Academic Achievement Center / 588.5088

The Academic Achievement Center (AAC) provides free tutoring for Columbia College students. AAC tutors work individually and in groups with students on coursework and study skills for most classes and writing assignments. Tutoring is available by appointment, five days a week, and can be arranged by calling or visiting the AAC in Tamarack 209.

The AAC computer lab has eight computers for student use, with free printing, and is available for use without an appointment. The AAC also offers, for a fee, test proctoring services to individuals who are taking courses through another educational institution. Appointments for test proctoring can be made by calling 588.5177.

CalWORKs / 588.5148

CalWORKs is a program designed to help Columbia College’s TANF (Temporary Assistance for Needy Families) students move away from federal welfare support. It strives to accomplish this by working closely with the college district’s local social service agencies to enhance students’ families’ integrity and students’ personal and academic goal attainments.

To help students attain their goals, CalWORKs staff provide personal, academic, and career counseling services, job placement assistance, and job skills development opportunities, child care support costs, college work study opportunities, specialized curriculum advantages, and more.

To qualify for CalWORKs, students must be receiving TANF cash support.

CARE Program / 588.5130

CARE (Cooperative Agencies Resources for Education) is a program for EOPS single parents of young children. EOPS students can also apply for CARE through the College’s EOPS Office, Toyon 2.

CARE Eligibility Criteria:
1. Current EOPS student
2. Receiving county cash aid for self and/or child
3. Parent of a child under the age of 14
4. Single parent/head of household
5. New CARE students must be enrolled in a minimum of 12 units.

CARE Program Services:
Services may include child care assistance, books, academic supplies, meal vouchers, transportation assistance, academic/career workshops, seminars, and incentive grants as funds permit.
**Career/Transfer Resources / 588.5271**

The Career/Transfer Center, located in the Sequoia Building adjacent to the Counseling area, offers materials and services to assist students with career and transfer information. Resources include books, occupational guides and other career publications, videos, a variety of reference materials, college catalogs and applications, articulation agreements and both transfer and career software programs. Counselors are available on an appointment basis to assist in locating specific materials to help with career planning, provide transfer information and to support online searches, as are visits by representatives from four-year colleges and universities. All such activities are posted in the Counseling Center and elsewhere on campus.

**Child Care Center / 588.5278**

The Columbia College Child Care Center serves infants, toddlers and preschool children and is best described as a “family friendly environment that fosters positive relationships.” The facility serves as a laboratory for adult students enrolled in the Child Development Program. Families who are interested in child care can call 588.5278 for more information and/or to be placed on our eligibility waiting list.

**Counseling Services / 588.5109**

Counseling Services at Columbia College are provided to the general student population and to special programs: EOPS/CARE, Disabled Students Programs and Services (DSPS), CalWORKs, Veterans and TRiO Student Support Services. (Education Code Section 72620, Title 5, Section 51018; Board Policy 5110)

The Columbia College General Counseling Office provides counseling services for new, continuing and returning students. Counselors assist students with: course selection, researching and setting educational and career goals, review of petition for certificate of achievement and graduation, education and transfer planning, coping with personal/social issues, and understanding college policies and procedures. In addition to these services, students are encouraged to sign up and complete college guidance courses designed to ensure their academic success and career planning. Guidance courses are taught by highly qualified faculty from the Counseling Department who are familiar with personal, social and educational assessment instruments which aid students in understanding their abilities and planning for their future.

**Disabled Students Programs & Services / 588.5130**

Disabled Students Programs & Services (DSPS) provides access to educational programs and activities for students with disabilities. The department provides accessibility through use of support services, special equipment, specially trained staff, and removal of architectural barriers. A variety of programs and services are provided for eligible students.

**Physical Disabilities**—Disabled parking (limited to those students with DMV placards or plates), tram service, mobility support, specialized tutoring, help in locating note takers and readers, and test-taking assistance are provided.

**Learning Disabilities Program**—Provides academic support for those with professionally verified learning disabilities, including review of individual assessment, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and other in-class accommodations as needed. Tutoring may be by specially trained staff and students for general education and vocational college coursework.

**High Tech Center**—The center gives students with a disability access to and training on adapted computer hardware and software, including the visually and mobility impaired. The software is intended to increase skill levels in reading, writing and math.

**Additional Services**—Vocational counseling, personal counseling related to academic concerns, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for students with disabilities.

**Special Instruction**—Special instruction in adaptive physical education, cardiac and pulmonary rehabilitation, and computer access are offered on a semester basis.

**Alternate Format Media**—Columbia College publications and institutional materials are in alternate formats and available through the DSPS Office. (Board Policy 5140)

Under Policy 5140, the Yosemite Community College District Board makes provisions for each College within the District to establish procedures whereby the substitution and/or waiver of certain college level courses is permitted for students with verified learning disabilities. Certain conditions must be satisfied before this option becomes possible for the student with a disability and guidelines must be followed. Please consult the Coordinator of the Disabled Student Program and Services department and/or the Special Programs Counselor for more information about both the conditions and guidelines that make such a request possible. (Education Code Sections 67310, 84850, Title 5, Sections 56000 et seq.; Board Policy 5140)

**Extended Opportunity Programs & Services / 588.5130**

The primary function of EOPS is to make community college accessible to financially and academically disadvantaged students and to provide supportive services so that they may achieve their educational and career goals. EOPS applications are available in the EOPS office located in Toyon 2.

Student must be a California resident and have earned less than 70 Associate degree level units. New EOPS students must enroll in a minimum of 12 units. Students must meet economic and educational criteria:

**Economic Need**—Eligibility for the Board of Governors Waiver A or B.
**Educational Need**—Must qualify in one of the following:
1. Does not meet eligibility for degree level math or English
2. Did not graduate from high school or receive GED
3. High school grade point average below 2.5
4. Previously enrolled in high school or college remedial coursework
5. Other eligibility factors approved by the EOPS Director.

A variety of programs and services are provided for eligible students:

- **Priority Registration**—Special registration assistance.
- **Counseling**—Academic, career and personal intervention counseling, educational planning and advising.
- **Book Assistance**—EOPS pays a large percentage of students’ textbook costs.
- **Direct Financial Assistance**—EOPS issues semester EOPS grants for qualifying students, pending available funds.
- **Student Success Workshops**—Offered each semester.
- **University Transfer Assistance**—Help in applying for admission to universities.
- **Transportation Assistance**—Parking permits or bus passes provided.
- **Math Textbook and Calculator Loan Program**—For students enrolled in MATH 601, 602, 101, and 104.
  
  *(Board Policy 5150; Education Code 69640-69656; Title 5 Sections 56200 et seq.)*

**Financial Aid** / 588.5105 or 588.5272

**Financial Aid**

Financial aid may be available for expenses that are directly related to attending college when these costs are more than students or their families can afford. The eligibility for most financial aid is based on financial need, which is determined by the Financial Aid Office from information submitted by the student and/or family on the Free Application for Federal Student Aid (FAFSA). Students are urged to complete applications by March 2 prior to each academic year. Applicants must also show satisfactory academic progress and be enrolled in or working toward a transfer, certificate, or degree objective.

General information about grants is listed below but a more comprehensive list is available on the Financial Aid website. Various dollar amounts shown and regulations regarding financial aid are subject to change without notice due to governmental, state, and local requirement changes.

**BOG Enrollment Fee Waivers**

Students who are California residents who are TANF, CalWORKs, SSI, or GA recipients, dependents of deceased/disabled veterans, or low income may be eligible for an enrollment fee waiver.

**California Dream Act**

Allows students who meet AB540 criteria to apply for and receive state funded aid such as fee waivers, institutional grants, Chafee grants, and non-state funded scholarships for public colleges and universities.

**Federal Pell Grants**

Pell Grants are federal grants to assist low and middle income students who are enrolling in 6 or more units. The maximum Pell Grant is $5,730 for the 2014-2015 year for a full-time student; however, students with exceptional financial need will qualify for a prorated amount based on their enrollment.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG is another form of federal aid for the exceptionally financially needy and is given to the lowest income students. A maximum award at Columbia College is $500 for students enrolled in 6 or more units.

**Cal Grants**

State grants that are awarded by the California Student Aid Commission and paid through the college. They are based on financial need, GPA and program of study. The deadline to apply is March 2 prior to the year of enrollment. To read more about the Cal Grant A, B, or C awards please visit the Financial Aid website.

**Chafee Grant**

Awards $5,000 per year to former foster youth who are California residents. They must have remaining financial need and meet certain age and Independent Living Program (ILP) requirements.

**Loans**

Columbia College does not participate in any Direct or Federal Family Loan Programs.

**Standards for Satisfactory Academic Progress (SAP)**

Students must meet Satisfactory Academic Progress (SAP) qualitative and quantitative standards in order to maintain eligibility for federal financial aid. SAP is assessed at the end of each semester after grades are posted. Students must maintain a cumulative grade point average of 2.0 and 67% completion rate for all attempted units. Failure to maintain either standard will result in the student being placed on financial aid warning. Two consecutive SAP assessments where students do not meet standards will result in disqualification from aid.

Students must also complete an eligible program within 150% of its published program length. For students pursuing an AA/AS or transfer program, the approved maximum time frame is 90 units (60 units for AA/AS x 150% = 90 units). For certificate programs, it is 150% of the approved program length required to complete the certificate. Students who exceed this maximum time frame are suspended from aid.
Return of Title IV Funds (R2T4)

Per federal regulation (34 CFR Parts 668, 682, and 685), any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

If you receive financial aid, please contact the Financial Aid Office first before withdrawing from any course.

First Semester Experience / 588.5109

Designed to boost success in pursuing college goals, the First Semester Experience Program is a unique learning community that provides a full course load of 12 units, consisting of Math 602 (Pre-Algebra), Guidance 100 (College Success) and English 151 (Preparation for College Composition), carefully scheduled within two days a week. The program connects students with essential student support services and provides a waiver of book costs for all courses. Eligibility requirements are assessment and placement into Math 602 and English 151 and willingness to work hard in a supportive environment. Enrollment is limited to 24 students. If you wish to be considered for this program, you will need to meet with a counselor for an interview and review of your assessment scores.

GED (General Educational Development) Testing Center / 588.5109

Columbia College is an official General Educational Development Testing Center and provides the opportunity to obtain a GED certificate. For information about the testing schedule and to obtain an application for the test, call the GED front desk or stop by Sequoia 120. GED official and unofficial transcripts are available for a fee of $3.00 (unofficial) or $5.00 (official). For information on how to obtain a GED transcript, call the GED Office at 588.5109. Visit us at: www.gocolumbia.edu/student_services/ged.aspx.

In addition, the college offers a non-credit course to assist in preparing individuals to take the GED test. Course times and dates are listed in the Schedule of Classes. Call Admissions & Records for information about enrolling in the course.

Health Services / 588.5204

A registered nurse is available to provide a variety of health services to students. A free mobile health van visits the college regularly. Mental health counselors are available on campus for free private appointments.

Students who are under age 18 must have a Health Services Consent for Treatment of Minors for medical and personal counseling services form signed by a parent or guardian filed in the health office in order to be treated on campus. These forms are available in the Health Office and on the college website, www.gocolumbia.edu. Click “Admissions,” then “Student Online Forms.”

Accidents and illnesses occurring on campus should be reported immediately to the college nurse, an instructor or administrator. Student health records are confidential. (Board Policy 5200)

A partial list of services covered by the health fee includes:

- First Aid for minor illness and injury
- Free over-the-counter medications
- Resting cot
- Mental health counseling
- Community referrals
- Drug and alcohol information and referrals

Job Placement / 588.5312

Columbia College’s Job Placement Office provides employment-related services to students and to employers needing assistance. Services include:

- Computers for résumé preparation
- Individual job search assistance
- Job fair information
- Job search library
- Job search workshops, e.g., résumé writing, job interview techniques
- Referrals to on-campus openings
- Referrals to off-campus openings, both paid part-time and full-time opportunities

Library / 588.5119

Located in Tamarack Hall, the Columbia College Library is a center for study, class research and leisure reading. It welcomes use by students, staff and community residents.

The library’s collections include more than 35,000 print books, 16,000 electronic books, 15,000 print and electronic periodicals, 1,800 videos and DVDs, 1,400 audio recordings including a recently digitized local oral history collection, 600 children’s books, and 40 article and research databases. Eighty Windows and MAC computers with internet access are available for use during Library hours. Computers are loaded with accessibility hardware and software (including scanners), Computer Science and GIS programs (similar to those found in the Fir labs), and keyboarding programs. There is also a coin-operated photocopier and printer.

Through Interlibrary Loan, the Library can locate and borrow materials which are unavailable on campus. The Library staff are available for assistance in locating needed materials, whether from local, regional or national locations.

The Library is open when the College is in session: Mondays through Thursdays (7:45 a.m.-7:45 p.m.) and Fridays (7:45 a.m.-4:30 p.m.). It is closed on weekends and during school holidays. Changes to the Library’s schedule
are posted at the front entrance to the Library, and on the Library’s web page: www.gocolumbia.edu/library

**Library Loan Periods & Fees**

<table>
<thead>
<tr>
<th>Loan Items</th>
<th>Max. Loan Period</th>
<th>Overdue Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>3 weeks</td>
<td>25¢ per day</td>
</tr>
<tr>
<td>Magazines</td>
<td>1 week</td>
<td>25¢ per day</td>
</tr>
<tr>
<td>CDs and Cassettes</td>
<td>3 weeks</td>
<td>25¢ per day</td>
</tr>
<tr>
<td>DVDs and VHS</td>
<td>1 week</td>
<td>$1.00 per day</td>
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<tr>
<td>2 hour Reserve Items</td>
<td>2 hours</td>
<td>50¢ per hour</td>
</tr>
<tr>
<td>1-day Reserve Items</td>
<td>1 day</td>
<td>$5.00 per day</td>
</tr>
<tr>
<td>3-day Reserve Items</td>
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<td>$2.50 per day</td>
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<tr>
<td>1-week Reserve Items</td>
<td>1 week</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Interlibrary loan</td>
<td>various</td>
<td>$1.00 per day</td>
</tr>
</tbody>
</table>

- Lost items: replacement cost plus $20 processing fee
- Interlibrary loan lost items: replacement cost plus $40 processing fee
- Maximum overdue fine per item: $20
- Maximum overdue fine per interlibrary loan: $40

**Math Lab / 588.5276**

The Math Lab provides a comfortable area for individual and small-group study and also provides individual help for math students on a drop-in basis. It is conveniently located near the math classrooms and instructors’ offices. In addition to study tables, the Math Lab has two computer stations for class related activities. Math resource books and graphing calculators are available for use in the math lab.

**Middle College / 532.5511**

Middle College, a partnership between Columbia College and Sonora High School, offers juniors and seniors in high school the opportunity to begin their college careers before graduation. Students are able to work toward an Associate’s Degree, explore possible careers, or gain advanced technical training. Students from all area high schools who have demonstrated their ability to succeed academically are encouraged to apply. Call Pam Christ at 532.5511, Ext. 124 or access further information and an application on Sonora High’s web page: www.sonorahs.k12.ca.us.

**Outreach / 588.5111**

Through outreach, Columbia College information is distributed to prospective students. To achieve this, contact is made with high school students and counselors, business and industry professionals, community members, and those seeking personal growth opportunities to improve job skills. Activities are coordinated throughout the Yosemite Community College District.

**Scholarships & Awards / 588.5065**

The Columbia College Scholarship Office offers over 150 scholarships annually. Awards range from $50 to $2500 and eligibility varies based on individual scholarship criteria. Scholarships are funded by the Columbia College Foundation, private donors, and many community organizations whose focus is to encourage and support the educational goals of the students we serve.

To receive a scholarship, students must be enrolled in a minimum of 6 units for Fall and Spring semester and have a cumulative GPA of 2.0 or higher. Selection is also based on one or more of the following criteria: strength in major, units completed, extracurricular activities, financial need, and a proven academic performance. Scholarships are awarded to students pursuing almost every major and are available for new, continuing or transferring students.

Applications are available during the Fall semester and must be received before the posted deadline. A complete application will be typed and include a one page Personal/Educational Statement and a minimum of two letters of recommendation from faculty or employers. Students selected to receive a scholarship will be notified in March and April.

**Security and Safety / 588.5167**

In compliance with the federal Clery Act, Columbia College publishes an annual security report. The report includes campus crime statistics and college security policies. The annual report is available each October at the campus security office or online at www.gocolumbia.edu.

Columbia College Security Officers are available 24 hours each day, seven days a week, providing assistance with security, emergencies, parking, escort services, lost and found property, and general information and assistance. Several emergency telephones are available to directly connect you with a security officer. In cases of an emergency or imminent danger, dial 911. To reach a campus security officer, dial 588.5167 or 588.5911. Using any campus emergency telephone at the locations listed on the campus map on page 200, you may reach the Campus Security Office.

**Parking:** As authorized by California Education Code, Sec. 76360(a); a parking permit is required by anyone parking on campus. Student semester parking permits are available for purchase at the College Business Office. Daily and visitor permits are available at the College Information Booth. For more information on campus parking please refer to the pamphlet, Columbia College Campus Parking Regulations. The conduct of drivers, vehicles, and pedestrians on campus is governed by the Parking and Traffic Ordinances of the Yosemite Community College District. Violations of these ordinances are subject to citation and fines.

**Campus Shuttle:** For student convenience and safety, the College offers evening campus shuttle service. The shuttle provides a continuous loop from the student parking lots to the classroom buildings Monday through Thursday from 5:30 to 9:30 p.m. (subject to change). For more information please contact the Campus Security office at 588.5167.
• Peer mentoring group
• Intensive academic counseling
• Structured assistance with career planning, scholarship applications, the financial aid process, navigating transfer to 4-year universities
• Field trips to transfer institutions
• Priority registration and much, much more

TRiO SSS applications are available in Sequoia 120 or on the website www.gocolumbia.edu/trio

TRiO SSS Program Eligibility: (have at least one of these criteria, priority given to those who meet more than one)
• First-generation college student, neither parent completed a Bachelor’s Degree
• Low-income, based on federal guidelines
• Have a disability verified through the DSPS office

Veterans Benefits / 588.5105 or 588.5272
Veterans Affairs at Columbia College is authorized by the United States Department of Veterans Affairs and the California Department of Veterans Affairs to assist eligible military veterans in accessing the Montgomery GI Bill funding for their college education.
Veteran Services are available to:
• Disabled veterans
• Post-Vietnam era veterans who participated in payroll deduction programs
• Members of reserve units
• Post 9-11 veterans
• Dependents of disabled, deceased or retired veterans

Services also include certification of educational benefits, personal, academic and career counseling, university transfer counseling, educational planning, and priority registration.

The first step in activating benefits is to meet with the Columbia College Veterans Certifying Official. Please call to make an appointment. This process should be completed 30-120 days prior to the beginning of the term. Information regarding other documents that may be required is also available in the Veterans Affairs Office in Sequoia 110.

Student Identification Cards / 588.2174
There is no charge to students for the student identification card. The same identification card will be used for each semester attended. New cards and validation stickers for the current semester can be obtained at the beginning of every semester from the Student Center, Ponderosa Building.
A picture ID and current class schedule is required when requesting services, adding/dropping classes, use of math and computer open labs, the Academic Achievement Center and Business Office.

Students should carry their card with them while on campus. Contact the Student Center for processing dates, times and location at 588.2174.

TRiO Student Support Service / 588.5066 or 588.5145
TRiO Student Support Services (SSS) is a federally funded grant that serves first-generation, low-income, and/or students with a disability who are seeking a certificate, degree, and to transfer to a 4-year university. The goal of the TRiO SSS program is to provide students a strong and supportive learning community that motivates and propels the student towards their chosen academic goal.

TRiO SSS provides a number of benefits to the student to help achieve these goals:
Security/Crime Awareness

Campus Security Officers do not have law enforcement authority. Their role is to “observe and report” only. The Crime Awareness and Campus Security Act of 1990 requires institutions to publish an Annual Security Report. The report includes campus crime statistics and college security policies. The report is available at the Campus Security Office or online at www.gocolumbia.edu.

The following are the campus crime statistics for January 1, 2010–December 31, 2012:

COLUMBIA COLLEGE REPORTED CRIME STATISTICS for Three Year Period 2010–2012
11600 Columbia College Drive, Sonora, CA 95370

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total College &amp; Student Housing</th>
<th>Columbia College</th>
<th>California Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<tbody>
<tr>
<td>CRIMINAL OFFENSE</td>
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<tr>
<td>Negligent</td>
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HATE CRIMES

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<tr>
<th>Activity</th>
<th>Total College &amp; Student Housing</th>
<th>Columbia College</th>
<th>California Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<td>All offenses</td>
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</tr>
</tbody>
</table>

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses: Murder/Non-negligent manslaughter, Negligent Manslaughter, Sex Offenses – Forcible, Sex Offenses – Non-forcible, Robbery, Aggravated Assault, Simple Assault, Burglary, Destruction, damage, vandalism of property, Motor Vehicle theft, Arson, Larceny-theft, Intimidation