COLUMBIA GORGE
COMMUNITY COLLEGE
building dreams, transforming lives

Renewable Energy Technology Program
Fall 2013 Admissions Packet – Re-opened until filled

It is important that you read **all** information in this Admissions Packet for the Fall 2013 Renewable Energy Technology Program.

Included in this packet:

- Admissions Guidelines
- Application Requirements Check List
- Renewable Energy Technology Program Admissions Application
- Request to Excuse GPA Form
- Columbia Gorge Community College Admissions Form

Applications will be accepted on a first-come/first served basis.

VETERANS AND SPOUSES OF VETERANS APPLICATIONS ACCEPTED:

8:30 am to 4:30 pm on June 18, 2013 to receive veteran's preference

ALL OTHER APPLICATIONS ACCEPTED:

on a first-come/first-served basis until program is filled.

APPLICATION PACKETS MUST BE HAND-DELIVERED TO THE DALLES CAMPUS OR FAXED TO 541-298-3104 (with the exception of official transcripts which must be mailed).

MAILED APPLICATION PACKETS WILL NOT BE CONSIDERED.

Only complete application packets will be considered. It is the applicant's responsibility to ensure that the application packet is complete.

For more information contact:

Kristen Kane
kkane@cgcc.cc.or.us
541-506-6023

Columbia Gorge Community College
Renewable Energy Technology Program
Fall 2013 Admissions Packet

Thank you for your interest in the Columbia Gorge Community College (CGCC) Renewable Energy Technology Program.

About the Program

Columbia Gorge Community College's Renewable Energy Technology (RET) program is a career ladder program offering a nine month (completed in 3 terms) Certificate and an Associate of Applied Science degree.

This program was designed in collaboration with industry partners from the wind energy industry, power generation industry, engineering industry, and automated manufacturing industry: Acciona Energy North America Corporation, AES, B9 Energy, Black and Veatch, Bonneville Power Administration, Cardinal IG, enXco, Gamesa, Iberdrola Renewables, Insitu, Intel, Invenergy LCC, Portland General Electric, Suzlon Wind Energy Corporation, U.S. Army Corps of Engineers, and Vestas.

Columbia Gorge Community College's program is one of the first three colleges in the United States to receive the American Wind Energy Association's (AWEA) Seal of Approval in January 2011 for wind technician training programs. The planning for the Seal of Approval program began at CGCC in the summer of 2008 when several colleges, wind energy partners, and AWEA identified necessary skills sets for entry level technicians. The staff of AWEA continued this work with the support of its membership. The Seal of Approval program and process are industry-based for education programs that meet the criteria.

Students completing this program are prepared to work in fields of renewable energy technology with a focus on wind energy technology. Students may become engineering, hydropower, wind service, or solar technicians. Engineering technicians use electrical and electronic theory-under the direction of engineering staff-to design, build, repair, calibrate, and modify components, circuitry controls and machinery. Wind Service technicians are responsible for operations, maintenance, and repair of equipment at wind plants. All renewable energy technicians might: 1) operate and maintain equipment, perform mechanical and electrical component repair to correct malfunctions following manufacturing requirements, 3) comply with project environmental health and safety programs, and 4) perform preventative maintenance in accordance with OEM maintenance manual's.

The 9-month certificate provides a basic level of knowledge in electrical engineering, electronics and mechanical engineering, as well as skills in computer applications, math and writing. Graduates of the AAS degree can apply for admissions into engineering and renewable energy BS degree programs. Students should evaluate these programs to ensure industry relevance, affordability, and transferability. While some employers will hire graduates with the certificate of completion, other employers require an AAS degree or additional mechanical experience for entry-level positions. For more information about the program and industry expectations, please see our website: www.cgcc.cc.or.us

Admissions Requirements

Admission to this program is limited to 36 students with 10 students on an alternate list. A maximum of eight seats will be reserved for transfer students wishing to enter the program as part of our articulation agreement with Clackamas Community College (four seats) and Linn-Benton Community College (four seats). Applicants to the RET program must meet the following requirements:

- Completion of all program prerequisites with a grade of "C" or better. The required prerequisites must be completed by the application deadline. Required prerequisites are: MTH 95, WR 115, RD 115, and CAS 133. **If your math is older than one academic year (completed prior to summer term 2012), you must take a college placement test and test into MTH 111.**
- Receipt reflecting payment of non-refundable $50 program application fee.
- Submission of official (unopened) college transcripts for all courses that apply to the program. Transcripts must demonstrate a cumulative GPA of 2.5 or greater. A transcript for all classes taken at CGCC will be produced by Student Services and placed in your application packet; however you must indicate CGCC on the application form as one of the

colleges attended. Applicants who have taken classes at Portland Community College and indicate PCC on the application form will not need to submit an official transcript from PCC. Student Services will produce a transcript from PCC to be placed in your application packet.

- Official high school transcript (if a high school graduate within last three years). Transcript must demonstrate a cumulative GPA of 2.5 or greater. NOTE: This requirement is waived if you have completed 12 college credits.
- Completion of all required forms, including CGCC admissions form. A checklist of required documents is provided as part of the application packet.

Note: Veteran's preference will be provided by early acceptance of applications from veterans and/or spouses of veterans (see application timeline on cover of this packet). Documentation of veteran status is required.

Program Prerequisites And Documentation Of Prerequisites

APPLICATION REQUIREMENTS APPLY TO ALL APPLICANTS REGARDLESS OF PREVIOUS COLLEGE EXPERIENCE.

REQUIRED PREREQUISITE	ACCEPTED DOCUMENTATION				
MTH 95 (Intermediate Algebra) or higher	Official transcript showing completion of MTH 95, or higher level math course for which MTH 95 is a prerequisite, with a grade of "C" or higher. If the last math course is older than one academic year (completed prior to June 17, 2012), the applicant must place into MTH 111 on a college placement test.	**OR**	College placement test results scoring into MTH 111 or higher. Placement test must not be older than one academic year (completed prior to June 17, 2012)		
WR 115 (Intro to Expository Writing) or higher	Official transcript showing completion of WR 115, or higher level writing course for which WR 115 is a prerequisite, with a grade of "C" or higher.	**OR**	College placement test results scoring into WR 121.		
RD 115 College Reading	Students must complete RD 115 (College Reading)	**OR**	College placement test results indicating no reading required.	**OR**	Official transcript showing completion of WR 121 with a grade of "C" or higher. (RD 115 is a prerequisite for this course.)
CAS 133 Basic Computer Skills/MS Office 2010	Students must complete CAS 133 (Basic Computer Skills/MS Office 2010)	**OR**	Complete challenge test.		
Minimum 2.5 cumulative GPA on high school and college transcripts	If you have completed 12 college credits you do not need to provide your high school transcript.	If you have interrupted your college career for two or more years and have earned 12 or more graded college credits since returning, you may request to have **all** earlier courses excused from your college GPA. If you choose to have **all** earlier courses excused, you **cannot** use these courses to meet RET Admissions Prerequisite Requirements. You must submit a **Request to Excuse GPA** form with your application to have these course excused from your GPA. It is your responsibility to determine if it is in your best interest to do so.			

Placement Testing: ***Applicants may take the placement test any time that it is offered and are strongly encouraged to take it early.*** Many applicants may need one term of math or more to prepare for the program, and may not be able to apply until the Fall 2014 application deadline. To schedule a time to take the placement test, call 541-506-6011. Applicants who are not able to complete testing at CGCC should contact their local community college to schedule an Asset or Compass placement test. Test results must be submitted with the application packet.

Computer Skills Challenge Test: A challenge test to meet the prerequisite CAS 133 is available to students. Tests are administered prior to each application period. The challenge test will cover (from course description): MSOffice Suite 2010: including mouse and windows basics and file management. Use MS Word, Excel, Access, PowerPoint, email, and Internet basics.

- The cost is $25.00
- **Students may take the challenge test one time only.**
- **Students who do not achieve a passing grade of "C" on the challenge test will need to register for CAS 133 and complete the course with a passing grade of "C"**.
- The test is not timed however, students should allow 1 to 2 hours to complete this test.
- Once the test is completed, students will receive a record of their results indicating if they have passed or failed after the instructor grades the test (this may take 1-2 weeks).
- If you need to take the test at another location, you must call the CGCC testing proctor at 541-506-6011 to make arrangements.
- Students must include a copy of their test score in the application packet.

To challenge CAS 133: Contact the testing proctor, Jessica Griffin Conner at 541-506-6011 or jconner@cgcc.cc.or.us to schedule a test time.

Transcripts: Applicants are encouraged to order official (sealed) transcripts from previously attended schools early as these may take 2-3 weeks to arrive. All transcripts must be sealed and either included with the application packet or sent to: Columbia Gorge Community College, Registrar's Office, 400 East Scenic Drive, The Dalles, OR 97058. Applicants may contact Student Services, 541-506-6011, to confirm receipt of transcripts.

It is the applicant's responsibility to ensure that all transcripts are received by the application deadline. Applications will not be considered complete without applicable transcripts.

Application Process

- Applications will be accepted on a **first-come/first-served** basis at The Dalles Campus only.

- Applicants who are veterans or spouses of veterans may submit applications **8:30 am to 4:30 pm on June 18, 2013 to receive veterans preference.** Veterans and/or spouses must supply documentation of veteran status. Accepted documentation of veteran status: DD214 or Basic Training contract for National Guard or Reserve.

- Applications will be accepted from **8:30 am on June 19, 2013 until the program is filled. Incomplete application packets will not be considered. See Application Requirements Checklist for a complete list. It is the applicant's responsibility to ensure that the application packet is complete.**

- Renewable Energy Technology program application packets must be submitted **in person** to Student Services at The Dalles Campus or **faxed** to 541-298-3104 (with the exception of official transcripts which must be mailed). If submitting in person, each person may submit only one application packet. All applications will be stamped with the date and time of receipt by Student Services staff. **Mailed Renewable Energy Technology program application forms will not be accepted.**

Selection Process

- Application packets will be evaluated for completeness. Only those application packets that are determined to be complete will be eligible for admissions. Applicants whose packets are complete will be admitted based on first-come/first-served as determined by the date and time received stamped by Student Services staff on the Renewable Energy Technology Program Application packets that are hand delivered or by the date and time printed on the faxed application packets.

- Up to 36 applicants who have submitted complete application packets and meet the program requirements will be admitted into the program. These seats may include waitlisted students from the previous cohort.

- The remaining complete applications will be kept in order of receipt to maintain an active waitlist of 10 applicants.

- All applicants will be mailed written notification of their admissions status no later than 2 weeks after the application has been accepted. Applicants on the waitlist will be admitted to the program as space becomes available. Waitlisted applicants who are not accepted into the fall 2013 program will be offered admission to the fall 2014 program. Applicants who are not admitted or waitlisted for the fall 2013 program must reapply for fall 2014.

- If the 36 seats and 10 waitlisted seats are not filled by 4:30 pm on July 3, 2013, conditional acceptance may be considered for those applicants enrolled in prerequisite courses for summer term 2013. Conditionally accepted applicants will have to complete all prerequisite coursework with a grade of "C" or better.

- If the fall 2013 Renewable Energy Technology program is not full at the end of the application process, we reserve the right to reopen the application process.

Upon Acceptance

Upon notification of admission, students must indicate in writing, by the stated deadline, their intention to enroll or their position will be given to the next person on the waitlist. Students accepted into the CGCC Renewable Energy Technology program will be required to pay a $100.00 non-refundable deposit and submit proof of payment along with their acceptance form by the appropriate printed deadline in order to hold their place. The deposit will be applied to their first term tuition.

Anticipated Cost of Renewable Energy Technology Program

Year One	
Tuition and service fee (53 credits)	$5353.00
Lab fees	$ 800.00
Textbooks (estimate)	$1000.00
	$7153.00
Year Two	
Tuition and service fee (44 credits)	$4444.00
Lab fees	$1000.00
Textbooks (estimate)	$1000.00
	$6444.00
Combined First and Second Year Costs	**$13597.00**

Costs are based on current academic year and are subject to change.

Financial Aid and Scholarship Information

Financial aid assistance is available by contacting the Financial Aid office, at 541-506-6021 or financialaid@cgcc.cc.or.us.

Tuition Scholarships are offered yearly and quarterly by the Columbia Gorge Community College Foundation. Applications are available online at http://www.cgcc.cc.or.us/financialaid/Scholarships.cfm or by contacting the Student Services Office at 541-506-6011 or 541-308-8211.

Support Services for Students with Disabilities

Support services for students with disabilities are available at CGCC. Students requesting assistance related to a disability should contact the Disability Resources Advisor at 541-506-6046 for information,. Students must provide documentation and request services a minimum of four weeks prior to the beginning of the term to ensure the availability of appropriate and timely services. 711 Relay.

RET Program Curriculum (subject to change)

One-Year Certificate			Two-Year AAS Degree		
Year 1 Quarter 1 Fall	**Year 1 Quarter 2** Winter	**Year 1 Quarter 3** Spring	**Year 2 Quarter 1** Fall	**Year 2 Quarter 2** Winter	**Year 2 Quarter 3** Spring
Electrical Circuit Analysis I EET 111 5 credits + Lab	Electrical Circuit Analysis II EET 112 5 credits + Lab	Electrical Circuit Analysis III EET 113 5 credits + Lab	Semiconductor Devices/Circuits EET 221 5 credits + Lab	Op Amp Circuits EET 222 5 credits + Lab	Electronic Control Systems EET 273 3 credits
Mechanical Power I RET 121 5 credits + Lab	Basic Hydraulics RET 120 5 credits + Lab (hydraulics for wind)	Mechanical Power II RET 122 5 credits + Lab	Digital Systems I EET121 3 credits + Lab	Digital Systems II EET 122 4 credits + Lab	Digital Systems III EET 123 4 credits + Lab
English Composition WR 121 4 credits	Psychology and Human Relations PSY 101 4 credits	Electric Motor Controls RET 141 5 credits + Lab	Adult Fitness PE 182H 1 credit	Programmable Controllers 3 credits RET 119 + Lab	Power Generation RET 223 5 credits + Lab
College Algebra MTH 111 5 credits	Intro to wind Turbine Technology I RET 101 2 credits	Industrial Safety and OSHA 10 EET 188 2 credits	RET Elective* 4 credits	General Education Arts & Humanities 3 credits	Alternate Energy Power Generation RET 102 1 credit
	EET Seminar EET 254 1 credit		Beginning Excel CAS 170 3 credits		
19 Total Credits	**17**	**17**	**16**	**15**	**13**

***See the website or an RET advisor for a complete list of the RET electives**

It is the policy of Columbia Gorge Community College and its Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, national origin, religion, age, disability, veteran status, sexual orientation, and any other status protected by applicable local, state, or federal law in any educational programs, activities, or employment.

Persons having questions about equal opportunity and nondiscrimination should contact:

Employment:
Robb Van Cleave, Chief Talent and Operations Officer: TDC Building 2, Room 2.422, Phone: 541-506-6151
Educational Program:
Brian Greene, Interim Chief Academic Officer: TDC Building 2, Room 2.103, Phone: 541-506-6031
Student Programs, Activities & Services:
Lori Ufford, Chief Student Services Officer: TDC Building 3, Room 3.223, Phone: 541-506-6013

Columbia Gorge Community College has been granted Candidate for Accreditation status by the Northwest Commission on Colleges and Universities. Candidacy is not accreditation nor does it ensure eventual accreditation. Candidate for Accreditation

is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Until separate accreditation is granted, CGCC will continue to deliver college credit instruction, certificates and degrees through its contract with Portland Community College (PCC). PCC is accredited through The Northwest Commission on Colleges and Universities (NWCCU). Credits, certificates and degrees earned at CGCC appear on PCC transcripts and are transferable to four year institution, subject to the specific policies of those institutions.

Columbia Gorge Community College is in the final stages of becoming independently accredited. The college is moving forward with the expectation that in fall 2013, CGCC will be independently accredited.

Columbia Gorge Community College
Renewable Energy Technology Program
Application Requirements Checklist - Re-opened Admissions

VETERAN OR SPOUSE OF VETERAN APPLICATIONS ACCEPTED: 8:30 am to 4:30 pm on June 18, 2013 to receive veteran's preference

ALL OTHER APPLICATIONS ACCEPTED: 8:30 am on June 19, 2013 until program is filled.

Application packets must be hand-delivered or faxed to The Dalles Campus (with the exception of official transcripts which must be mailed). Admissions will be on a first-come/first-served basis. Only complete application packets will be considered for admissions. It is the applicant's responsibility to ensure that the application packet is complete.

A complete Renewable Energy Technology Program Application Packet consists of the following items:

- ☐ Completed CGCC Admissions form for students not currently enrolled at CGCC
- ☐ Completed Renewable Energy Technology Program (RET) Application Form
- ☐ Receipt reflecting payment of non-refundable $50 application fee. This fee may be paid by the following methods:
  - In person at Columbia Gorge Community College, The Dalles Campus only. Attach receipt to application packet.
  - By check: make checks payable to Columbia Gorge Community College. Attach check to application packet.
  - By credit/debit card: complete Credit/Debit Card Payment Information on RET program application form.
- ☐ Official (sealed) high school/GED transcript if graduated from high school or completed GED within last 3 years.
  NOTE: This requirement is waived if you have completed 12 college credits.
- ☐ Official (sealed) transcript(s) from all previous colleges listed on RET Application form
- ☐ Minimum GPA of 2.5 on high school and college transcripts
- ☐ Documentation of Veteran Status if applicable (DD214 or copy of Basic Training contract for National Guard or Reserve)

Documentation of meeting program prerequisites:

MTH 95 (Intermediate Algebra) or higher – Accepted documentation:

- ☐ Official transcript showing completion of MTH 95, or higher level math course for which MTH 95 is a prerequisite, with a grade of "C" or higher. If the last math course is older than one academic year (completed prior to June 17, 2012), the applicant must place into MTH 111 on a college placement test.
  OR
- ☐ College placement test results scoring into MTH 111 or higher. Placement test must not be older than one academic year (completed prior to June 17, 2012).

WR 115 (Intro to Expository Writing) or higher– Accepted documentation:

- ☐ Official transcript showing completion of WR 115, or higher level writing course for which WR 115 is a prerequisite, with a grade of "C" or higher.
  OR
- ☐ Submission of college placement test results scoring into WR 121.

RD 115 (College-level Reading) – Accepted documentation:

- ☐ Official transcript showing completion of RD 115 graded with a "C" or higher.
  OR
- ☐ College placement test results scoring out of RD 115.
  OR
- ☐ Official transcript showing completion of WR 121 (completion of RD 115 is a prerequisite).

CAS 133 (Basic Computer Skills/MS Office 2007) – Accepted documentation:

- ☐ Official transcript showing completion of CAS 133 (Basic Computer Skills/MS Office 2010) with a grade of "C" or higher.
  OR
- ☐ Complete challenge test with a grade of "C" or higher. Test scores must be included with admissions packet.

I certify that I have read and fully understand the Fall 2013 CGCC Renewable Energy Technology Program application and information packet.

Printed Name	Signature	Date

THIS FORM MUST BE SUBMITTED WITH THE APPLICATION PACKET

Columbia Gorge Community College
Renewable Energy Technology Program
Fall 2013 Admissions Application – Re-opened until filled

Name: _____
Last First MI

Mailing Address: _____

City, State, Zip: _____

Phone number(s): _____
Day Evening Cell

Email: _____

Are you a veteran or spouse of a veteran? ☐ Yes ☐ No

How did you hear about the program? _____

High School Attended: _____
High School Name City State Year Graduated

☐ Transferring from Clackamas Community College under articulation agreement
☐ Transferring from Linn Benton Community College under articulation agreement

Colleges or Universities Attended:

School Name	City, State	Year(s) Attended	Credits	Degree

_____ _____
Applicant's signature Date

$50 non-refundable application fee may be paid using the following methods:

- In person: CGCC The Dalles Campus and attach receipt to application packet.
- By check: make checks payable to CGCC and attach check to application packet.
- By credit/debit card: provide Credit/Debit Card information below.

COMPLETE THIS PORTION FOR CREDIT/DEBIT CARD PAYMENT
Student Services Office will remove payment information from application.

Student Name: _____ Card Type: Visa O MasterCard O Discover O
Name on card: _____ Expiration Date: _____
Card Number: _____ 3-Digit Security Code (on back of card) _____
Cardholder's Signature: _____ Date: _____

Columbia Gorge Community College
Renewable Energy Technology Program
REQUEST TO EXCUSE GPA

Name: _____
Please print *Last* *First* *MI*

If you have interrupted your college career for two or more years and have earned 12 or more graded college credits since returning, you may request to have **all** earlier courses excused from your college GPA. If you choose to have **all** earlier courses excused, you **cannot** use these courses to meet RET Admissions Prerequisite Requirements.

You have two options:

Option #1:
I request the course work prior to 2 or more years be excused from the calculation in my cumulative college GPA. I understand that by excusing all earlier course work that I cannot use these courses towards program prerequisites:

College/University	**Excuse the years prior to the following term:**

Option #2:
I request the following transcript(s) be excused from calculation in my cumulative college GPA. I understand that by excusing the transcript none of the courses contained on the transcript can be used to meet program prerequisites for admission to the CGCC Renewable Energy Technology program

College/University

_____ _____
Signature **Date**