

FALL 2009 REGISTRATION SCHEDULE

Apply and Register Three (3) Ways



1. Online

www.gocolumbia.edu
connectColumbia

See College website for instructions



2. Telephone (T-Reg)

209.536.5400

*See 12 to register
by touch-tone phone*



3. In Person

See page 13

REGISTRATION DATES, TIME & METHOD

DSPS/EOPS

July 30	Touch-tone telephone or online only (by appointment only)	6:00A–12:00 midnight
	Campus Hours	7:30A–5:30P

Continuing Students

August 3–13	Touch-tone telephone or online only	6:00A–12:00 midnight
August 3–6	Campus Hours	7:30A–5:30P
August 10–13	Campus Hours	7:30A–5:30P
August 17–20	Campus Hours	7:30A–5:30P
August 24–27	Campus Hours	8:00A–6:00P
August 28	Campus Hours	8:00A–4:30P

Newly Matriculated

August 17 & 18	Touch-tone telephone or online (by appointment only) OR on campus (by appointment only)	6:00A–12:00 midnight 7:30A–5:30P
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Open Registration—All Students, no appointment REQUIRED

August 19–30	Touch-tone telephone or online with current application on file	6:00A–12:00 midnight (7 days a week)
August 19 & 20	On campus with current application on file	7:30A–5:30P
August 24–27	On campus with current application on file	8:00A–6:00P
August 28	On campus with current application on file	8:00A–4:30P

Web and touch-tone telephone registration hours are daily including weekends and holidays between the hours of 6:00A and 12:00 midnight. Admissions & Records staff will be available for assistance during regular office hours listed on page 13.

Help Desk – 209.588.5385, M-F 8:00A–5:00P

NOTE: All college offices will be closed on Fridays from May 4 through August 21st.

1. Online Registration Guidelines



Register on the web! Columbia's web registration system is called **connectColumbia**.

The **connectColumbia** address is connect.gocolumbia.edu. You can also access **connectColumbia** by logging on to the college website at www.gocolumbia.edu and click on **connectColumbia**.

SHOPPING CART "PREFERRED CLASS LIST" FEATURE

Similar to many online businesses, **connectColumbia** has a shopping cart feature. Students may select sections and place them in their "preferred class list" (shopping cart). What's nice about this feature is that students can build their schedules prior to their registration appointments and then, at the time of their appointment, they can come back into **connectColumbia** and register in the classes. The important point to remember, though, is that once you have added classes to your shopping cart (preferred class list), **you must remember to then "REGISTER" in them.**

Another important thing for you to do is to watch for any error messages that might appear AT THE TOP of the screen when you are actually 'registering' in your preferred classes. If the system finds a problem with any class (you've taken it too many times, it conflicts with another class, it's closed and you must add your name to a wait list, etc.), it blocks your registration until you take care of the problem. Make sure that you clear each problem and then proceed with registration.

BE ALERT TO THE FOLLOWING MESSAGES:

1. **"All sessions are busy."** This means that all ports into **connectColumbia** are in use. You can try again later or, if it is an extremely busy registration period, try to register using the Touch-Tone Telephone Registration System at 209.536.5400.
2. **"This class requires a PIN Code."** First, make sure you have selected the correct term. If you select a wrong term, **connectColumbia** is unable to verify the class section number that you are requesting. Second, **connectColumbia** supports many, but not all, of the browsers that students use. Some students who use browsers other than Version 4 or later of Netscape or Internet Explorer may have problems. If you see the following message—"this class requires a PIN Code"—and you have checked that you have selected the correct term, then try the following:
 - Open your Browser
 - Click on Tools and Select Internet Options
 - In the middle of the screen, see Temporary Internet Files
 - Click on Delete Cookies
 - Click "OK" to delete ALL cookies in Temporary Internet File Folder
 - Click on Delete Files
 - Click on "OK" to delete all files in temporary internet files

If this doesn't solve the problem, use Telephone Registration 209.536.5400.

The online registration worksheet is on page 10.





BEFORE YOU REGISTER:

All first-time connectColumbia users must first create a connectColumbia User Account. See page 8.

Step 1: Open connectColumbia.

- Load the Columbia College website at www.gocolumbia.edu
- Click the connectColumbia link

Step 2: Enter the Registration System on connectColumbia.

- Click **Current Students** for Students. Please note that the first time you access connectColumbia you must establish your user account. See page 8 for user account information.
- When prompted to log in, enter your Username and Password. See page 8 for more information.
- Under the heading “Registration,” click **Register for Classes**.

Step 3: Register using the method that suits you.

Method A

“EXPRESS REGISTRATION”

Before using Express Registration, you will want to have a list of sections you wish to take. Using the printed class schedule or “search for classes” option on connectColumbia, prepare a list of the course sections/synonyms (and alternate choices in the event that your first selection isn’t available) for all the courses you would like to take.

- Enter the **Synonyms (section numbers)** in the fields provided. Also be sure to select the appropriate term for each class selection.
- Repeat** as needed until you have entered all of the courses you wish to add.
- Click **Submit**. This moves your selected class list (shopping cart).
- You must actually register in the classes that you have in your preferred class list. Select either Register in ALL classes or Register in one class at a time.

Method B

“SEARCH & REGISTER FOR CLASSES”

- Select the Term and Subject, as well as any other criteria for the search.
- Click **Submit**. View the list of courses that match your criteria.
- Select the course you wish to add.
- Click **Submit**.
- Repeat now (C), add new and submit.
- Review** the confirmation screen to ensure that you are enrolled in the correct course. If the information is correct, click **Submit** again.

Note: This process will take more time than Express Registration.

Step 4: Review your schedule.

- View the window listing of the classes in which you attempted to enroll. The **Status** column will tell you that you’re **Registered** or that registration **Failed**. If registration for a course section **Failed**, that indicates that your enrollment was not granted for one or more of the following reasons:
 - excess units
 - time conflict with another course
 - required prerequisite not completed with a grade of “C” or “Pass (P)” or better
 - taken the class too many times.
- Students must have a counselor’s signature to register for more than 18 units.
- Print a copy of your schedule.

Step 5: Pay Your Fees.

To pay by **Credit Card**, click **SUBMIT PAYMENT**

Print a copy of schedule and fee receipt.

Options to pay with **Cash** or **Check**:

- **Mail** – Payments should be postmarked within **24 hours** following registration. Make your check or money order payable to Columbia College. Mail checks to: **Columbia College, 11600 Columbia College Dr., Sonora, CA 95370-8583**
Do not mail cash. Include the student’s name, Student ID number or social security number, current mailing address and phone number.
- **In Person** – Payment can be made in person during office hours. We accept payment by cash, check, money order and credit card. Visa, Mastercard and Discover are all accepted.

Note: Students will be charged \$10 for returned checks and \$15 for a chargeback of a credit card. If you have questions about payment, call the Business Office at 209.588.5114

NOTE: If you forget your password, phone the Help Desk at 209.588.5385. M–F, 8:00A–5:00P No Weekends Or Holidays

Wait List



connectColumbia

When a course section in which you would like to enroll is closed, you can place yourself on the wait list. **However, please note that the system does not permit you to be enrolled in a class section and to also be on a wait list of the same course that meets at a different time. Choose your selections carefully.**

When you are placed on a wait list, it means that the course section you have chosen has reached its seat capacity, and that you are waiting to enroll in the event that any seats become available or the instructor allows for additional students. You are not guaranteed a seat in the class when you are on a wait list. The process is not automatic. You are not charged for a class until you have added it using **connectColumbia**, telephone registration or in-person registration. You are only permitted to be on one wait list at a time in any given subject, i.e. one English 1A section, or one MATH 101 section, etc). **A student who is enrolled in a section will NOT be able to add their name to a wait list for the same course.**

What to do if you're on a wait list*

- 1) You **MUST** attend the first class meeting.
- 2) Tell the instructor that you are on the wait list for the course and that you would like an add slip.
- 3) If your request is granted, the instructor will give you an add slip.
- 4) Check to make sure that the instructor has signed it and included the access code (add code) and section number on the slip, and the date you first attended. The system will not allow you to register without this information. **You must register within two (2) working days of receiving the add.**
- 5) Using **connectColumbia**, telephone registration or in-person registration, you may then add a full semester course during the **first two weeks** of the semester. You will be prompted to provide the special access code (add code).
- 6) Keep the add slip for your records if you register on the phone or web.
- 7) You may use the access code for the first two weeks of a full semester course.

* If you are on a wait list and decide not to add the class, drop yourself from the wait list.

What to do if you're wait-listed for an online course



- 1) On the first day of the semester, submit an Electronic Add Card at: **www.gocolumbia.edu**. Select **connectColumbia**, select "Current Students," select "E-Add Card Request (for Online Courses)."
- 2) When you've submitted the card, the instructor will e-mail you to notify you if you have been accepted into the course.

2. Telephone Registration (T-Reg)

Help Desk 209.588.5385
Hours: M-F 8:00A-5:00P
No weekends or holidays

209.536.5400 Available 6:00A-12:00 midnight/7 days a week

Step 1: Call the Columbia College Telephone Access System

1. Dial Touchtone Registration at 209.536.5400 
2. Press **1** to enter your Student ID# ("W" Number) 
OR Press **2** to enter your Social Security Number...
3. Enter your six (6) digit date of birth...

Step 2: Use menu to enter a transaction


Step 3: Build and Accept your Schedule.

You will hear a new menu.

Be sure to press **6** to save all transactions.

NEW REGISTRATION MENU

- To **enter a new course**, press **1**
- To **drop a course**, press **2**
- To **review your schedule**, press **3**
- To **delete your schedule**, press **4**
- To **cancel changes made**, press **5**
- To **save all changes and accept schedule and receive AR balance**, press **6**

1. Press **1** to enter a new course.
2. Enter the four-digit course **synonym (section)** number 
3. Listen as the course name and synonym (section) number are read back to you.
4. Press **1** to **accept the course**. The course will be added to your schedule.
Press **2** to reject the course. The course will not be added to your schedule.
5. Either repeat steps 2-4 to enter an additional course or press the **#** key to return to the main menu.
6. **After your schedule is complete, you must press 6 to confirm and accept it.**
7. **ALWAYS CHECK YOUR SCHEDULE 3 AFTER COMPLETING ANY TRANSACTIONS TO BE CERTAIN THAT YOUR SCHEDULE IS ACCURATE.**

Step 4: Pay Fees

7. You will be given your account balance and provided payment options if you owe fees.
8. Press **1** to pay now using Visa, Mastercard, or Discover.
Press **2** to hear other payment options and end your phone call.

Payment is due upon registration. Your account may be frozen for non-payment and you will not be able to make any further schedule changes or obtain your academic record until payment is received.

Your program is not mailed to you. You can print a copy via the web or obtain a copy from the Admissions Office with picture ID.

3. In Person Registration



REGISTER IN THE ADMISSIONS OFFICE

If you have unsuccessfully tried to register using **connectColumbia** or T-Reg or if you just prefer human interaction, you can register during **open** registration at the Admissions Office. Be prepared with alternate classes in case your first choices are closed. You must present picture ID to register at the Admissions Office.

OFFICE HOURS

Admissions & Records Office*

209.588.5231 • Fax: 209.588.5337
Regular Office Hours: (Beginning Sept. 14, 2009)
Monday–Thursday 8:00A–5:30P
Friday 9:00A–4:30P

Business Services*

209.588.5114 • Fax: 209.588.5368
Regular Office Hours: (Beginning Sept. 14, 2009)
Monday–Thursday8:00A–5:30P
Friday9:00A–4:30P

* Office hours are extended to 6:00P Monday through Thursday, August 24–27, 31; Sept. 1–3 and 8–10.

Financial Aid Office

209.588.5105 • Fax: 209.588.5391
Regular Office Hours (Beginning Sept. 14, 2009)
Monday–Thursday 8:00A–5:30P
Friday 9:00A–4:30P

Oakdale Region Information

209.588.5080

Calaveras Center

209.736.5940 • Fax: 209.736.5943
Monday–Thursday 8:30A–5:30P
Fridayvariable hours
(Please call to confirm operational hours.)