First Time Students

1. **Apply for admission** online for Spring 2015 semester. If you apply, you will be eligible for a priority registration date. You will receive an email with your Student ID # (w #) and further instructions.

2. **Apply for financial aid** online at [FAFSA.gov](http://FAFSA.gov) a minimum of 12 weeks prior to start of the term. Renew the FAFSA application annually by March 2. Check your student assigned email for financial aid status. Financial Aid Office is located in Sequoia 110. If your last name begins with letter A–L, call 209.588.5105; if your last name begins with letter M–Z, call 209.588.5272.

3. **Set up your connectColumbia account**! ConnectColumbia is a web portal on the college website where you will go to register for classes, add or drop classes, check your grades, etc. From the top of the college home page click on My Columbia and then on connectColumbia Login to set up your account. See detailed instructions on following pages in this schedule.

4. **From connectColumbia you can activate your student e-mail account** after receiving your college acceptance notification, in order to receive important information from the college. Refer to [www.yosemite.edu/studentemail](http://www.yosemite.edu/studentemail) for step-by-step instructions. For assistance call the HelpDesk at 209.588.5385 or visit the Welcome Center located in the Sequoia building.

5. **Check eligibility for Special Programs** including CalWorks, EOPS/CARE, DSPS, TRIO and Veterans. Visit the programs at [gocolumbia.edu](http://gocolumbia.edu), under “Student Services.”

6. **Attend Assessment, Orientation and Advisement** to learn vital information about beginning college and an opportunity to meet with a counselor to complete a first-semester plan. These steps are required prior to registering for classes. Weekly appointments are available. Call 209.588.5109 for more information.

7. **Register for classes**. Check your student e-mail for registration date and time. Login to connectColumbia to select and register for classes. For assistance, call the HelpDesk at 209.588.5385 or visit the Welcome Center in Sequoia.

8. **Pay your fees** online or at the college Business Services Office, Sequoia 102. All fees are due and payable at the time of registration. Within ten (10) days of registering for any classes, students must have a zero balance or they will be dropped for nonpayment of fees. Refer to page 21 for details.

9. **See a counselor to create a comprehensive educational plan** (CSEP) during your first semester. This will help you to identify your academic goals and create a clear and efficient pathway to those goals. The CSEP is required to maintain priority registration.