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## Student Success Support Program (SSSP) / Matriculation

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 and page 6 of this schedule.

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 a current Schedule of Classes
- 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 Dean of Student Services for information at 209.588.5132.

### 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 Dean of Student Services. Forms are available from the Counseling Office. The Dean of Student Services may request supporting documentation and/or a conversation with the student prior to making a decision.

### Adding a Class

1. Students may only attend those courses in which they have officially registered.
  2. Students may add classes online prior to the start of the term.
  3. To add a closed class, the student must submit an add slip signed by the instructor that is dated as of the first day of the student's attendance to Admissions & Records. Adds to full semester classes may also be done on the web the first two weeks of the semester by using the access code provided by the instructor. This applies to full term classes only.
  4. Students must register within **three working days** of receiving the add slip.
  - 5.\* Students attempting to register for more than 18 units in Spring or Fall and 12 in summer must register at the Admissions & Records Office with a counselor signed registration form.
  - 6.\* To register for classes that conflict in time, the student must submit a completed Time Conflict Petition to the Admissions & Records Office. This form is available on the College website under Admissions, then Student Online Forms. This form must be signed by the instructor who has agreed to make special arrangements for the student to make up any time missed due to the conflict. The form should then be given to the appropriate instructional dean for final approval. The student should check with the dean's office for updates on the petition. Once the petition has been reviewed by the dean and a decision has been made, the petition will be returned to the student. The student should bring the form to the Admissions & Records Office. If it is approved, the student will be allowed to register for their conflicting class(es). The form should be submitted prior to the first class session; allow 7 to 10 working days for a response.
  - 7.\* Students on Academic or Progress Probation must register on campus with the signature of a counselor.
- \* These adds can only be done at the Admissions & Records Office. **Proper picture ID is required.**

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## Dropping a Class

Students may drop classes online or on-campus.

1. Students are responsible for dropping classes. Your class schedule contains all of the important dates by class. You can print your schedule from **connectColumbia**.
2. All financial obligations must be paid before dropping a class, unless dropping in person during the refund period.
3. Students may drop classes online on **connectColumbia** under the registration section of the current Student menu.
4. To drop/withdraw from a class/classes in person, a Drop Slip must be submitted to Admissions & Records for official processing. (Student must present picture ID.)
5. Instructor signature is NOT required to drop a class.
6. **Students are responsible for ALL fees. This applies even if the student never attends. If you do not follow the proper procedure to drop a class, you will still be responsible for all class fees. Do not assume you will be dropped for lack of payment or that the instructor will drop you for non-attendance.**
7. If a student drops within the refund period, a credit will be applied to the student's account. The credit will automatically reduce any outstanding fees up to the credit amount. Students with a credit balance may request a refund. **See "Procedure for Fee Refunds" to request a refund.**
8. Students whose financial obligations are older than 10 days will be blocked from dropping or adding a course, or from obtaining official transcripts, diplomas or certificates of achievement, as well as copies of their current class schedule.

## Wait Lists

At the time of registration, if a course is closed due to maximum enrollment a student may opt to be placed on the Wait List. This does not guarantee acceptance into the class but indicates to the instructor the student's desire to be considered for acceptance if an opening should occur. Students must attend the first class meeting and, if allowed into the course, obtain a signed and dated class Add Slip or Access Code/add card from the instructor. The registration is not complete until the class Add Slip is processed through the Admissions & Records Office and the fee has been paid. Students must register within **3 working days** of receiving the add slip. No fee is charged for a wait listed class. (Refer to page 13.)

## Final Grades

**Students can obtain semester grades on the College website connectColumbia.** The grades are normally available 10-12 working days after the conclusion of the

semester. Students can also obtain a comprehensive listing of all courses and grades earned at Columbia College since 1985 on **connectColumbia**. Students will not be able to access grades online if they have outstanding obligations to the College.

## Selective Service Registration

Every male citizen of the United States and male immigrant residing in the U.S., ages 18 through 25, must register. AB 397, recently signed into law as Chapter 1, Section 69400, Part 42 of the Education Code, requires that men who apply for state-funded post-secondary school financial aid must be in compliance with the Federal Military Selective Service Act before they can receive such aid.

Informational flyers and mail-back registration cards are available on campus at the Financial Aid Office. Additionally, students can obtain further information or initiate a registration online by visiting the Selective Service home page at **www.sss.gov**.

## Prerequisites

Students should carefully consider classes that have "prerequisites" or "co-requisites." Students can enroll in these classes ONLY if they have satisfied the prerequisite or co-requisite with a final grade of "C" or higher, "Credit (CR)," or "Pass (P)."

## Course Prerequisite and Co-requisite Challenge Information

A student may challenge a prerequisite, co-requisite on one or more of the criteria listed below: This must all be done in person at the Admissions & Records Office, with proper picture ID when registering.

The prerequisite or co-requisite:

- a. Has not been established in accordance with district processes;
  - b. Is in violation of Title 5 regulations;
  - c. Is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- or*
- d. The student has the knowledge or ability to succeed in the course or program despite not meeting the pre-requisite or co-requisite;
  - e. 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.

Contact the Admissions & Records Office for information. The petition to challenge the pre- or co-requisite is available on the college website under Admissions, then Student Online Forms. Students must attach supporting documentation to the petition. Petitions should be submitted **at least** 10 working days prior to the start of the term. The petition will be reviewed by faculty and the appropriate Dean. The petitioner will be notified of the outcome by phone and/or mail.