscovery for Paralegals course is an introductory course for persons entering the eDiscovery field, as well as professionals wanting to broaden their knowledge of the eDiscovery process. Fee \$995

1/11 - 2/26 **ONLINE**  
3/8 - 4/23 **ONLINE**



**INTELLECTUAL PROPERTY LAW FOR ENGINEERS**

Class is mostly concerned with patent law, we also deal with copyright, trademark, trade dress, trade secrets and business methods. Fee \$995

1/11 - 2/26 **ONLINE**  
3/8 - 4/23 **ONLINE**



**PREPARING FOR THE LSAT**

This course provides an overview of law school entrance procedures, a career in law, and law school survival

techniques. You will also learn proven test taking techniques and participate in an intensive review of analytical reasoning question, including technique for drafting the most helpful types of diagrams and explanations for and interpretations of correct answer choices. Fee \$300

1/11 - 2/26 **ONLINE**  
3/8 - 4/23 **ONLINE**

OCCUPATIONAL & LICENSING.....



**CERTIFIED FLAGGER TRAINING**

Prepare to be a Flagger for work zone traffic control. Learn the basics of flagging and traffic control. Receive State of ODOT Credentials for Flaggers. Valid for three years Class fee includes textbook. Must be 18 or older to get a job as a Flagger. Information: 541-440-4668. \$119

12/1	Tue	4:30 - 10 pm	REMOTE
1/5	Tue	4:30 - 10 pm	REMOTE
2/2	Tue	4:30 - 10 pm	REMOTE
3/2	Tue	4:30 - 10 pm	REMOTE

**OPPORTUNITY AHEAD!**



**Be a Certified Flagger**

**Prepare to be a flagger for work zone traffic control!**

- Receive Oregon Department of Transportation Credential for Flaggers – Certification is valid for three years.
- \$119 – class fee includes books



Virtual led instruction via Zoom™  
Tuesdays, 4:30 - 10 pm  
Dec. 1, Jan. 5, Feb. 2 and March 2

**CALL NOW TO REGISTER**

**541-440-4668**



**Remote**

Virtual led instruction using Zoom™



**Online**

Instructor led, completely online



**F2F (Face to Face)**

In-person component



Online classes via ED2go

SEE PAGE 9 FOR DETAILED INFORMATION

**👤👤 FORKLIFT TRAINING**

This course provides the skills necessary for the operator to carry out the requirements of moving large and heavy materials from one location to another in a safe manner as approved by the Occupational Safety and Health Act. Skill component will be scheduled. Information: Call 541-440-4668. Instructor: J. Morrison \$119

**3/6 Sat 8:30 - 3:30 pm WCH 14**



**PHARMACY TECH TRAINING**

UCC will be offering a comprehensive 51-hour course to prepare students to enter the pharmacy field and take the Pharmacy Technician exam. The course includes pharmacy specific medical terminology, reading and interpreting prescriptions and defining drugs by generic and brand names. Students learn dosage calculations, IV flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing, and reimbursement. The course will be delivered via remotely in real time using Zoom. Required book will be mailed or available for pick up prior to the first night of class. Information sessions for potential students are available at 5:30 pm via Zoom on Dec. 7 & 14 and January 6. Call 541-440-4668 or email cwtoperations@umpqua.edu to sign up. Instructor: T. Frank \$695

**1/12 - 3/9 Tue, Thu 6 - 9 pm REMOTE**



**LIMITED PUMP INSTALLER CONTRACTORS LICENSE**

This course will serve in lieu of the one-year experience required for the Limited Pump Installer's license. This course is appropriate for people wanting a Limited Pump

Installer Contractors License and is for Residential only NOT Commercial. Limited space available. OAR 918-030-0015 requires contractors registered with the Building codes Division to maintain an active CCB license. Be sure to provide the business/company's CCB number and expiration date. If the business is exempt from CCB licensure, submit with the application a letter, on letterhead, stating the reason for the exemption. The first two days will be delivered remote via Zoom™ and the last two days will be held on site at UCC. You will receive more information when you register. Contact 541-440-4668 for more information. \$899

**2/3 - 2/6 Wed - Sat 8 am - 5 pm REMOTE/CWT 16**

**ed2go BECOME A PHYSICAL THERAPY AIDE**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$129

**6 weeks, 24 hours**

**ed2go BECOME A VETERINARY ASSISTANT**

Classes scheduled started monthly – see pg. 9 for information and registration instructions. \$129

**6 weeks, 24 hours**

**ed2go VETERINARY ASSISTANT SERIES**


Open enrollment – see pg. 9 for information and registration instructions \$399

**96 hours**



**👤👤 PROFESSIONAL TRUCK DRIVER TRAINING**

The UCC Commercial Truck Driving Program is for anyone wanting to drive vehicles requiring a Class A or B CDL. Class A CDL training runs about every 6 week and Class B Training is available to schedule. To find out more about the program, visit <https://www.umpqua.edu/commercial-truck-driving>. Those interested should call 541-440-4668 to join a virtual info session and find out how to get an application packet or review the one you are ready to turn in.

 <p><b>UCC</b> UMPQUA COMMUNITY COLLEGE COMMUNITY AND WORKFORCE TRAINING</p>	<p><b>Community and Workforce Training</b> UMPQUA COMMUNITY COLLEGE PO Box 967 Roseburg, OR. 97470 541.440.4668</p>	<p>Date of Birth (Required): _____</p> <p>Date: _____ Term: FA WI SP SU</p> <p>Gender: Male <input type="radio"/> Female <input type="radio"/> Other <input type="radio"/> US Citizen: Yes <input type="radio"/> No <input type="radio"/></p> <p>Ethnicity (optional): Asian Black Hispanic Native American White</p> <p>Enrollment Status:  <input type="checkbox"/> Enrolling for the first time  <input type="checkbox"/> Returning Student</p> <p>Email: _____</p> <p>Registration Confirmation/Receipts sent via email</p>												
<p>Name: _____ Last First MI</p> <p>Mailing Address: _____ City State Zip</p> <p>Home Phone: _____ Other Phone: _____</p>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">SESSION ID</th> <th style="width: 40%;">COURSE TITLE</th> <th style="width: 10%;">FEE</th> <th style="width: 15%;">SESSION ID</th> <th style="width: 40%;">COURSE TITLE</th> <th style="width: 10%;">FEE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			SESSION ID	COURSE TITLE	FEE	SESSION ID	COURSE TITLE	FEE						
SESSION ID	COURSE TITLE	FEE	SESSION ID	COURSE TITLE	FEE									
<p>Student Signature: _____ Date: _____</p> <p>-----</p> <p>Total Due: _____ Paid by: Check (No.) _____ Cash _____ Visa, Discover, Mastercard Number: _____</p> <p>Address (If other than Student): _____ 3 Digit Code (Back of card) _____ EXP Date _____</p> <p>Signature of Cardholder Signifying Approval &amp; Authorization: _____ Date: _____</p> <p style="font-size: small; text-align: center;">In case of Refund: credit/debit cards will be credited. All other forms of refund payment will be issued to the student via check.</p>														

**REGISTRATION POLICIES & PROCEDURES**

UCC Community Education Classes are open to the public. Classes are open to students 16 years and older unless otherwise stated. Youth and Family classes are specifically designed for young people, teens, or families. Community Education and Workforce Training classes are separate from credit offerings and do not count towards degrees, diplomas or certificate programs.

**PAYMENT**

Payment is due at time of registration. Make checks payable to UCC. Visa, MasterCard and Discover Card are accepted.

**REGISTRATION**

Pre-registration for Community Education classes is strongly encouraged. Registration at the first class session cannot be guaranteed in cases where the class is full or canceled due to low enrollment numbers.

**4 WAYS TO REGISTER**

1. **Online** – Go to [umpqua.edu/cwt](http://umpqua.edu/cwt) and select the “Register Here” button. You will be able to view and register for Community, Workforce Training Classes and Small Business Development Center Workshops and Events.
2. **Phone** – Call 541-440-4668 weekdays from 8 a.m. - 5 p.m. We accept Visa, Master Card and Discover.
3. **Mail** – Mail a completed Community Education registration form found on this page with payment to:  
UCC CWT  
P.O. Box 967, Roseburg, OR 97470  
Do not send cash. Mail-in registration does not guarantee space. Fax to 541-440-7721.
4. **In Person** – Not available at this time.

**REFUNDS**

- Full refunds will be issued to all students if UCC must cancel a class.
- Students are eligible for a refund if they drop a class two business days prior to the class start date. To cancel a class, contact UCC Community and Workforce Training at 541-440-4668.
- Financial credit towards future classes may be considered based on special circumstances but is not guaranteed. Requests based on special circumstances must be requested in writing to: Community Education and Workforce Training Office  
PO Box 967  
Roseburg OR 97470

**COMMUNICATION**

Those registering online will receive confirmation to the email entered in the system. Those registering by phone, in person, or by mail will receive confirmation after the payment is processed. We will also contact you if the class is canceled, if there is a change in time, facility or location, or if the class is full.

**INCLEMENT WEATHER**

UCC Community Education classes held on campus are closed when UCC is officially closed due to severe weather. If your class is held at a local school and the school is closed due to weather, your class will be canceled for the evening. Listen to local radio stations or visit the UCC website [www.umpqua.edu](http://www.umpqua.edu) for weather closure information.

**CAMPUS PARKING**

**Student and General Public:** Students may park in the spaces designated by yellow lines. This parking is considered general parking and is open to all students and general public.

**Disabled Person Parking:** Special placards are required for parking in clearly marked Disabled Parking spaces. These placards are issued by the Oregon Division of Motor Vehicles and must be prominently displayed when parking in a disabled parking space.

**Accessibility Parking:** Special permit required for parking at the LaVerne Murphy Student Center east parking area. See Accessibility Services for special permit access.

**GOLD CARD PROGRAM — SENIOR DISCOUNT**



Douglas County Residents who are 60 years of age or older, and Disability Gold Card holders are eligible for a **20% DISCOUNT** off the costs of selected Community Education classes. Look for the symbol for classes that qualify for the Gold Card discount. **Eligible residents should enter “GOLD” during checkout or ask for discount if registering over the phone.**



UCC SBDC offices are located in the Umpqua Business Center at 522 SE Washington Ave., Roseburg 541.440.7824



## Small Business Management FOR CHILDCARE PROVIDERS

The SBM for Childcare Providers is a year-long program that will help childcare providers increase quality training, do self assessment, and make quality improvements.

The Small Business Development Center at UCC and Care Connections & Education are partnering to support the development of high- quality early-learning sites with strong and sustainable business practices in place.

A quality improvement specialist will offer individualized program and professional development supports to assist providers to help in meeting their goals.

### COURSE COMPONENTS:

- Creating Value Propositions
- Financials & Sales
- Developing a Marketing Plan
- Providing A Digital Presence
- Meets Virtually 2.5 Hours each Month
- Receives 2 Hours of One-On-One Personalized Advising Each Month
- This program will also have an IDA savings plan attached to it. (Details to come.)
- At the end of the program participants will receive a completion certificate.

BEGINNING FEB. 2021 — Date and time to be announced. Call now at 541-440-7824 for your application appointment and get started!

## READY SET PLAN YOUR BUSINESS!



Whether your small business is in idea, growth or exit stage, a business plan is a great way to present the full picture to your stakeholders, investors and potential partners.

LivePlan is a hands-on, online interactive business plan program, that prompts the user to answer questions about all aspects of their business, LivePlan will help write your business plan and present it in 8 weeks.

- Putting Your Ideas into Words
- Forecasting Sales and Expenses
- How to Reach Your Target Market
- Building a Team
- Using Your Plan to Manage Business

This 8 week cohort meets every other week for live instruction. Then meet one-on-one with course Instructor Lisa Woods, MBA, between class sessions to focus on your business' particular needs and nuances.

Jan 27 - March 17, every other Wednesday 5:30 - 7:30 p.m. Live ONLINE

Access to internet and computer necessary. \$149

# CCB CONTRACTORS CONSTRUCTION BOARD

## PRE-LICENSE TRAINING & EXAM

Preparing for the CCB Exam provides the education required to obtain the CCB license.

Also included is the CCB exam, which covers the content in the NASCLA Contractors Guide to Business, Law & Project Management, 2nd ed.

### Exams consist of 4 lessons:

- Oregon Construction, Employees & Subcontractors
- Oregon Code, Safety, Environmental Issues, Building Envelope
- Bids & Estimates, Contracts, Project Management, Lien Law
- Business Structure, Business Finance, Business Taxes



Friday & Saturday 7:30 a.m. - 5:30 p.m.

- Jan. 8-9
- Feb. 5-6
- Mar 5-6

\$425 Training & Exam  
All materials included  
Registration: [umpqua.edu/sbdc](http://umpqua.edu/sbdc)

Call for information: 541.440.7824

**UCC SBDC offices are located in the Umpqua Business Center at 522 SE Washington Ave., Roseburg 541.440.7824**



## REAL ESTATE BROKER'S PRE-LICENSE TRAINING

Complete our 10-week course and you'll be ready to take the State of Oregon Real Estate Broker's test! This hybrid live-and-online course meets for 10 weeks and combines lectures with home study to meet the 150-hour State of Oregon requirement. All materials included. Inst. D. Stribling \$695

**Classes will be held Live ONLINE via Zoom™**

**February 9 - April 13**      **Tuesdays 6 - 9 p.m.**  
**April 17** All day review (optional)      **Saturday 9 a.m. - 5 p.m.**

## FIRST STEPS TO STARTING A BUSINESS

**GET READY TO START YOUR BUSINESS WITH THIS COMPREHENSIVE WORKSHOP**

Filled with all the information required to take those first steps to becoming a business owner. This course is offered **twice per month** at UCC SBDC offices in the Umpqua Business Center. Instructors, Sam Gross, MBA and Lisa Woods, MBA \$25 (2 people)

**Check for dates and times at [umpqua.edu/sbdc](http://umpqua.edu/sbdc)**



## STATE-APPROVED REAL ESTATE PROPERTY MANAGEMENT TRAINING COURSE



Get prepared to take the State of Oregon Property Manager License Exam. This course is the fastest way to qualify to take the exam covering: the role of property managers, tenant relations, fair housing, lease agreements and more. Students must complete all sections of the online material, spend a minimum of 60 hours between classroom time and time spent studying the online material, and students must score a minimum of 75% on the final exam. All materials provided. Instructor, Dave Stribling II

**Jan 5-Feb. 2, 6-8 p.m. ONLINE Cost: \$599**

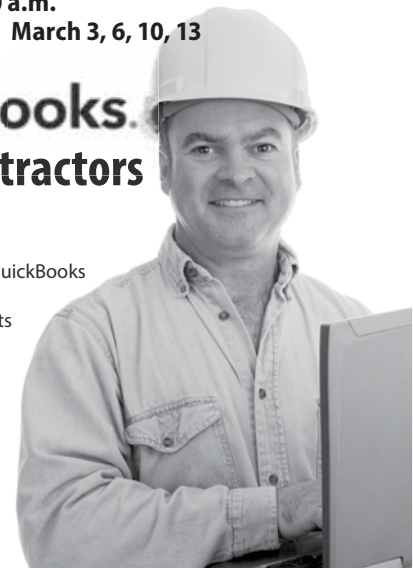
## CCB Continuing Education

**4-session class meets Wednesdays, 5:30 p.m. and Saturdays, 9-11:30 a.m. December 2, 5, 9, 12 • March 3, 6, 10, 13**

**intuit quickbooks for Contractors**

- Online instruction
- Learn how to navigate QuickBooks
- Create a company file
- Set up a chart of accounts
- Track job estimates
- Run job costing reports
- No prior QuickBooks experience required
- Check website for dates and times
- Cost: \$149

*Prerequisites: prior computer experience recommended*



**INFORMATION: 541-440-7824 • REGISTRATION: [umpqua.edu/sbdc](http://umpqua.edu/sbdc)**



The Oregon Small Business Development Centers are partially funded by the US Small Business Administration and the Oregon Business Development Department.

All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested in advance. Contact the Small Business Development Center at Umpqua Community College, Umpqua Business Center, Ste. 116, 522 SE Washington Ave., Roseburg OR 97470 Telephone: (541) 440-7824 Umpqua Community College is an equal opportunity educator and employer.



# ACADEMIC CALENDAR

## WINTER 2021 REGISTRATION

Registration dates for undergraduate students are based on overall credit hours earned (credit hours are not earned until they are graded). Earned credit hours are shown on the academic transcript (see example below) which may be viewed in Student Records under Student Self Service. Please see the following list for your dates to register.

November 6	Veterans Registration only
November 8 (online only)	>= 45 earned credit hours
November 9 (online / in-person)	>= 30 earned credit hours
November 10 (online / in-person)	>= 15 earned credit hours
November 12	Open Registration

Note: Registration begins at 12:01 a.m., November 8 and runs continuously.

TRANSCRIPT TOTALS (UNDERGRADUATE) -TOP-						
	Totals Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Total Institution:</b>	0.000	0.000	0.000	0.000	0.00	0.00
<b>Total Transfer:</b>	0.000	0.000	0.000	0.000	0.00	0.00
<b>Overall:</b>	0.000	0.000	<b>0.000</b>	0.000	0.00	0.00

## WINTER 2021 SCHEDULE

Check our website for Student Orientation schedule.

### November

- 30 | Monday Bus Pass Sales Begin
- 30 | Monday Textbook Sales Begin

### January

- 4 | Monday Beginning of Instructional Class Days
- 4 | Monday Payment Deadline
- 8 | Friday Refund Deadline
- 8 | Friday Drop/Delete Deadline
- 8 | Friday Last day for Textbook Returns
- 15 | Friday Audit Deadline

# CAMPUS HOURS

*While physical distancing restrictions are in place, the UCC campus is closed to all but essential workers.*

### LaVerne Murphy Student Center

Monday-Friday 7 a.m. - 7 p.m.

### Hawk Shop

Monday-Friday 10 a.m. - 2 p.m.

### Sue Shaffer Learning Commons & Library

#### Library: Virtual Hours

Monday-Thursday 7:30 a.m. - 6 p.m.  
 Friday 7:30 a.m. - 5 p.m.  
 (For virtual library hours between terms, please visit [umpqua.edu/library](http://umpqua.edu/library))

#### Success Center: Virtual Hours

Monday-Friday 8 a.m. - 5 p.m.

### Campus Closed

January 18 Martin Luther King Jr. Day  
 February 15 President's Day

### February

19 | Friday Withdrawal Deadline

### March

12 | Friday End of Instructional Class Days  
 15-20 | Mon-Sat Final Exam Week





# TUITION AND FEES

## STUDENT FEES

At UCC a student may be required to pay for fees in addition to tuition. Credit classes require some “per credit” fees; term fees are charged each term; and course fees are associated with a specific class.

### COURSE FEES

Course fees pay for the materials and supplies associated with the class you are taking (ie: lab supplies for a Science class or liability insurance for Nursing). Some courses are offered as self support and carry a fee amount that is required for course delivery and materials.

### CREDIT REGISTRATION FEE

This fee is charged each term to students who enroll in undergraduate credit classes. The proceeds go toward placement testing, degree/certificate application process, academic transcripts, degree verifications, and other record keeping.

### INSTRUCTIONAL FEES

Paid by students taking credit classes, this fee supports the costs associated with labs and lecture/lab class formats.

### LEGACY FEE

The fee will be used to fund new construction on campus and deferred maintenance on existing buildings.

### STUDENT ACTIVITY FEE

Paid by students taking credit classes, this fee helps fund the operations of the Student Life office and supports student activities (including athletics). The fee funds the college contract with Umpqua Transit, which provides credit students with a reduced priced bus pass for the term.

### STUDENT FEE FOR SUCCESS PROGRAM

Paid by students taking credit classes, this fee supports the Success Center and Peer Mentor program.

### STUDENT INSURANCE FEE

This fee covers the premium for accident insurance while students are involved in college classes and activities, or traveling on college business. For more information, contact the Student Life Office at 541-440-7749.

### TECHNOLOGY FEE

Provides for the upkeep and renewal of campus technology infrastructure in support of classrooms, computer labs, and campus information systems.

### UCCONLINE & HYBRID CLASS FEES

Fees pay for costs associated with providing students with online courses, including the delivery platform.

## CREDIT TUITION AND FEES

Tuition and fees are payable by the deadline listed for each term. Tuition and fee rates are subject to change without prior notice.

<b>Oregon Resident Tuition per Credit *</b> .....	<b>\$104</b>
Student Resources fee per credit .....	<b>\$14.50</b>
(Student Activity Fee, Student Fee for SUCCESS program and Technology Fee, Athletic Fee)	
Legacy fee per credit .....	<b>\$8</b>
Instructional fee per credit .....	<b>\$7</b>
Total tuition fee per credit .....	<b>\$133.50</b>

<b>Out-of-State</b> .....	<b>\$121</b>
Student Resources fee per credit .....	<b>\$14.50</b>
(Student Activity Fee, Student Fee for SUCCESS program and Technology Fee, Athletic Fee)	
Legacy fee per credit .....	<b>\$8</b>
Instructional fee per credit .....	<b>\$7</b>
International tuition per credit.....	<b>\$254.50</b>
Total tuition & technology fee per credit.....	<b>\$150.50</b>

### Gold Card Discounts — Credit Classes

Senior Gold Card holders (age 60+) receive **50% discounts** on credit course tuition and pay 100% of fees.

### Other Fees

Credit registration fee per term (non-refundable) .....	<b>\$25</b>
Student Insurance Fee (non-refundable).....	<b>\$5</b>
UCCOnline class fee per course .....	<b>\$30</b>
UCC Hybrid class fee per course.....	<b>\$30</b>
Non-credit online classes through Community and Workforce Training .....	<b>\$5</b>
Graduation application fee.....	<b>\$50</b>
Graduation Fee ABS .....	<b>\$30</b>
Proctored test.....	<b>\$18 per hour</b>
Placement Assessments	
Retest fee - ACCUPLACER (reading or writing) .....	<b>\$6</b>
Retest fee - ALEKS (math).....	<b>\$15</b>
Return check/stop payment charge fee.....	<b>\$35</b>
Course challenge fee per course .....	<b>\$10</b>
U.S. fax fee .....	<b>\$3</b>

Other fees vary from class to class. Fees are listed in the online class schedule for each class.

\*Umpqua Community College provides free tuition to the dependents of Oregon United States military personnel who are 100% permanently disabled or deceased as a result of their military service, or who died while participating in operations as a part of the Global War on Terrorism. For further clarification, see policy 710.07 at Umpqua.edu/board-policies.

All veterans and their eligible dependents pay in-state tuition rates in compliance with Section 702 of the Choice Act and its addendum.

## RESOURCES FOR SUCCESS

### ACADEMIC ADVISING

Academic advising is available via phone and email, and currently offering telephone appointments to our students. We strongly encourage you to contact your advisor to schedule an appointment. If you are not able to schedule an appointment, please email your advisor from your student email. For any other inquiries or assistance, please feel free to contact the Office of Advising at 541-440-4610.

A variety of student services are provided to meet a student's individual needs while attending UCC. Services provided by an Academic Advisor may include:

- Assistance with class scheduling, registration adding or dropping classes and appeals
- Developing a Student Educational Plan
- Connecting students with UCC support services and community resources
- Assistance with accessing community resources
- Providing support when students are facing challenges

### ACCESSIBILITY SERVICES

Students who experience barriers to access will find UCC's campus to be accessible and accommodating. Support services are available to students with many types of disabilities including mobility, auditory, visual, learning, chronic illness, and psychological. Services include, but are not limited to, alternate testing, note taking supports, readers, interpreters, mobility assistance, assistive technology, and consultation/collaboration with faculty and Accessibility Services.

Students will receive accommodations and other accessibility support services only when they submit appropriate documentation and register with the Accessibility Services office. The Accessibility Services office is able to setup accommodations by phone and through Zoom™ teleconference meetings. New students are encouraged to make an appointment with the coordinator prior to taking the placement test, and as soon as possible each term for ongoing services. Please visit [umpqua.edu/accessibility-services](http://umpqua.edu/accessibility-services) for additional information.

When requesting accommodations for performances and other public events, please contact Special Events at 541-440-4705. Accessibility Services can be reached at 541-440-7900 or 541-440-7655 or Oregon Relay at

1-800-735-2900, and by fax at 541-440-7880. The Accessibility Services office is located in the LaVerne Murphy Campus Center.

### ASUCC STUDENT SERVICES

Your ASUCC Leadership team operates ASUCC Student Services, a program providing students with assistance through the tougher times. The program includes: food boxes and meat vouchers; backpack and school supplies; personal hygiene supplies; laundromat vouchers and laundry soap; transportation assistance through gas cards and subsidized bus passes; clothing closet; and textbook reserve. Call 541-440-4600 to learn how to request these services.

### CAMPUS AND COMMUNITY RESOURCES

UCC offers many support services aimed towards helping students overcome barriers that they may face while going to school. UCC also partners with many community organizations that can provide assistance as well. Visit [umpqua.edu/community-resources-for-students](http://umpqua.edu/community-resources-for-students). If you can't find a resource for the assistance you need, please contact us at 541-440-7675. We may be able to help.

### CAREER SERVICES

Career Services is brought you by the Career Coach and Student Job Placement and is available to students through virtual services. These services can be accessed by phone or Zoom™ meeting appointments. The services provided are Interest, Personality Assessments, Career Exploration, Industry Research, Alignment of Education and Career Goals, Resumes, Cover Letters, Applications, Interview Tips & Tricks, Interviewing Practice, Networking, and Job Search Assistance.

To connect with the Career Coach, you may make an appointment through your Student Self Service by clicking on "Make Advisor Appointments Here" and choosing Career Services as the Center. Additionally, you can connect with Career Services by email at [CareerCoach@umpqua.edu](mailto:CareerCoach@umpqua.edu) or by phone at 541-440-7748. Please visit [umpqua.edu/career-services](http://umpqua.edu/career-services) for more information.

### FINANCIAL AID

Located in the Laverne Murphy Student Center, the Financial Aid Office serves as a resource for students wishing to further their educational goals. Students interested in financial aid are encouraged to complete the Free Application for



Federal Student Aid (FAFSA) online at [fafsa.ed.gov](http://fafsa.ed.gov). UCC's federal school code is 003222. Applications must be submitted each year beginning October 1. Possible resources include Federal and State grants, Federal Work Study and Federal Loans.

### Using Student Self Service for Financial Aid

1. Go to [umpqua.edu](http://umpqua.edu)
2. Click on Student Self Service
3. Enter User ID Number (8xxxxxx),
4. Enter PIN Number
5. Click on FINANCIAL AID

UCC reserves the right to adjust student aid funds based on changes in anticipated cost of education, enrollment status, other student resources, and the availability of funds.

Contact Financial Aid at 541-440-4602. Additional information is available at [umpqua.edu/financial-aid](http://umpqua.edu/financial-aid).

### HAWK SHOP

Due to COVID-19 restrictions and the campus being closed to the general public, the store will only be open to staff and students currently enrolled at UCC. Safety protocols are in place, limiting the number of customers allowed in the store at one time and a face covering is required. For those without a face covering, one will be provided.

Students can begin purchasing textbooks and supplies for Winter term beginning Monday, November 30 by visiting [umpqua.edu/thehawkshop](http://umpqua.edu/thehawkshop) to place their order. Customers can choose to pick up their order in the store or have it shipped to their home. Debit or credit cards are accepted at any time. Winter term financial aid monies are available to use beginning Monday, December 7. Textbooks, supplies and laptops can all be purchased using financial aid. There is a discount on supplies when purchased with textbooks and course materials.

The UCC campus store is a resource for textbooks and course materials, school supplies,

## RESOURCES FOR SUCCESS

clothing, gifts, food items, beverages, laptops and a variety of other items at affordable prices. We are located adjacent to the LaVerne Murphy Student Center.

The store is scheduled to be open Monday-Friday, 10 a.m. to 2 p.m. Any changes to hours will be posted on the store's Facebook page.

Students purchasing their course materials in the store should bring a printed copy of their class schedules to ensure the correct textbooks are purchased for classes. Textbook buybacks are scheduled during finals week.

Follow the UCC Hawk Shop's Facebook page to see important announcements and updates at [facebook.com/umpquacchawkshop](https://facebook.com/umpquacchawkshop).

### LIBRARY AND SUCCESS CENTER

The Library and Success Center are operating virtually and remain closed to in-person services until further notice. Visit the Success Center website at [umpqua.edu/success-center](https://umpqua.edu/success-center) to access virtual peer tutoring via Zoom™. 24-hour online tutoring is available through SmarThinking in Canvas. Email [Marie.Gambill@umpqua.edu](mailto:Marie.Gambill@umpqua.edu) or call 541-440-7806 for more information. The library provides access to ebooks, academic articles, news, magazines, encyclopedias, streaming videos, and learning resources and tutorials at [umpqua.edu/library](https://umpqua.edu/library). Need help? Email [ucclibrary@umpqua.edu](mailto:ucclibrary@umpqua.edu), call 541-440-4640, or visit [umpqua.edu/ask-a-librarian](https://umpqua.edu/ask-a-librarian) for Zoom™ and chat options.

### LIFE COACHING

In this time of rapid change and social distancing, taking care of your mental health and well-being is even more important! UCC's Life Coach offers short-term personal and crisis counseling for currently enrolled students, as well as referrals to community resources for long-term supports. The Life Coach can assist with common student and personal concerns including but not limited to: anxiety, depression, grief, trauma, interpersonal concerns, stress management, and transitioning to college. The Life Coach also facilitates weekly Stress Management Groups, which are currently facilitated over Zoom™. Students can reach out to the Life Coach for virtual counseling appointments using Zoom™ or by phone. To make an appointment, call 541-440-7900. Reach out to the Life Coach directly at 541-440-7896 or email [hanna.culbertson@umpqua.edu](mailto:hanna.culbertson@umpqua.edu). Appointments can also be made online using AdvisorTrac: [advisortrac.umpqua.edu](https://advisortrac.umpqua.edu).

### PEACE AT HOME (PAH) CARE ADVOCATE

The PAH Care Advocate provides peer counseling, crisis intervention, healthy relationship training, connection to community services, and assistance with restraining orders. The Care Advocate can be reached at 541-440-7866.

### PEER MENTORS

Peer Mentors are peers helping peers with: college forms and navigating college processes and campus technology; communicating with faculty and staff; referrals to campus and community services; wellness and stress management tools; and skill building related to goal setting, note-taking, organization, and time management. Call 541-440-7949 to connect with a Peer Mentor.

### REGISTRATION AND RECORDS

For all Registration and Records information and requests, call 541-440-4604 or email [registration@umpqua.edu](mailto:registration@umpqua.edu).

### STEP

STEP (SNAP Training and Employment Program) is a voluntary program for students receiving SNAP benefits that is designed to help students reach their career goals. STEP provides assistance with: tuition and fees; books and materials; job search training and support; and personalized support services. Call 541-440-7675 for more information.

### STUDENT ACCOUNTS

The Student Accounts office assists students with processing payments over the phone. Staff are available for answering questions regarding tuition and fees, setting up direct deposit, setting up a payment plan through Nelnet, and processing of Financial Aid payments. We are here to assist those having difficulties in meeting their payment obligations. Our goal is to provide students with the necessary information to empower students to make financial decisions regarding their education investment. Contact Student Accounts at 541-440-7660 or via email at [student.accounts@umpqua.edu](mailto:student.accounts@umpqua.edu).

### TESTING SERVICES

Contact: 541-440-7659 or visit [umpqua.edu/testing-services](https://umpqua.edu/testing-services)

### TRANSFER OPPORTUNITY PROGRAM

Transfer Opportunity Program has put all efforts into connecting with students virtually

through the Summer and Fall terms. All services have been moved to virtual sessions to comply with social distancing standards. Daily Zoom™ meetings have been put into place so students can meet with advisers to socially connect. One-on-one meetings have been arranged to help students with any questions or concerns they might have while working through online courses. Students in the TOP program are offered services to help them get acquainted with transfer schools and cultural events. The TOP staff has created an online platform in Canvas that offers virtual tours of Oregon campuses. Different types of cultural events to enrich students' lives are also offered; including zoo tours, plays, and National and State Parks. Questions? Call 541-440-7746; or email [TRiO@umpqua.edu](mailto:TRiO@umpqua.edu).

### WHO MAY ENROLL?

UCC has an open door policy and admits students in the following categories:

- Graduates from accredited secondary schools.
- Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.
- Non-high school graduates who are 18 years old or over and whose high school class has graduated.
- Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written Release from Compulsory School Attendance may make application as a special student (ORS 339.030).
- High school juniors or seniors who present written approval from their school officials. (Course load must be approved by both schools.)
- Some programs have special program requirements other than listed above.

Citizens of other countries must meet certain federal immigration and college requirements before admittance to Umpqua Community College. International students can request special application materials from the UCC website. Students are required to attend an orientation. Non-credit students are not required to submit a formal application.

### VETERANS

For all Veteran services information and requests Please contact Ann Abel at 541-440-4621 or via email [ann.abel@umpqua.edu](mailto:ann.abel@umpqua.edu).





**UMPQUA COMMUNITY COLLEGE**

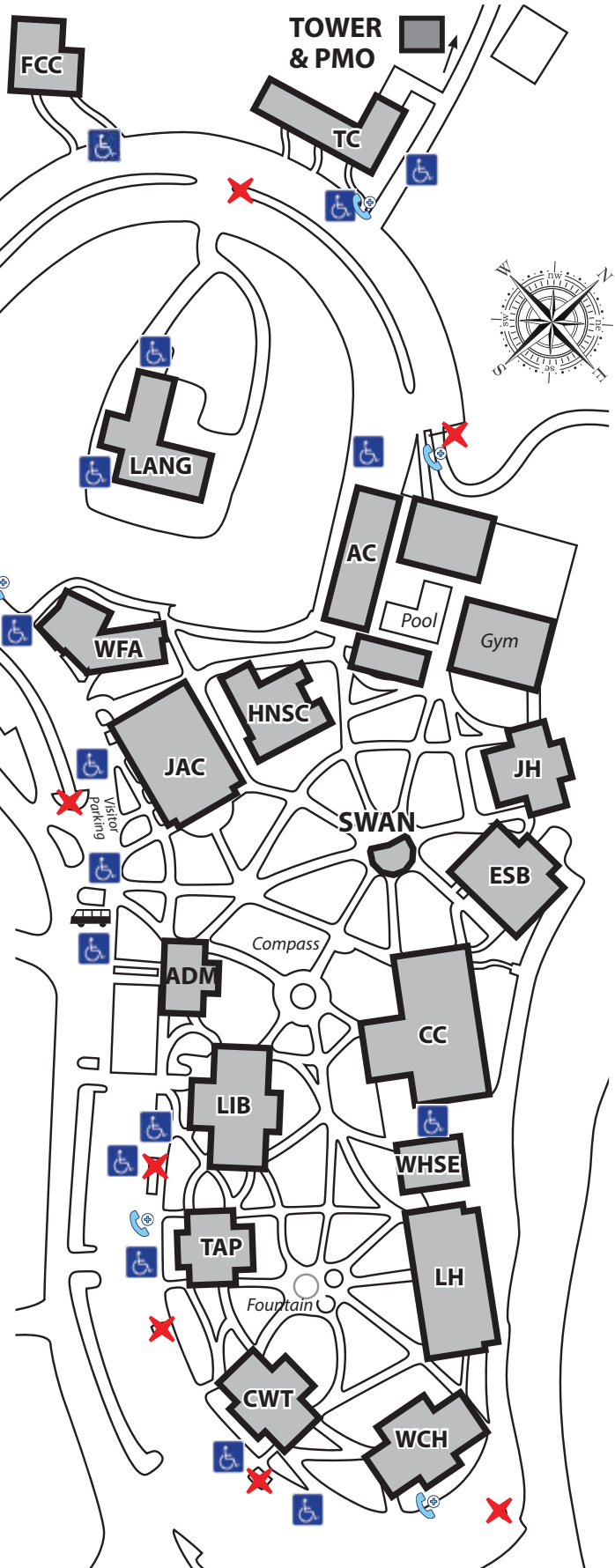
1140 Umpqua College Road  
 Roseburg, OR 97470  
 541-440-4600

Umpqua College Road  
 Road leads to I-5 and Highway 99

**LEGEND**

- AC** Athletic Complex & Tom Keel Fitness Center
- ADM** Del Blanchard Administration Building
- CC** LaVerne Murphy Student Center
- CWT** Community Workforce Training
- ESB** Educational Support Building
- FCC** Ford Childhood Enrichment Center
- HNSC** Bonnie J Ford Health, Nursing & Science Center
- JAC** Jacoby Auditorium
- JH** Jackson Hall
- LANG** Lang Teaching, Learning & Event Center
- LH** Lockwood Hall
- LIB** Sue Schaffer Learning Commons & Library
- PMO** Paul Morgan Observatory
- SWAN** Swanson Amphitheater
- TAP** Tap<sup>h</sup>oyt<sup>h</sup>a' Hall
- TC** Technology Center
- TOWER** Tower Building
- WCH** Wayne Crooch Hall
- WFA** Whipple Fine Arts Center
- WHSE** Warehouse

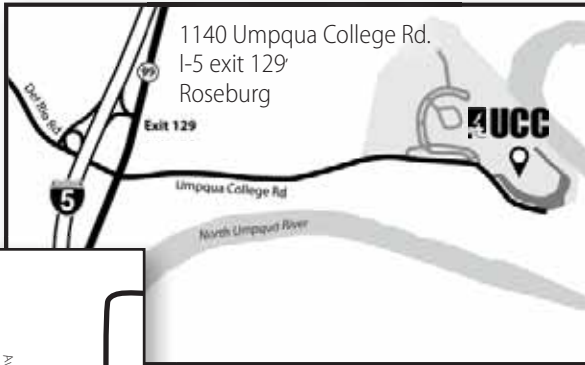
- Smoking Shelter
- Disabled Parking
- Bus Stop
- Emergency Phone



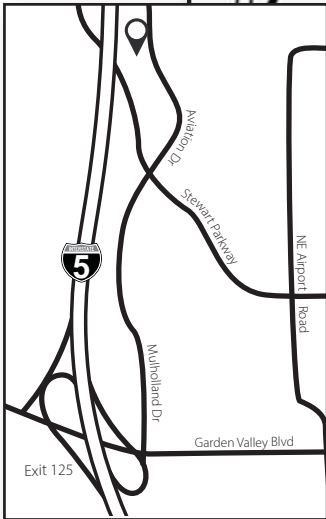
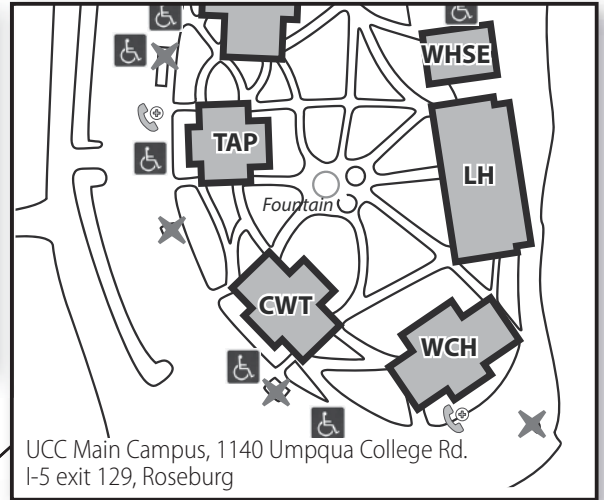
# UCC LOCATIONS

# GENERAL INFORMATION

## Umpqua Community College

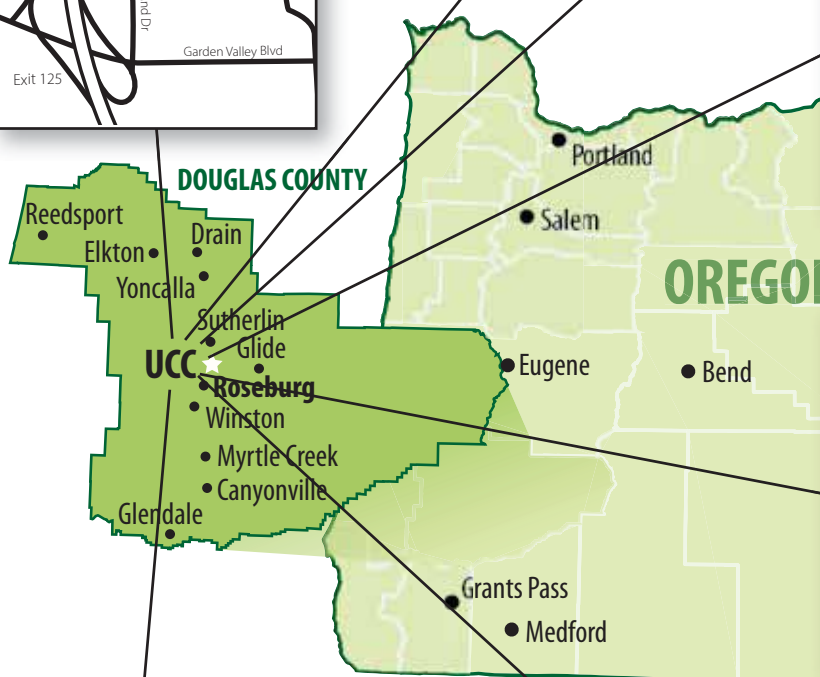
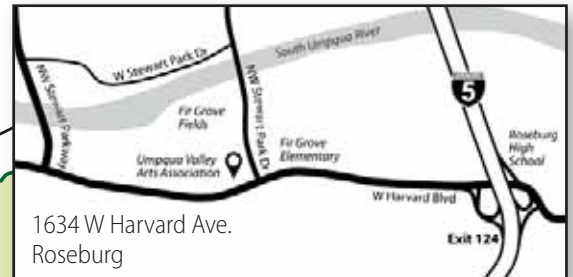


## Community and Workforce Training

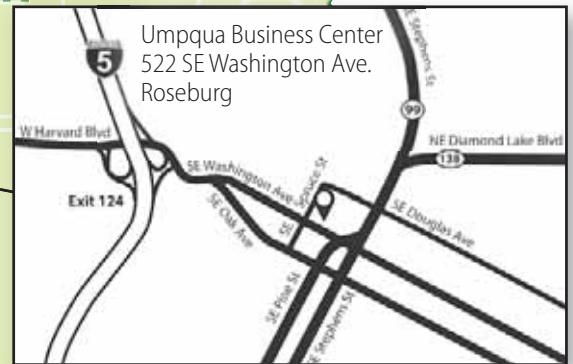


## UCC Apprenticeship Program

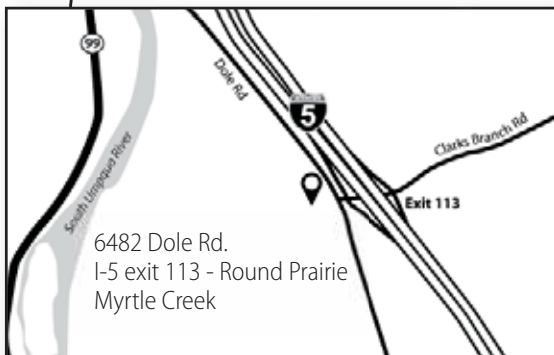
## H. Woolley Adult Basic Education Center



## Small Business Development Center



## Commercial Truck Driving Center



## UCC South County Center





Fall term begins the week of January 4, 2021

Umpqua Community College  
1140 Umpqua College Road  
PO Box 967  
Roseburg OR 97470

Periodical  
Postage  
PAID  
Roseburg, OR

**POSTAL CUSTOMER**  
ECRWSS

# Keep learning at Umpqua...

Put your feathers on!

These **FREE VIRTUAL** sessions are designed to cover the topics needed to join the flock.

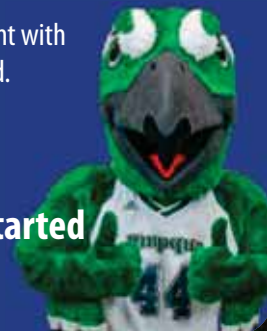
*Register online and Zoom with us!*

## Questions about getting started or what to do next?

Schedule a one-on-one appointment with an enrollment advisor to get started.

Call:  
**541-440-7743**

Visit:  
**umpqua.edu/getting-started**  
for more information



Every  
Wednesday  
10 a.m.

### COLLEGE 101

Every Wednesday, join a member of the UCC community for a Virtual Q & A.

- Learn how to get started at UCC
- Discover what UCC has to offer
- Your opportunity to ask questions

Learn more at [umpqua.edu/getting-started](http://umpqua.edu/getting-started)

Tuesdays &  
Thursdays  
12 p.m.

### CAREER SERVICES

Struggling to figure out how your program of study will turn into a career?

- Learn how to get the job you've always wanted
- Attend all the workshops or just the ones you need

Learn more at [umpqua.edu/getting-started](http://umpqua.edu/getting-started)

Every  
Wednesday  
1:30 p.m.

### FINANCIAL AID FACTS

Join us every Wednesday for important information about financial aid.

- Discover how financial aid can help fund your education
- Your opportunity to ask questions

Learn more at [umpqua.edu/getting-started](http://umpqua.edu/getting-started)

November  
17  
11 a.m.

### VIRTUAL CAMPUS TOUR

- See the campus and learn about programs
- Ask questions and learn about becoming a RiverHawk

Learn more at [umpqua.edu/getting-started](http://umpqua.edu/getting-started)

November  
19  
2 p.m.

### ONLINE LEARNING: WHAT IS IT REALLY LIKE?

- Learn and see what online classes are like
- Learn how to use Zoom and more!

Learn more at [umpqua.edu/getting-started](http://umpqua.edu/getting-started)

December  
9  
2 p.m.

### VIRTUAL CAMPUS TOUR

- See the campus and learn about programs
- Ask questions and learn about becoming a RiverHawk

Learn more at [umpqua.edu/getting-started](http://umpqua.edu/getting-started)

Register at [umpqua.edu/enrollatucc](http://umpqua.edu/enrollatucc)

For more information about getting started at UCC, please contact the admissions office at 541.440.7743 or email [admissions@umpqua.edu](mailto:admissions@umpqua.edu).