COLUMBIA GORGE COMMUNITY COLLEGE
building dreams, transforming lives

Renewable Energy Technology Alternate Entry Packet

Industry Partners

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

Included in this packet:

- Admissions Guidelines
- Application Requirements Check List
- Renewable Energy Technology Program Admissions Application
- Columbia Gorge Community College Admissions Form
- RET Alternate Admissions Instructor Approval Form
- Industry Partner Confirmation Form

Applications will be accepted on a first-come/first served basis and based on space available.

Application Dates:
(Fall) September 5th, 2013
(Winter) December 19th, 2014
(Spring) March 13th, 2013

For more information contact:

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

Columbia Gorge Community College
Renewable Energy Technology Program
Alternate Entry Packet

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

About Alternate Entry

Applications will be accepted for industry partner employees who would like to take an approved course within the Renewable Energy Technology program (RET) in order to increase knowledge on a specific skillset or to fulfill a credential in the field of renewable energy or related fields. Alternate entry applicants are not considered a member of the RET student cohort and may only apply for entry into specific approved courses within the RET program. All alternate entry applicants must meet the prerequisites for the requested course.

Admissions Requirements

Admission to this program is limited to space available. Applicants will submit a complete RET Alternate Entry Admissions packet and a $50.00 non-refundable RET application processing fee to the Student Services Office by the application deadline. Applicants must meet the following requirements:

- Completion of all program prerequisites with a letter grade of "C" or better
- Completed instructor approval form
- Submission of official (unopened) college transcripts for all courses that apply to the program
- Completion of all required forms, including CGCC admissions form. A checklist of required documents is provided as part of the application packet
- $50.00 non-refundable RET application processing fee

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.	**OR**	College placement test results scoring into MTH 111 or higher.		
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 2007 Or equivalent	Please see advisor, Kristen Kane				

Placement Testing: ***Applicants may take the placement test any time that it is offered.*** To schedule a time to take the placement test, contact Student Services 541-506-6011, or 541-308-8211. 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: If it is determined that your alternate entry request requires completion of CAS133 you may take a challenge test. Tests are administered prior to each application period. The challenge test will cover Microsoft Office Suite 2010. Topics include mouse & windows basics, file management, use of MS Word, Excel, Access, PowerPoint, email, and Internet basics.
To make an appointment to take the test contact student services at 541-506-6011. All tests are administered on The Dalles campus.

- **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 must take CAS 133 and complete the course with a passing grade of "C" or better.**

Once the test is completed, students will receive a record of their results indicating pass or fail (this may take 1-2 weeks). To take the test at another location, call the CGCC testing proctor at 541-506-6011 to make arrangements. A copy of the test score must be submitted in the application packet.

Steps for Challenging CAS 133

1. Contact the testing proctor to schedule a time: The Dalles Campus: Jessica Griffin-Conner at 541-506-6011 or jconner@cgcc.cc.or.us.

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.

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 on a first-come/first-served basis as determined by the date and time received stamped by Student Services staff.
- Admission acceptance is based on space available in the class.
- The course instructor must approve your admission into the class. This is determined by knowledge of topics and prerequisite work.

Columbia Gorge Community College reserves the right to modify/change elements of the admission selection process on an annual basis

RET CURRICULUM AVAILABILITY PER TERM

Fall	Winter	Winter	Spring	Spring
Electrical Circuit Analysis I EET 111 5 credit +Lab	Electrical Circuit Analysis II EET 112 5 credit +Lab	Op Amp Circuits EET 222 5 credit	Electrical Circuit Analysis III EET 113 5 credit +Lab	Electronic Control Systems EET 273 3 credit
Mechanical Power I RET 121 5 credits +Lab	Basic Hydraulics RET 120 5 credits +Lab (hydraulics for wind)	Digital Systems II EET 122 4 credits +Lab	Mechanical Power II RET 122 5 credits +Lab	Digital Systems III EET 123 4 credits +Lab
Semiconductor Devices/Circuits EET 221 5 credit +Lab	Intro to wind Turbine Technology I RET 101 2 credit	Programmable Controllers 3 credits RET 119 + lab	Electric Motor Controls RET 141 5 credits +Lab	Power Generation RET 223 5 credits +Lab
Digital Systems I EET121 3 credits +Lab			Industrial Safety and OSHA 10 EET 188 2 credit	Alternate Energy Power Generation RET 102 1 credit

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 Advisor for Disability Resources 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. TTD 541-506-6016

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 Operations Officer, Office: Building 2, Room 2.422, Phone: 541-506-6151
- Educational Program: Brain Greene, Interim Chief Academic Officer, Office: Building 2, Room 2.103, Phone: 541-506-6080
- Student Programs, Activities, & Services: Lori Ufford, Chief Student Services Officer, Office: Building 3, Room 3.223, Phone: 541-506-6025

Accreditation Statement:

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
Renewable Energy Technology Program
Application Requirements Checklist

APPLICATIONS ACCEPTED: Three weeks prior to start of class (see front cover for deadlines)

Admissions will be on a first-come/first-served basis and availability of space in the class. 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) Alternate Entry Application Form
☐ Receipt reflecting payment of non-refundable $50 admissions fee. This fee may be paid by the following methods:
- In person at Columbia Gorge Community College Student Services. 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 for.

☐ Official (sealed) transcript(s) from all previous colleges listed on RET Application form
☐ Instructor Approval Form
☐ Industry Partner Confirmation Form

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.
OR
☐ College placement test results scoring into MTH 111 or higher.

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 with a grade of "C" or higher.
OR
☐ College placement test results indicating no reading required.
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
☐ Challenge test results 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 2013-14 CGCC Renewable Energy Technology Alternate Entry Packet application and information packet.

Printed Name	Signature	Date

THIS FORM MUST BE INCLUDED IN APPLICATION PACKET

Columbia Gorge Community College
Renewable Energy Technology Program
Alternate Entry Application

Date: _____

Name: _____
Last *First* *MI*

Mailing Address: _____

City, State, Zip: _____

Phone number(s): _____
Day *Evening* *Cell*

Email: _____

How did you hear about the program? _____

List course you would like to enroll:_____
Describe experience in the field:

Colleges or Universities Attended:

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

_____ _____
Applicant's signature Date

$50 non-refundable admissions 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.

Student Services Office will remove payment information from application.

FOR CREDIT/DEBIT CARD PAYMENT-COMPLETE THIS PORTION

Student Name: _____ Card Type: Visa O MasterCard O Discover O

Name on card: _____ Expiration Date: _____

Card Number: _____ 3-Digit Security Code: _____
Found on back of card

Cardholder's Signature: _____ Date: _____

Columbia Gorge Community College
Renewable Energy Technology Program
Alternate Admissions Instructor Approval Form

Student_____ Term/Year_____

Course Number/Name _____

Instructor: _____ Date_____

I, _____, have met with the student and determined that the student:
Instructor Printed Name

- ☐ Has the necessary prerequisite knowledge and/or skills to qualify for enrollment in this class
- ☐ Does not have the necessary prerequisite knowledge and/or skills to be successful in this class
- ☐ Needs to complete the following in order to be ready to enroll in this class:
  - ☐ Math 95
  - ☐ CAS 133
  - ☐ Other (please specify): _____
    _____
    _____
    _____

_____ _____ _____
Student Signature Instructor Signature Date

_____ _____
Advisor signature Date

Columbia Gorge Community College
Renewable Energy Technology
Alternate Admissions Industry Partner Confirmation Form

I, _____, confirm that _____
Supervisor/Manager Printed Name Employee/Student Printed Name

is a current employee of _____ .
Industry Partner Company Name Printed

Please describe your field experience:

_____ _____
Supervisor/Manager Signature Date

_____ _____
Employee/Student Signature Date