

## OCTC Extended Campus FAQ

**1. What is an extended campus course?**

An extended campus course is a college credit course offered by OCTC off-site. Typically, extended campus courses are offered in the evenings at a local high school and/or community center.

**2. How is an extended campus course different from a Discover College class or Workforce training?**

An extended campus course is different from a Discover College dual credit course or Workforce training because the course is included in the course schedule online and is open to any student (adult/high school) who meets the competencies for enrolling in that particular course. An extended campus course is not designated or customized for a specific population.

**3. How is an extended campus course scheduled each semester?**

An extended campus course is scheduled each semester through the Division offering the course.

**4. How are room assignments determined on extended campuses?**

Room assignments for extended campus classes are made through Academic Affairs. An email will be sent from Academic Affairs each semester updating the campus community on the exact classroom locations for the courses.

**5. How is a student registered for extended campus course?**

A student follows the same procedures for registering for an extended campus course as he/she would for a course on-campus. For example, an adult student utilizes START/Admissions procedures; while a Discover College student interested in an extended campus course utilizes Discover College registration procedures.

**6. Who is responsible for stipend payment arrangements for adjunct instructors who teach at an extended campus?**

The Academic Division offering the course is responsible for following standard HR procedures for paying adjunct stipends to an individual teaching a course(s) at an extended campus location(s).

**7. How and when are instructor evaluations conducted for extended campus courses?**

Evaluations for extended campuses are conducted through academic affairs using the same procedures and timeframe as instructor evaluations conducted on the Main, Downtown, and Southeast campuses.

**8. When do extended campus courses start/end each semester?**

Extended campus courses follow the College's start and end dates each semester.

**9. What is the inclement weather policy for extended campus courses?**

The inclement weather policy is as follows for extended campus courses:

- (A) If OCTC has canceled classes due to inclement weather then the extended campuses classes are also closed. No separate notification goes out to extended campus students. SNAP messages and media announcements for OCTC include all campus locations.
- (B) If OCTC is open, but the high school/community center hosting the extended campus course is closed due to inclement weather, the class is canceled due to the location being unavailable.

**10. What is the policy for spring/fall breaks for extended campus courses?**

The extended campus courses will follow OCTC's spring/fall break schedule. However, when OCTC's and a high school's (location where course is being held) breaks do not coincide, the Division/instructor will need to make alternative arrangements or assignments for the class because the building will not be available during the high school's spring/fall breaks.