Eligibility

We invite you to apply for admission to Columbia College! If you are a graduate of an accredited high school...hold a high school Certificate of Proficiency, Certificate of Completion, or GED...or are at least 18 years old and can profit from higher education, plus meet the residence requirements, you are eligible for admission.

Admission Procedures / 588.5231

Prospective students may access the online application at www.gocolumbia.edu. Click Admissions & Records, then Apply Now!

Your official transcripts for all previous college work must be received during the first semester of attendance. High school transcripts are required *only if* you have been out of school for five years or less.

Note that students are responsible for providing official documentation of previous high school and college work for evaluation of credit. These documents will become the property of Columbia College and cannot be reproduced or released for any purpose.

Be sure to submit your application as early as possible. (Education Code Section 76000, 76001 and 76002, Labor Code Section 3077; Board Policy 5010)

Other College or High School Transcripts

Columbia College requires new students to submit official transcripts of coursework completed at other colleges and high schools.

1. Have the institution mail your transcripts to the Admissions & Records Office, Columbia College. Columbia College will only accept official transcripts that are received in sealed envelopes. High school...
transcripts are only required if the student has been out of high school within the last five years.

2. Columbia College cannot release copies of other institution’s transcripts. The transcript must be obtained from the institution of origin.

Re-Admission
Planning on returning to Columbia College after an absence of one academic year or more? If so, you need to file a new application for admission. Transcripts are also required if you have attended another college since last attending Columbia College.

Notice of Acceptance
New and returning students will receive acceptance notification. In addition, information on assessment, orientation and advisement opportunities will be furnished. All of this information is also available on the college website.

Residence Requirements
For tuition purposes, all new and returning students are classified either as residents or nonresidents. Residency will be determined by the College on an individual basis with the submission of each application.

California residency is determined by the length of physical presence within the state and one’s intent to make California his/her permanent residence. The minimum residence requirement is one year and one day prior to the first day of the term. A residence determination date is that day immediately preceding the opening day of instruction for any session a student proposes to attend.

Those who have resided in California for less than two years must prove intent, which can be established by submitting two items from the following list with your application:

- Owning or renting California residential property for personal use
- Registering to vote in California
- Paying California State Income Taxes
- Having a California Driver’s License or ID card
- Registering a motor vehicle in California
- Holding an active checking and/or savings account in a California bank
- Any other proof of intent for consideration by the College.

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay $217 per unit non-resident tuition in addition to other standard student fees. Nonresident tuition is refundable upon withdrawal from classes during the refund period.

Active duty military and their dependents, who are currently residing in the state, are considered California residents. In addition, members of the armed forces, who are stationed on active duty in California may also be classified as residents.

Credentialed employees, migrant agricultural workers and their dependents may also be considered California residents.

If their visa does not preclude establishing residency in the U.S., non-citizen students may be classified as residents if they have resided in California for more than one year. INS documents must be issued one year and one day prior to the start of the semester otherwise, nonresident tuition will be charged. Examples of INS documentation include:

- Resident Alien Card
- Permanent Resident Card
- I-94 Form
- Passport
- Temporary Resident Card

For residency questions and re-classification contact Admissions & Records at 588.5231. Residency decisions can be appealed by writing to the Vice President of Student Services. (Board Policy 5015; Education code 68040 et seq., 76140; Title 5, Sections 5400 et seq.)

AB 540
Assembly Bill 540 (January 1, 2002) allows exemption from nonresident tuition in some circumstances. This law does not grant residency. Instead, it only exempts nonresident students from paying nonresident tuition.

If you feel that you qualify, complete a Student Affidavit for Exemption from Nonresident Tuition form. The form can be obtained from the college website, www.gocolumbia.edu on the Admissions & Records page.

Special Admit Students / 588.5231
Columbia College may admit students who are 14 years of age or older who would benefit from advanced scholastic or vocational work according to Education Code 48800, 48800-5, and 76000 and Board Policy 5010. To be eligible for admission, a student must be in good standing with the school in which he/she is enrolled and may not enroll in more than 11.5 units in any term. All applicants must submit a

- Columbia College Admissions Application
- Fee Waiver Application
- High School Petition for Advanced Admissions.
- Health Services consent for treatment of minors for medical and personal counseling service form.

Students must satisfy all course prerequisites as defined in the current catalog and complete the College assessment prior to enrollment in math and/or English courses. Credit for courses completed shall be at the level determined to be appropriate by the school district and the community college governing board.

Eligible students may apply on the college website at gocolumbia.edu, clicking on “Admissions,” and then “Apply
Now: Students may register during open registration for appropriate classes providing that the application, High School Petition for Advanced Admissions, Medical Consent Treatment form and Fee Waiver Application are completed accurately and are on file in the Admissions & Records office.

No special arrangements for additional supervision of underage students are available at Columbia College. It is the responsibility of the parent/parents to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls.

Beginning Summer term of 2007, the Yosemite Community College Board of Trustees has waived the enrollment unit fee for special admit students. However, all students must have the Fee Waiver Application on file and will be responsible for all other fees. Contact the college Admissions Office for further college policies and procedures.

**Student Success Support Program (SSSP)/Matriculation**

588.5109

New and returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Support Program is designed to give students information and assistance at the threshold of their college careers. All new Columbia students are required to participate in the SSSP process. Upon receipt of your application, a schedule of dates and times for assessment, orientation, advisement and registration will be emailed to you. This information is also on the college website.

A person participating in the Student Success Support Program will:

- complete the assessment test in writing, reading and math
- attend an orientation to Columbia College where services and programs are explained
- receive a College Catalog
- receive assistance with their educational planning.

**Exemption Categories**

Students meeting one or more of the following criteria are exempt from all or parts of the SSSP process:

- students holding an Associate Degree or higher
- students enrolled only in activity courses for which there is no basic skill prerequisite
- students enrolled in Community Education and non-credit courses only
- students enrolled only in contract education or courses for in-service training.

Though a student may qualify for an exemption, attendance in the SSSP process is encouraged. Call the Associate Dean of Student Equity & Success for information at 209.588.5079.

**Alternative Student Success Support Services for Students with Disabilities**

Applicants to the college with a verified disability and who are unable to participate in the Student Success & Support Process due to the limitations imposed by their disability are eligible for alternative matriculation services which may include:

1. Special assessment by the Special Programs staff
2. One-on-one orientation, advisement and development of an Educational Plan with Special Programs staff
3. Priority registration.

To qualify for alternative service the applicant must submit to the DSPS office written documentation by a professional (e.g., physician, psychologist, LD Specialist, etc.) verifying the disability. Call 209.588.5130 for more information.

**Student Success Support Program Challenge (Waiver) Procedures**

A student may challenge the required participation in SSSP if they do not meet the exemption categories. The challenge must be submitted, along with any supporting data, to the Associate Dean of Student Equity & Success. Forms are available from the Counseling Office. The Associate Dean of Student Equity & Success may request supporting documentation and/or a conversation with the student prior to making a decision.

**Priority Registration Levels and Criteria**

Priority registration allows you to register early, helping you get the classes you need to achieve your goals. To be eligible for priority registration you must by fully matriculated, in good academic standing and remain below the 100 degree applicable units cut-off.

There are four different priority levels for registration. Each student is allocated into one of the following levels depending upon eligibility.

**Level 1**

California State Legislature defined programs and student categories:

- Active Duty Military, Veterans, CalWORKs, eligible former Foster Youth, EOPS, and Disability Services.

Students must also meet Level 3 eligibility.

**Level 2**

Programs or categories of students designated by Columbia College:

- TRiO, Athletes, and students petitioning to graduate.

Students must also meet Level 3 eligibility.

**Level 3**

- Continuing and new students who:
  - Are fully matriculated;
  - Have 100 or fewer degree applicable units;
  - Are in good standing or on 1st semester probation.

**Level 4**

Continuing and new students who are not fully matriculated, and those students who are concurrently enrolled in high school.

**Open Registration**

All students who do not meet criteria levels 1–4.
Student Admission Procedures

Keeping Priority Registration

In order to keep priority registration, continuing students must also meet the following criteria:

Registration Units
Priority registration is lost when a student has earned over 100 degree applicable units (courses numbered 1-199) at Columbia College.

Academic Standing
To remain in good academic standing, students need to have a Grade Point Average (GPA) above 2.0, and progress needs to be at least 50% (i.e. the student must complete 50% of the units they attempt).

When a student’s GPA falls below 2.0, or their minimum progress requirements fall below 50%, they will be placed on either academic or progress probation. Standings are based on the prior semester.

Priority registration is lost when students have earned a 2nd semester Probation or Dismissal Status.

Should you lose your priority registration, you may complete a Loss of Priority Registration Appeal Form for consideration by the Vice President of Student Services. Contact the Counseling Center for more information 209.588.5109 or drop in to the Counseling Office in the upper level of Manzanita.

Assessment / 588.5109
Assessment is required by the (California Education Code, Sec. 51006) and is intended to provide sufficient information to facilitate student success while he/she attends the College.

As one of the matriculation components, assessment includes testing to determine a person's proficiency in English and math.

Students can obtain additional copies of their assessment scores by logging into connectColumbia or from the Counseling Office. These scores, however, will not be released if the student has any outstanding financial obligations to the College. Obligations can be paid at the Business Office or on the College website.

There are three test components in the assessment process. These components are sentence structure, reading and mathematics. The assessment is un-timed and fully computerized. Students receive their results and course placement recommendations immediately after completion of the assessment. Students may login to www.collegeboard.com/student/testing/accuplacer to view sample test questions and tips for taking the assessment.

Columbia College will accept the test scores and placement results from other California Community Colleges providing the test results are no more than three (3) years old. Additionally, students may use math or English courses completed with a grade of "C" or better from other accredited colleges if the course/courses were completed within the past five (5) years and Advanced Placement scores of 3 or better to determine course placement. All of these documents must be official and must be in the Admissions & Records Office at least 10 days prior to registration. Other multiple measures may be used (i.e., high school math grades). Please see a counselor for more information.

The testing simply helps students in choosing appropriate courses, and can also be used to satisfy certain course prerequisites. For more information, contact a counselor or the Associate Dean of Student Equity & Success.

Students may obtain a copy of their assessment results by logging onto connectColumbia. Requests to have copies of the results mailed or faxed to other institutions must be written and signed by the student and faxed or mailed to the Counseling Office. The fee for mailing or faxing copies of the assessment scores to a student or other college is $3.

Educational Plan / 588.5109
The Student Success Support Program requires the completion of an Educational Plan by all California Community College students who are pursuing an educational goal.

An abbreviated Education Plan will be completed during the Orientation/Advising sessions. At Columbia College, students need to have a comprehensive Educational Plan on file when they have completed 15 units. This includes units completed at Columbia College and units transferred in from other colleges or universities.

The Counseling Office will assist with specific information on preparing your Educational Plan. After the plan has been reviewed with a counselor, a copy will be retained with other student records.

Regulations on Student Records / 588.5132
Student records are open to the student himself/herself, employees of the College acting in the course of their duties, and state or federal officials. (California Administrative Code Sec. 54618)

The College may grant access to individual student records for educational or emergency purposes and for court orders. (California Administrative Code Secs. 54620 and 54622)

Confidentiality of Student Records
Student records are the responsibility of the Admissions & Records Office. However, each College department that houses student records is charged with maintaining privacy and access according to College policy.

In addition, student information is maintained under the Vice President of College and Administrative Services (business office transactions), Vice President of Student Services (enrollment, academic records, counseling, library services, student financial aid, student discipline and student complaints, EOPS/CARE, DSPS, Veterans and CalWORKs). Student information which is designated as public directory information may be released at the discretion of the College to anyone at any time unless the student has filed a written objection form with the Admissions & Records Office. However, Columbia College will not release directory information for individual use or private business/commercial
firm use in advertising or publicity.

Directory information includes the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of College athletic teams, dates of attendance, degrees, awards and student's photograph in relation to campus-sponsored activities.

Students may ordinarily review their own records at any time during office hours. Under all circumstances, the College will make records available within five (5) to ten working days from the receipt of a written student request.

All of the preceding statements apply regardless of a student's age. Parents of students under the age of 18 may NOT obtain the student's record. (Education Code 40961; Board Policy 5040)

Diploma & Certificate Replacements

The following fees are applicable for replacing official College diplomas and certificates:

- Diplomas $15
- Certificates $10

Columbia College Transcripts

- Two Columbia College transcripts will be issued without charge upon written request from the student through the Admissions & Records Office. This includes official or unofficial copies.

Additional transcript requests are processed through the National Student Clearinghouse.

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Processing Time</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Copies* (1st &amp; 2nd copy, lifetime)</td>
<td>10-working days</td>
<td>$0 Free</td>
</tr>
<tr>
<td>Read below for terms &amp; eligibility.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Transcript Request Form for Free Copies&quot; available on the Admissions website.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Service (not 1st or 2nd free). Request via the National Student Clearinghouse.</td>
<td>10-working days</td>
<td>$10 per copy</td>
</tr>
<tr>
<td>Rush Service: Request via the National Student Clearinghouse</td>
<td>2-working days</td>
<td>$20 per copy</td>
</tr>
</tbody>
</table>

*First 2 transcripts free, lifetime - Regular service only. (Not available through the National Student Clearinghouse). Complete and submit the "Transcript Request Form for Free Copies" to the Admissions & Records Office.

Current students and alumni can conveniently request official transcripts through the National Student Clearinghouse (NSC) www.studentclearinghouse.org. Instructions to Request Official Transcripts using the National Student Clearinghouse:

1. Go to www.studentclearinghouse.org
2. Click on Order – Track – Verify
3. Click on Order or Track a Transcript
4. Select Columbia College

5. Click on Order a Transcript Now
6. Complete information
7. Sign consent form electronically or hard copy by hand
8. Submit information

Requesting official transcripts via the NSC allows you:

- Real time automatic email updates for every step of the transcript process
- To use major credit cards for transcript payment.

If you do not have access to a computer, there are computers available on the Columbia College campus for students to use to place an order for official transcripts using the National Student Clearinghouse website.

Additional Information

- Transcripts will not be processed if student has an outstanding obligation to the college.
- Transcripts cannot be faxed. Transcripts are mailed through the US Postal Service (allow for additional delivery time) or are sent electronically.
- Fees must be paid at time of request.
- Transcript telephone requests / email requests are not accepted.

Questions about how to request your official transcripts?

(Revised Code, Section 76223; Board Policy 5030)

Enrollment & Academic Status Verification

With signed consent from the student, enrollment and academic status will be verified by the College for the following purposes: educational verification for employment, child care provider enrollment, insurance, etc.

The first two verifications will be done free of charge. Enrollment verifications requested after the two free verifications will be assessed a $5 fee each. The fee for 48-hour service is $15 in addition to the regular $5 fee.

Note that there is no charge for verification for federal loans. However, loan deferment verification will not be released if the student has an outstanding obligation to the College.

Privacy Rights of Students

In accordance with the Family Educational Rights and Privacy Act of 1974, written consent is needed for release or review of student records to all parties or officials, except those specifically authorized access under the act.

Change of Official Records

To request a change of name or social security number on official records, you must present legal documentation and a photo ID when verifying the change to the Admissions & Records Office.
The Academic Achievement Center (AAC) provides free peer 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, library 2nd floor.

The AAC also provides Supplemental Instruction (SI). Supplemental Instruction is a peer-assisted study session program offered for courses with historically high attrition rates in which students often benefit from additional academic assistance.

SI sessions are led by SI leaders, students who have demonstrated mastery of course content and who are recommended by department faculty. SI leaders attend lectures, take notes, read assigned materials, and help peers integrate course content and study skills in a group setting. SI leaders are trained in SI techniques created by the University of Missouri at Kansas City International Center for Supplemental Instruction.

- All SI sessions are free to registered Columbia College students.
- Students can show up to sessions at any point in the semester.

In addition, 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 support Columbia College’s TANF (Temporary Assistance for Needy Families) students as they transition from federal welfare support. It strives to accomplish this by partnering closely with local social service agencies to enhance 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 and be referred by local social services agencies.
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, Manzanita Building.

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 and online.

Eligibility Criteria—Student must be a California resident and have earned less than 70 Associate level course units. New EOPS students must enroll in a minimum of 12 units. (Some exceptions may apply.) Students must meet economic and educational criteria:

Economic Need—Eligibility for the Board of Governors BOG Waiver A, B or C with zero Expected Family Contribution (EFC).

Educational Need—Must qualify in one of the following:
1. Does not meet eligibility for degree applicable math or English (Assessment results placing you into MATH 601, MATH 602, or ENGL 650)
2. First generation college student (neither parent earned a Bachelor's Degree)
3. Did not graduate from high school or receive GED
4. High school grade point average below 2.5
5. Previously enrolled in high school or college remedial coursework
6. Primary language spoken at home is not English.
7. Underrepresented minority group as defined by district.

EOPS Services
Priority Registration—Special registration assistance
Counseling—Academic, career and personal intervention counseling; educational planning and advising
Book Service—EOPS provides assistance in funding the cost of required text books
Direct Financial Assistance—EOPS issues semester EOPS grants for qualifying students as funds permit
Student Success Workshops—Offered each semester
University Transfer Assistance—Help in applying for admission to universities
Transportation Assistance—Parking permits or bus passes provided to qualifying students.
Math Textbook and Calculator Program—for students enrolled in MATH 601, 602, 101, 104, and 2.

(Board Policy 5150; Education Code 69640-69656; Title 5 Sections 56200 et seq.)

Financial Aid / Last name A-L: 588.5105
Last name M-Z: 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 in order to maximize the amount of financial aid they are eligible for. Applicants must also show satisfactory academic progress and be enrolled in or working toward a transfer, certificate, or degree objective and have not already earned a degree.

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.

Board of Governors Fee Waiver (BOG)
Students may qualify to have enrollment fees waived if they or their parents are low income; are receiving TANF/CalWorks, SSI/SSP, or GA; or are a dependent of a deceased/disabled veteran. The BOG is only available to California residents and eligible AB 540 and AB 1899 students.”

California Dream Act
Students who do not hold a valid non-immigrant visa and who meet AB 540 requirements may complete the California Dream Act Application as opposed to the FAFSA which is for US citizens only. Awards available through the Dream Act are limited to state aid such as Cal Grants, Chaffee Foster Youth Grant, and the Middle Class Scholarship and institutional aid such as the BOG.

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 $5,830 for the 2015-2016 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 is given to the lowest income students on a first-come, first-served basis (from when they submitted the FAFSA) due to the limited supply of funds. The maximum award at Columbia College is $1,000 and is only available to students enrolled in 6 or more units.

Cal Grants
Cal Grants are awarded by the California Student Aid Commission (CSAC) and are categorized into types A, B, and C. Each type is awarded based on varying criteria, including financial need, GPA, and program of study, and award
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 or to obtain GED transcripts and study options, go to www.ged.com. For additional information, call the GED Office at 588.5109 or visit us at: [www.gocolumbia.edu/student_services/ged.aspx](http://www.gocolumbia.edu/student_services/ged.aspx).

In addition, the college offers a non-credit, open enrollment course to assist in preparing individuals to take the GED test. Course times and dates are listed in the online class search. 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](http://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
- Virtual Job Board with employment opportunities, on and off campus.
- Individual job search assistance
- Job fair information
- Résumé writing software with tutorials
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, 2,000 DVDs, 1,400 audio recordings including a recently digitized local oral history collection, 600 children’s books, and 70 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

<table>
<thead>
<tr>
<th>Loan Items</th>
<th>Maximum 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>
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<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>
</tr>
<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>2-day Reserve Items</td>
<td>3 days</td>
<td>$2.50 per day</td>
</tr>
<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 Foundation works with dozens of community donors to offer more than 150 scholarships and awards to Columbia College students each year. Students must apply through the Foundation’s online scholarship application system. With one online application, students can apply for more than 80 opportunities. Scholarships and awards are available for all Columbia College students in all fields of study. Selection criteria and application deadlines vary and can be viewed on the scholarship web page at www.gocolumbia.edu/scholarship.

Most scholarship applications are due in early December, with recipients notified in March and April. Students are encouraged to check the website often for new scholarship listings and deadlines.

For questions or more information regarding Columbia College scholarships, contact the Foundation office at 209.588.5065 or 209.588-5055. Or email ccfscholarships@yosemite.edu.

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.

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:
- 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 the upper level of the Manzanita Building or on the website www.gocolumbia.edu/trio

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 located in the upper level of the Manzanita Building (Financial Aid).
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, 2011–December 31, 2013:

COLUMBIA COLLEGE REPORTED CRIME STATISTICS for Three Year Period 2011–2013
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>
</tr>
</thead>
<tbody>
<tr>
<td>CRIMINAL OFFENSE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-negligent manslaughter</td>
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<td>Negligent Manslaughter</td>
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<tr>
<td>Sex Offenses Forcible</td>
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<tr>
<td>Sex Offenses Non-forcible</td>
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<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>Domestic Violence</td>
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<td>– – 0</td>
<td>– – 0</td>
<td>– – 0</td>
<td>– – 0</td>
</tr>
<tr>
<td>Dating Violence</td>
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<td>– – 0</td>
<td>– – 0</td>
<td>– – 0</td>
<td>– – 0</td>
</tr>
<tr>
<td>Stalking</td>
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<td>– – 0</td>
<td>– – 0</td>
<td>– – 0</td>
<td>– – 0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0 0 0</td>
<td>0 0 0</td>
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</tr>
<tr>
<td>Burglary</td>
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<td>0 0 0</td>
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<td>0 0 0</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>1 0 1</td>
<td>0 0 0</td>
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<td>0 0 0</td>
</tr>
<tr>
<td>Arson</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>Illegal Weapons Arrests</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Illegal Weapon Violations Referred for Discipline</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<tr>
<td>Liquor Law Arrests</td>
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<td>0 0 0</td>
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<tr>
<td>Liquor Law Violations Referred for Discipline</td>
<td>1 0 0</td>
<td>1 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Optional Total</td>
<td>3 1 0</td>
<td>2 0 0</td>
<td>1 1 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

HATE CRIMES

<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>
</tr>
</thead>
<tbody>
<tr>
<td>HATE CRIMES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All offenses</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</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

Columbia College 2015-16 Catalog
Academic Freedom (Faculty)
Recognizing that academic freedom is essential to the pursuit of truth in a democratic society, the District adheres to the following principles:
Faculty shall be free:
• To examine unpopular or controversial ideas to achieve course learning objectives, in discussion with students and in academic research or publication.
• To recommend the selection of instructional materials.
• To make available library books and materials presenting all points of view.

While faculty have the right to present ideas and conclusions which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views. (Board Policy 6030, Title 5, Section 4030)

Academic Freedom (Students)
The Board of Trustees believes that students have the right to listen, the right to decide, the right to choose, the right to reject, the right to express and defend individual beliefs, and that the educational purpose of the District is best served by this freedom of expression. As members of an academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students are essential to the purposes for which community colleges exist.

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards. (Board Policy 5-8081, Education Code Section 76067, 76120)
Catalog Rights

- A student will be held responsible only for the policies and requirements designated in the catalog for the academic year in which the student completes the first credit course.
- A student’s catalog rights begin with the semester the student completes the first course or courses as a college student at Columbia College, as long as the student remains in continuous attendance. Continuous attendance is defined as completion of at least one credit course per academic year at Columbia College. Attendance at other colleges is not included in determining catalog rights at Columbia College. (Exception: Attendance at another Yosemite Community College District college may be accepted.)
- A student has only four continuous academic years to complete the requirements for graduation with an Associate Degree, Certificate of Achievement or Skills Attainment Certificate as defined in the catalog.
- A student who has not met the educational goal at the end of the four years must select a subsequent catalog and is responsible for any changes in requirements.

Unit of Credit

A unit of credit is earned on the basis of one hour of lecture-discussion per week or a minimum of three hours of laboratory per week during a semester. It is common to find courses composed of learning activities resulting in combinations of lecture-discussion, independent and tutorial study, or directed and individual laboratory experiences. In all cases, these are to be equated with the unit of credit. Columbia College operates on a semester system.

The following terms are synonymous in expressing a unit of credit: semester unit, semester hour, class hour, credit and credit hour.

Conversion of Units

To convert quarter and semester units of credit, the following methods of computation are used:

- Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds (\# of quarter units x .667 = semester unit credits).
- Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half (\# of semester unit credits x 1.5 = quarter unit credits).

Prerequisites/Co-requisites/Recommended for Success

Columbia College has a prerequisite policy that may be found in the Office of Student Learning, located in the upper level of the Manzanita Building.

- Prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- Co-requisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
- "Recommended for success" indicates preparation that a student is advised, but not required, to take before enrolling in a course or program.

The course description identifies the only means by which prerequisite and co-requisite requirements can be met. "Or equivalent" in the course description refers to the prerequisite and co-requisite challenge process (see following section). Students should carefully consider classes that have "prerequisites" or "co-requisites." Students can enroll in these classes ONLY if they have satisfied the prerequisite with a final grade of C or higher or "P" (Pass). (Board Policy 4260)

Course Prerequisite and Co-requisite Challenge Information

A student may challenge a prerequisite or co-requisite under one or more of the criteria listed below.

The prerequisite or co-requisite is:

- Not established in accordance with district processes
- In violation of Title 5 regulations
- Either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Or

- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.

Prerequisite Challenge Procedure

A Petition for Prerequisite/Co-requisite Challenge can be found on the Admissions website under Student Online Forms. Submit the completed petition with documentation materials to the Admissions & Records Office. The College shall resolve any challenge within 10 working days from the time it is filed provided that the student initiates the challenge not less than two weeks prior to the beginning of the semester.

Please note that a prerequisite waiver may not exclude that course from the major requirement.
Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and basis upon which grades will be determined by one of the following symbols:

A – Excellent
B – Good
C – Satisfactory
D – Passing, less than satisfactory
F – Failure
W – Withdrawal from course
I – Incomplete
P – Pass (at least satisfactory)
NP – No Pass (less than satisfactory). This grade cannot be changed to a letter grade
IP – In Progress (See IP section)

Satisfactory Course Completion

Satisfactory completion of a course requires a grade of C or better, or “P” (Pass).

IP (In Progress)

IP is a grade symbol for a class that is scheduled to extend beyond the end of the semester (a bridge class), e.g. course begins November 6 and ends February 1; semester ends December 18.

The student’s permanent record will reflect an IP for the semester in which the class began.

Final grade and units for a bridge class will be issued during the semester in which the class ends.

Challenging Grades

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.

The following procedure will be followed when a student wishes to complain about a grade:

1. The student shall meet with the instructor to discuss the grade.
2. If the issue is not resolved, and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency, he/she may complain in writing to the appropriate Dean for the discipline involved. Student complaint forms for written complaints are available in the Dean’s Offices in the Manzanita Building or on the college website.
3. The complaint will be reviewed by the appropriate Dean and the student will be notified in writing of the decision.
4. Appeals may be made to the Vice President of Student Learning or his/her designee.

5. The decision of the Vice President of Student Learning or his/her designee is final.
6. A student challenge to a final grade received in a class must occur within two academic years from the time the grade is received.

(Education Code Section 76224)

Adding a Course

Prior to the start of the semester, students may add a class online at: www.gocolumbia.edu. Call the HelpDesk at 588.5385 for assistance. Identify yourself as a Columbia College student when getting assistance from the HelpDesk staff.

To add a full semester class during the first two weeks of the semester, obtain the access code from the instructor: Log in to your connectColumbia account and do the following: (1) Click on Current Students; (2) Under the registration heading, click on “Add class with Access Code;” (3) Using the section number of the class, the term and access code obtained from the instructor, you may add your class; (4) You must print your class schedule to ensure your registration has been completed. This printout will also contain all of the important deadline dates for each of your classes.

To add a full semester class after the first two weeks of the semester you must have a signed and dated Add Slip from the instructor and bring it to the Admissions & Records Office with photo identification. The Add Slip must be submitted to the Admissions & Records Office within three (3) days of the instructor’s dated signature. Failure to complete this process within the three (3) day time frame may require additional approval from the instructor and/or the appropriate instructional dean.

If you have a financial hold on your record, you will receive an error message when attempting to register. Follow the red prompts at the top of the screen which should direct you to the Business Services Office. Any and all error messages will be written in red and should direct you to the appropriate department for assistance.

Students who are on a probationary or dismissal status must have a counselor’s signature on the Add Slip and must register at the Admissions & Records Office. Students attempting to register for over 18 units during a fall or spring semester, or 12 units during a summer session, must have a counselor’s signature on the Add Slip and must register for these units at the Admissions & Records Office.

Course Auditing

Course auditing is available to individuals who have completed the allowable number of enrollments in a specific course. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three (3) or fewer semester units per semester. Call the Business Office at 588.5114 for information on the cost to audit a course.

Challenging Grades

When grades are given for any course of instruction taught in a community college district, the grade given to each student

3. The complaint will be reviewed by the appropriate Dean and the student will be notified in writing of the decision.
4. Appeals may be made to the Vice President of Student Learning or his/her designee.
No student auditing a course shall be permitted to change his or her enrollment to receive credit or a grade for the course. Enrollment priority shall be given to students enrolled in the course for credit toward a degree, certificate, or transfer. Please contact the Admissions & Records Office for further information and to obtain the required form. (Board Policy 4070; Education Code Section 76370)

**Dropping a Course**

To drop a course, the student may go online to [www.gocolumbia.edu](http://www.gocolumbia.edu) or submit a Drop Slip to the Admissions & Records Office. All drops processed at the Admissions & Records Office require the student to present a picture ID. Students who are on a probationary or dismissal status must have a counselor’s signature on the Drop Slip and must drop the course in person at the Admissions & Records office.

- **Course Deadlines:** See a copy of your Class Schedule for exact date.
- **Prior to last day to drop without a “W,” no grade or course title will appear on the official transcript.**
- **From the first day of the third week to 75% of the semester a “W” symbol will appear indicating withdrawn.**
- **No student drops are allowed after 75% of the term—Possible grade of F will appear on the official transcript.**
- **Dropping a class may affect your financial aid award and future eligibility, even if you do so prior to the drop deadline. Please contact your Financial Aid Technician prior to dropping a class.**

**For less than full semester classes:**

Copies of the student class schedule contain all important dates for each course in which the student is enrolled. Copies of the schedule may be obtained on the college website at [connect.Columbia.edu](http://connect.Columbia.edu).

It is the student’s responsibility to drop. Web transactions can be audited to determine the date and time and method used to drop a class. Registration, Add, and Drop Slips submitted to the Admissions & Records Office are maintained for two years. *Please see refund information on pages 20 and 22.*

**Military Withdrawal**

A student called for active duty may receive a military withdrawal at any time during the semester. Military withdrawals will not be factored into progress probation. To drop classes using a military withdrawal option, the student must submit a copy of military activation papers along with a drop form for each class to the Admissions & Records Office.

**Repetition of Courses**

- Only designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will not be allowed when a student reaches the limit. Refer to course auditing information.
- Students who have successfully completed a course the allowable number of times for credit may take the course under the category of AUDITING. All credit students will be given first priority and auditors will be admitted based on available space only after the first class meeting.

Auditors will be required to adhere to all course and college policies, procedures, requirements and regulations. For more information concerning the guidelines and fees, contact the college Admissions & Records Office.

- Special classes for disabled students and adaptive physical education classes for disabled students are subject to additional repetitions in accordance with Title 5, Section 56029.
- Courses may be repeated where substandard work has not been recorded if the course is needed to meet legally mandated training requirements. Students must petition to enroll, providing documentation verifying that the course is required or mandated for their job.
- If the course is repeated at another institution, the student must provide the Transcript Evaluator with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia College course, the repetition notation will appear on the Columbia College transcript.
- Courses taken “Credit by Examination” may NOT be repeated.

**Withdrawal Limits**

Effective Summer 2012, students are limited to receiving no more than two substandard grades from any course taken within the Yosemite Community College District. Since this state regulation includes courses taken at Columbia College and/or Modesto Junior College, substandard grades earned in courses that have been determined to be equivalent to each other (see “Columbia College/Modesto Junior College Equivalent Courses” on page 56) count toward the second attempt. A “W” counts as an enrollment attempt. Students who have been blocked from enrollment in a course because they have reached the limit of two substandard grades should discuss options with a counselor.

**Repetition of Course for Improvement of Grade**

Per Title 5, Section 55042 and District Procedure on Repetitions, a student who has earned a grade of D, F, NP or W in a non-repeatable course taken in the Yosemite Community College District may repeat the course once for the purpose of grade improvement. This allows a student a maximum of two attempts to successfully complete the course. A “W” counts as the one attempt to improve the grade. The most recent completion (grade, grade points, and units) will replace the earlier course, even if the more recent completion results in a lower grade.

A student who earns a substandard grade in a non-repeatable course two times must discuss enrollment possibilities with a counselor. Should a student be approved to
enroll a third time, the counselor may require that the student limit total units, participate in tutoring, or participate in other student success initiatives. The third completion will replace the second completion, even if the third completion results in a lower grade.

Students may be approved to repeat a class after three attempts only if a documentable extenuating circumstance exists relating to the third enrollment. Examples of extenuating circumstances are accidents, serious illness, death in the family, evidence of caretaking responsibilities, or a verified disability. Documentation is required to support circumstances that relate specifically to the dates of the last attempt. Students will be allowed to enroll in the class on a seats available basis only. The units, grade, grades points that may result from this enrollment will not be used to replace the previous substandard completion. The petition to repeat due to an extenuating circumstance must be submitted within 30 days of the end of the term when the course was completed. *(Title 5, Sections 58161, 55040, 55041, 55043, 55045)*

**Remedial Coursework Limit**

Students may not receive credit for more than 30 units of remedial coursework, i.e., non-degree-applicable basic skills courses. However, this limit shall not apply to the following students:

1. Students identified by a college in the district as having a learning disability.
2. Students enrolled in an English as a Second Language course.

Waivers to this limitation may be granted when a student shows significant, measurable progress toward the development of skills appropriate to his/her enrollment in degree-applicable credit courses. *(Title 5, Section 55035)*

**Health and Human Performance Enrollment Restriction**

Enrollment by high school students in Health and Human Performance activity sections is restricted to a maximum of 10% of the total allowable enrollment. (For example: If a section will allow enrollment of 30 students, only 3 of the 30 can be high school special admit students.) When the 10% limit is reached all further high school students will be blocked from registration and directed to attempt to enroll in another section of the course or another activity course. *(Title 5, Section 76002)*

**Incomplete Grades**

- An incomplete grade “I” may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- An incomplete grade can be issued only when the student is lacking a small amount of work.
- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the Incomplete Grade contract, but in no case later than one year from the term in which the “I” was issued. The student will receive a copy of the Incomplete Grade contract.
- At the end of the time designated by the instructor, or no longer than one year, if the student has not completed the conditions for removal, the “I” will be changed to the default grade indicated on the Incomplete Grade form.
- Instructors will submit to the Admissions & Records Office a written record of the conditions for removal of the “I” and the default grade to be assigned in lieu of its removal. A copy of this record and related instructions will be provided to the student.
- When the student has completed the coursework, the instructor will assign the appropriate grade and notify the Admissions & Records Office. The incomplete grade “I” will be replaced with the appropriate grade and the student will receive notification of the grade.
- Students are not eligible for a degree, Certificate of Achievement or Skills Attainment Certificate if one or more of the required classes has a notation of “incomplete.”
- For financial aid satisfactory academic progress purposes, units from a course for which a student has received an incomplete grade “I” are considered to be attempted but not completed until the grade is updated to a grade of A, B, C, D, F, P, NP, or W.

**Academic Renewal**

Subject to the following conditions, up to 24 semester or 36 quarter units of substandard grades (Ds, Fs and NPs), taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College:

1. Since completion of the work to be alleviated, the student must have completed a minimum of 15 semester units with at least a 3.0 cumulative GPA, 30 semester units with at least a 2.5 cumulative GPA, or 45 semester units with at least a 2.0 cumulative GPA at any accredited college or university. These units do not have to be lower division units.
   AND
2. At least 2 calendar years must have elapsed since completion of the course to be alleviated.
3. A repeated course that has resulted in a satisfactory grade cannot be removed.
4. The work to be removed does not include courses previously used to establish eligibility for transfer, graduation, or certificates.
5. The student’s permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history. Columbia College will honor similar policies of accredited colleges and universities, but
other transfer institutions may reject academic renewal action.

6. The student must submit a request for Academic Renewal Evaluation to the Admissions & Records Office. Forms are online at www.gocolumbia.edu. Click on “Admissions,” then “Student Online Forms.”

(Title 5, Section 55044; Board Policy 4240)

99/199 Independent Study Courses

Independent Study courses are offered to give students an opportunity to independently research specialized areas not available as regular course offerings of the College.

Independent Study courses do not appear in the catalog since these courses are designed to meet specific student interests. Independent Study courses may be made available in any subject matter area. Consult the Admissions & Records Office for specific procedures.

Conditions

To be admitted to Independent Study, a student must have:

- completed 12 units in residence and have a grade point average of 2.5 whether cumulative or for the previous semester as a full-time student.
- written approval of the instructor directing the student’s Independent Study, and written verification by an Admissions & Records staff member that the maximum credit limitation for Independent Study will not be exceeded and that the student qualifies. Maximum unit value for any Independent Study course for any one semester will be three units of credit.

Limitations

The following limitations apply to Independent Study courses:

- Registration is restricted to one Independent Study course per semester.
- An overall maximum of seven units of credit completed will be allowed for Independent Study.
- Students who intend to transfer are advised that Independent Study credit will count for elective credit only at the CSU campuses. Independent Study credit may not fulfill either major or general education breadth requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.

Pass/No Pass Grading (P/NP)

- Some transfer institutions will not accept Pass/No Pass (P/NP) grading symbols.
- A student may choose a Pass/No Pass (P/NP) option in courses for which letter grades are issued.
- A student has 30% of the length of the course to submit the Pass/No Pass grading option form. (California Administrative Code, Title 5, Section 55752)
- A student has 30% of the length of the course to rescind the written form.
- Student performance equivalent to A, B, or C work will equate to a Pass (P) grade.
- Student performance equivalent to D or F work will equate to a No-Pass (NP) grade.
- A P or NP grade will be recorded on a student’s transcript.
- A P or NP grade may not be converted to a letter grade.
- Pass (P) units may not be applied toward a student’s major for the Associate Degree nor toward completion of a certificate program or Skills Attainment Certificate unless the course is offered for P/NP grading only.
- Pass (P) units are accepted toward completion of the general education requirements for the Associate Degree.
- P/NP units are not computed in determining a student’s grade point average at Columbia College.
- Units attempted for which NP is recorded are counted in determining progress probation and progress dismissal.
- The maximum number of credit semester units, earned under the P/NP grading option, that may be counted toward the 60 unit requirement for an Associate Degree is 14.
- Courses offered for P/NP grading only are excluded from the maximum of fourteen units counted toward the Associate Degree.
- Students may only opt for P/NP grading in one class per semester.
- For courses designated as P/NP grading only, there is no limit to the number of courses in which enrollment is allowed each semester.
- A student can obtain the Pass/No Pass grading form on the web at www.gocolumbia.edu. Click on “Admissions” then “Student Online Forms.” The form must be returned to the Admissions Office on or prior to the deadline. Mailed or faxed forms received after the deadline will not be accepted.
- Exception to the P/NP standards must be petitioned to the Academic Requirements Review Committee.

Credit by Examination (Course Challenge)

A student may challenge certain specifically designated courses by examination and obtain credit. Grades and grade points are entered on the student’s transcript of record in the same manner as for regular courses of instruction. This course will be noted on the student’s official transcripts with “CBE” to indicate credit by exam. The intent of this provision is to enable students to pursue courses of study at an accelerated rate. In addition, it recognizes training or experience for which credit or advanced standing was not previously granted.

(Title 5, Section 55050, Board Policy 4235)

Conditions and Limitations

Only Columbia College courses may be challenged by examination. Credit granted by examination at accredited
colleges will be accepted; such credit will be included in the maximum allowed by examination. The following are the conditions and limitations:

- These courses shall be excluded from credit by examination:
  - Pre-collegiate level courses
  - Basic Skills courses
  - Laboratory courses
  - Activity courses.
- Credit by Examination courses must be awarded a letter grade (A, B, C, D, F) except for courses that have only Pass/No Pass grades (P/NP) only.
- A student may not repeat a course taken by examination.
- A student may not take a course for examination that has already been taken for a grade.
- A student may not take a course by examination if that student has already completed a more advanced course in the subject matter unless approved by the Academic Requirements Review Committee.
- Courses taken through Credit by Examination may not be counted as meeting the residence requirement for a degree. *(Title 5, Sec. 55753)*
- Courses taken through Credit by Examination may not be considered as part of the student's program for enrollment verification purposes.
- A student taking a course by examination will be charged the regularly established enrollment fee per unit.
- A student may not take more than one course by examination per semester.
- A student may not earn more than 12 units of academic credit through Credit by Examination.

**Eligibility**

Students must be registered in at least one other Columbia College credit course for a minimum of three units during the semester when another course is being taken by examination.

Students must also have completed at least 12 units of previous coursework at Columbia College with a cumulative grade point average of 2.0.

**Procedure**

Please contact the Admissions & Records Office for the form and procedural information.

**Advanced Placement Examination Credit**

1. Students must be enrolled at Columbia College to receive credit for AP exams
2. Official score reports from the College Board AP Program must be sent to the Admissions & Records Office at Columbia College. The College will not accept copies of the report. Students can obtain official score reports by calling 888.225.5427 (toll free).
3. Students will be granted credit for AP scores of 3, 4, or 5 in the specific areas indicated on the chart on pages 57-58 of this catalog.
4. Units earned by AP exams can be used to meet IGETC and CSU GE Breadth requirements. See a college counselor for exceptions and restrictions.

**College Level Examination Program (CLEP)**

Columbia College accepts limited credits from the Credit for College Level examination (CLEP). See a counselor for more information.

**College Credit from Other Institutions**

Previously earned lower division degree applicable or transfer college or university units will be accepted if the institution is accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools (MSA), The Northwest Association of Schools and Colleges (NASC), North Central Association of Colleges and Schools (NCA), New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-JR), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-SR). A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes, upper division courses, or extension courses.

Columbia College does not evaluate international transcripts. Lower division courses will be accepted if recommended by the Credentials Evaluation Service, Inc., P.O. Box 66940, Los Angeles, CA 90066, or the Foreign Educational Document Services, P.O. Box 4091, Stockton, CA 95201. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by Columbia College will be evaluated for college credit. Transcripts received become the property of Columbia College.

**Credit for Military Service**

Armed forces personnel or veterans with a minimum of one year of satisfactory service may receive:

- Two semester units of elective credit and waive institutional physical activity requirements for graduation.
- Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
- Credit for certain USAFI lower division college level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:
• At least 12 semester units of work must be completed at Columbia College before a student may receive credit.
• Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.
• A maximum of 20 units of military coursework including the 2 units awarded for the physical activity graduation requirement will be accepted as transfer credit.
• Credit granted to armed forces personnel and veterans by another institution is subject to re-evaluation by Columbia College.

Academic Requirements Review Committee
A petition process is available to students through the Academic Requirements Review Committee. Should there be a question regarding course waivers, substitution, or exceptions to academic standards established by the College, students may petition for review to this committee. Contact the Admissions & Records Office for procedures.

Classification of Students
While the minimum full-time program that will qualify a student for graduation in two years is 15 units per semester, the following classifications have been established:
Full-time—Registered for 12 or more units per semester
Freshman—Fewer than 30 degree or transfer units completed
Sophomore—30 or more degree or transfer units completed
Financial Aid—Twelve (12) units is considered to be full-time status for students enrolled Summer, Fall or Spring.
Total units required for completion of an Associate in Arts, Associate in Science or Associate in Science (Occupational Education) Degree, is 60 units. Units earned in Skills Development classes (courses numbered 200 and above) are not counted as part of this 60 unit requirement.

Attendance Policy
Instructors establish attendance policies for their classes and inform students about attendance requirements in a course syllabus. Students are responsible for making arrangements with their instructors to complete all coursework missed.

An instructor has the prerogative to lower a student’s grade due to a student’s lack of participation in class.

Absence from the first class meeting may cancel registration in the course. An instructor may drop a student if the student is not in attendance on the first day of class.

Be sure to check the course syllabus (distributed at the beginning of each course), or contact your instructor. Remember, you’re in charge—it is your responsibility to prepare for and attend class.

Student Load
A student who decides to carry more than 18 units during the fall or spring term, or more than12 units during the summer session, must secure written approval from a counselor or the Vice President of Student Services. Students on progress or academic probation will be limited to a unit load established by the Vice President of Student Services.

Final Examinations
Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.

Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

Scholastic Honors
For Graduation: Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all degree applicable and transferable college work are awarded the Associate Degree with Distinction. Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree with Honors.

By Term: Students who complete a minimum of 12 degree applicable units in a semester with a GPA of 3.5 and no grade below a C are awarded “President’s List” for that particular semester. This honor becomes a part of the official academic record as it appears on the official academic transcript below the semester the honor was achieved.

Satisfactory Progress
A student whose cumulative Grade Point Average is 2.0 (C average) or better is scholastically in good standing. All units and grade points earned at Columbia College are counted on a cumulative basis. The method of computing Grade Point Averages follows. Please note that Satisfactory Progress for academic purposes and Satisfactory Academic Progress for financial aid purposes are calculated differently. Students interested in their progress standing should consult both an academic counselor and their financial aid technician.

Grade Reports
Report cards are not issued by the college. Students obtain their final semester grades on the College website at www.gocolumbia.edu approximately 10 working days after the semester ends. Additionally, students may obtain an unofficial transcript containing all classes and grades completed at Columbia College since 1985 on connectColumbia. All outstanding obligations must be cleared to obtain transcripts, access grades and obtain placement test results.
Grading Scale

A – 4 grade points per unit
B – 3 grade points per unit
C – 2 grade points per unit
D – 1 grade point per unit
F – 0 grade points per unit

Grade Point Average

The grade point average (GPA) is determined by the following formula:

\[
\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Units Attempted}}
\]

Example: A student who earns five units of A, four units of B, three units of C, two units of D, and two units of F would compute GPA as follows:

<table>
<thead>
<tr>
<th>Units</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>A</td>
<td>20</td>
</tr>
<tr>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>D</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

16 units total = 40 grade points

\[
\text{GPA} = \frac{40}{16} = 2.50
\]

Units which are assigned for grades of W, I, P, NP, or IP are not counted in computing the grade point average but may be used in determining Progress, Probation and Dismissal.

Grades earned in non-degree-applicable courses will not be included in the calculation of a student's units earned and grade point average when determining eligibility for a degree.  
(Title 5, Section 55021-23; Board Policy 4230)
Probation & Dismissal for Academic Deficiencies

Academic Deficiencies
The purpose of Academic Probation and Dismissal at Columbia College is to ensure that students who are deficient in scholastic achievement, on the basis of either cumulative or semester grade point average (GPA), will receive special counseling and advisement. Computation of the GPA is based on all units attempted at Columbia College excluding those taken on a Pass/No Pass basis. (Education Code Section 70902(B) (3), Title 5, Section 55030-55034; Board Policy 4250)

Academic Probation Status
After having attempted a minimum of 12 semester units at Columbia College, a student shall be placed on Academic Probation status for the semester following any term in which his/her GPA falls below 2.0.

Academic Dismissal Status
The third consecutive semester that a student fails to maintain a 2.0 cumulative GPA, the student is placed on academic dismissal status. A student will also be placed on Academic Probation if, while on academic probation, his/her cumulative GPA falls below 1.75.

Progress Deficiencies
The purpose of Progress Probation and Dismissal status at Columbia College is to ensure that students who fail to complete a majority of the courses they attempt will receive special counseling and advisement.

Progress Probation Status
After having enrolled in a total of at least 12 semester units at Columbia College, a student shall be placed on Progress Probation status for the semester following any term in which grades of W, I and NP (No Pass) are recorded for 50% or more of all units enrolled.

Progress Dismissal Status
A student will be placed on Progress Dismissal status if that student is on Progress Probation for two consecutive semesters.

Probation Contract Requirements
Students who are on Academic or Progress Probation/Dismissal are required to do the following:

1. Obtain written approval from a counselor prior to registration. Registration must be done at the Admissions & Records Office only.
2. Complete an Academic/Progress Probation/Dismissal Contract with a counselor prior to the start of the term, and no later than the first week of the term.
3. Comply with the following unit limitation:
   - Probation Status: Enrollment limit of 12 units maximum per term
   - Dismissal Status: Enrollment limit of 8 units maximum per term
4. Enroll in and successfully complete Guidance 100, College Success or, if applicable, another guidance course as per counselor recommendation. Note: These units are included in the unit limitation above.
5. Request that all current instructors complete a monthly Student Academic Performance Report form.
6. Take the completed form to counseling meetings with assigned counselor.
   - Academic Probation and Dismissal status will be noted on the student's permanent record. The College may disqualify a student on Academic Dismissal or Progress Dismissal from enrolling in courses for a period of one year if, in the judgment of the counselor and the Vice President of Student Services, the student is not making appropriate progress after being placed in either status. A disqualified student may be readmitted by special petition to the Vice President of Student Services. See Reinstatement After Disqualification.

Reinstatement after Disqualification
A disqualified student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the GPA of a student readmitted after disqualification falls below 2.0 for the following semester, the student may be permanently disqualified.

In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:
- Evidence of consistent improvement in the student's record.
- A change from one major to a field of study more appropriate to the student.
- Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
- The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to warrant the granting of an additional opportunity.

If a student has been disqualified and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President of Student Services that the one semester period of dismissal be waived.

Withdrawal from College
A student wishing to withdraw from the College is responsible for dropping all classes on the College website or by completing the drop form at the Admissions & Records Office. Failure to do so may result in F grades recorded on the student's transcript. (Title 5, Section 55024)