Admissions Checklist

☐ **Application** - Complete an application for admissions. Complete an application (allow a minimum of 1-2 business days for processing). For any questions regarding residency please check Residency Requirements Information located on the Admissions and Records webpage.

☐ **Official transcripts** - Send official, sealed transcripts from all of your prior colleges. If you graduated high school less than 5 years ago, send official, sealed copies of your high school transcripts as well. For questions please call (209) 588-5231.

☐ **Email Setup** - Activate your Columbia student email account to receive important information and updates.

☐ **Assessment** - Attend an assessment session. The assessment is an un-timed computerized test that requires no computer experience. However, a valid photo ID and student ID number are required for admittance. The student ID number is located in the left hand corner of the acceptance email. Please call the Counseling Office at (209) 588-5109 to check for availability.

☐ **Orientation and Advisement** - Complete an Orientation session online. This is a REQUIRED step to acquaint you with important information about the college and how to proceed with planning your education. After you have completed the online orientation session contact the Counseling Office at 209.588.5109 to schedule an advisement session.

☐ **Timeline for Student Success** - Review the Timeline for Student Success found in the student handbook or online to see which step you are on & where you need to go from here.

☐ **Course Registration** - Register for semester classes on connectColumbia any time on or after the Priority Registration date and time. For step-by-step instructions see Easy as One, Two, Three.

☐ **Follow-up** - Visit a counselor during your first and subsequent semesters to discuss your educational goals and develop an educational plan. Call the Counseling Office (209)588-5109 for an appointment, or stop by the upper level of the Manzanita building during business hours.

STILL HAVE QUESTIONS?
Call Admissions and Records at (209) 588-5231.
Or visit the Columbia College website at [www.gocolumbia.edu](http://www.gocolumbia.edu).