

Admissions Information

Who can attend Columbia College

- Any person who is 18 years or older and able to profit from instruction, or
- Any person having a high school diploma, high school completion certificate, GED or California Proficiency Certificate, or
- Pursuant to Education Code Sections 76001, 48800, and 48800.5, Columbia College **may** admit special eligible part time students. Students admitted in this category are restricted to enrollment in no more than **11.5** units per academic semester. Contact the college Admissions & Records Office at 209.588.5231 for admissions guidelines and procedures.

New Students

If you wish to become a first-time student at Columbia College for Spring 2014, you must:

1. Submit a completed application (apply online).
2. Have an official copy of your high school transcript sent to Columbia College Admissions & Records Office (this applies only to students who have graduated within the past 5 years).
3. Participate in Assessment, Orientation and Advisement unless you qualify for an exemption (see page 16). A schedule of dates and times for Assessment, Orientation and Advisement, and a priority registration time will be emailed to you. This information is also on the college website and page 6 of this schedule. You may also call the Counseling Office at 209.588.5109 for details.
4. Obtain a current Columbia College catalog. Free catalogs are provided at the Orientation and Advisement Sessions.
5. Submit a Medical Consent form signed by a parent or guardian if under 18 years of age by the start of the semester.

Transfer Students

Students coming to Columbia from another college.

Prior to registration for *Spring 2014*, you must:

1. Submit an application.
2. Have an official copy of transcripts from other colleges attended mailed to Columbia College Admissions & Records Office.
3. Alert the Admissions & Records Office if your transcripts indicate that you have successfully completed a college level math and/or English course. In this event you may be exempt from the appropriate assessment component of the student success matriculation process.

4. Attend a mandatory Orientation and Advisement session. Upon receipt of your application, a schedule of these sessions will be emailed to you.
5. Obtain a current Columbia College Catalog. Free catalogs are provided at the Orientation and Advisement sessions and are available in the Manzanita Bookstore and the Counseling Office.

Returning Students

Students who did not attend Columbia College within the previous three terms but who have attended Columbia College in the past.

Prior to registration for Spring 2014, you must:

1. Submit an application for admission.
2. Have an official copy of transcripts from other colleges attended mailed to Columbia College Admissions & Records Office.
3. Alert the Admissions & Records Office if your transcripts indicate that you have successfully completed a college level math and/or English course. In this event you may be exempt from the appropriate assessment component of the matriculation program.
4. Attend a mandatory Orientation and Advisement session. Upon receipt of your application, a schedule of these sessions will be emailed to you. This information is also on the college website.
5. Obtain a current Columbia College Catalog. Free catalogs are provided at the Orientation and Advisement sessions and are available in the Manzanita Bookstore and the Counseling Office.

Continuing Students

Students who were enrolled at Columbia College or Modesto Junior College during the previous three terms in credit or non-credit classes.

Prior to registration for Spring 2014, you must:

1. Have a current application on file.
2. Have completed all required components of matriculation prior to registration.
3. Have an Educational Plan on file when 15 cumulative units have been completed (all transfer units are included in cumulative totals).
4. Your priority registration time will be emailed to you.

Concurrent Enrollment

Students may enroll in classes at both Columbia College and Modesto Junior College during a semester. Students who are concurrently enrolled in both colleges will be afforded continuing student priority registration at both colleges. Students desiring concurrent enrollment should do the following:

1. Contact the Columbia College Admissions & Records Office at least 2 weeks prior to the start of registration.
2. Be aware that Modesto Junior College and Columbia College do not have the same registration dates.
3. Obtain a Concurrent Enrollment Form from Columbia College website (Admissions and Records, then Student Online Forms).
4. Submit the Concurrent Enrollment form to the Admissions & Records Office.
5. Check the appropriate website for your priority registration time. (**connectColumbia** or PiratesNet.)
6. Your current student ID number (w-number) and password will allow you access to both colleges' registration.
7. Do NOT submit a new application to either college if you are a continuing student.
8. Call the Columbia College Admissions & Records Office at 209.588.5231 if you have further questions.

Non-Credit Classes

Online Registration and on-campus hours DO apply to all non-credit classes.

STUDENTS MAY NOT REGISTER BY MAIL OR AT THE CLASS OR THROUGH THE INSTRUCTOR.

These classes are numbered 300-399 and 700-799 (for example, ESL, GED, etc.). New students who plan to register for these classes need to complete a college application prior to registration. It is not required that the student participate in matriculation or have previous college and high school transcripts mailed to Columbia College. However, all non-credit students are encouraged to participate in matriculation.

Course Auditing

Persons who have met the limit of repetition of credit courses as stated in the catalog may audit a course with the approval of the instructor. Auditors receive no credit for class work, no grade, and no record is kept of their performance in class. Enrollment is allowed only after the first day of instruction. Instructors are under no obligation to admit an auditor. An Audit Enrollment Form can be obtained in the Admissions & Records Office after staff verify that the repeat limit has been reached. This form must be signed by the instructor and the student and then submitted to the College Business Services Office. Eligible students will be assessed \$15 per unit and all other applicable fees. Students enrolled in ten (10) or more units at the time audit enrollment occurs will not be assessed the fee for up to three (3) units. (YCCD Board Policy #4070; Education Code Section #76370)

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. (Re: Board Policy 5015; Education code 68000 et. seq., 681305; Title 5, Sections 5400 et. seq.)

AB 540

AB 540, which became effective on January 1, 2002, provides some non-resident students an exemption from the non-resident tuition. This law does not grant residency, it only exempts non-resident students from paying non-resident tuition for the year required to establish residency. Students who think that they might qualify will need to complete a Student Affidavit for Exemption from Non-Resident Tuition. This form can be obtained from the College website at www.gocolumbia.edu under Admissions & Records, then Student Online Forms. Submit form to the Admissions & Records Office for review.