

# SUMMER 2009 REGISTRATION SCHEDULE

## Apply and Register Three (3) Ways



**1. Online**  
[www.gocolumbia.edu](http://www.gocolumbia.edu)  
connectColumbia  
See College website or page 6-7  
for instructions



**2. Telephone (T-Reg)**  
**209.536.5400**  
See page 8 to register  
by touch-tone phone



**3. In Person**  
See page 10

Has your password expired? See page 5.

### Registration – Dates, Time & Method

Students may register online at [www.gocolumbia.edu](http://www.gocolumbia.edu) (then click on **connectColumbia**), via T-Reg (209) 536-5400, in person at the Admissions and Records Office located in the Manzanita building, or at the Calaveras Center in Angels Camp. Please check the individual sites for hours of operation. The automated systems are available 7 days a week from 6:00 am to 12:00 mid-night for registration, adding and dropping classes.

#### Session I

**May 11 – June 11**

**Online & T-Reg** (touchtone telephone)

#### Dates and Times

*April 6 – May 10*

Monday–Sunday  
6:00A–12:00 midnight

#### In Person Dates and Times

*April 6–April 30*

Monday–Thursday  
8:00A – 5:30P

*April 10, 17, 24*

Fridays  
9:00A – 4:30P

*May 4–7*

Monday–Thursday  
7:30A – 5:30P

#### Session II

**June 15 – July 16**

**Online & T-Reg** (touchtone telephone)

#### Dates and Times

*April 6 – June 14*

Monday–Sunday  
6:00A–12:00 midnight

#### In Person Dates and Times

*April 6–April 30*

Monday–Thursday  
8:00A – 5:30P

*April 10, 17, 24*

Fridays  
9:00A – 4:30P

*May 4–June 11*

Monday–Thursday  
7:30A – 5:30P

#### Session III

**July 20 – August 15**

**Online & T-Reg** (touchtone telephone)

#### Dates and Times

*April 6 – July 19*

Monday–Sunday  
6:00A–12:00 midnight

#### In Person Dates and Times

*April 6–April 30*

Monday–Thursday  
8:00A – 5:30P

*April 10, 17, 24*

Fridays  
9:00A – 4:30P

*May 4–July 16*

Monday–Thursday  
7:30A – 5:30P

**NOTE: The campus will be closed May 25 and July 6, 2009.**

# 1. Online Registration



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

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

Please refer to page 7 for online registration instructions and information.

## SHOPPING CART "PREFERRED CLASS LIST" FEATURE

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

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

## BE ALERT TO THE FOLLOWING MESSAGES:

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

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

**Help Desk**  
588.5385

## BEFORE YOU REGISTER:

All first-time **connectColumbia** users must first create a **connectColumbia** User Account. See page 5.

**NOTE:** If you forget your password, phone the *Help Desk* (above).

### Step 1: Open connectColumbia.

- Load the Columbia College website at [www.gocolumbia.edu](http://www.gocolumbia.edu)
- Click the **connectColumbia** link

### Step 2: Enter the Registration System on connectColumbia.

- Click **Current Students** for Students. Please note that the first time you access **connectColumbia** you must establish your user account. See page 5 for user account information.
- When prompted to log in, enter your Username and Password. See page 5 for more information.
- Under the heading “Registration,” click **Register for Classes**.

### Step 3: Register using the method that suits you.

#### Method A “EXPRESS REGISTRATION”

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

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

#### Method B “SEARCH & REGISTER FOR CLASSES”

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

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

### Step 4: Review your schedule.

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

### Step 5: Pay Your Fees.

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

Print a copy of schedule and fee receipt.

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

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

**Note:** Students will be charged \$10 for returned checks and \$15 for a chargeback of a credit card.

If you have questions about payment, call the Business Office at 209.588.5114.

# 2. Telephone Registration (T-Reg)

Help Desk 209.588.5385  
Hours: M-TH 7:30A-5:30P

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

## Step 1: Call the Columbia College Telephone Access System

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



## Step 2: Use menu to enter a transaction Step 3: Build and Accept your Schedule.

*You will hear a new menu.*

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

### NEW REGISTRATION MENU

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



1. Press **1** to enter a new course.
2. Enter the four-digit course **synonym (formerly section)** number
3. Listen as the course name and synonym (section) number are read back to you.
4. Press **1** to **accept the course**. The course will be added to your schedule.  
Press **2** to reject the course. The course will not be added to your schedule.
5. Either repeat steps 2-4 to enter an additional course or press the **#** key to return to the main menu.
6. **After your schedule is complete, you must press 6 to confirm and accept it.**
7. Always check your schedule after completing any transaction to be certain that your schedule is accurate.

## Step 4: Pay Fees

7. You will be given your account balance and provided payment options if you owe fees.
8. Press **1** to pay now using Visa, Mastercard, or Discover.  
Press **2** to hear other payment options and end your phone call.  
Payment is due upon registration. Your account may be frozen for non-payment and you will not be able to make any further schedule changes or obtain your academic record until payment is received.

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

# Wait List



**connectColumbia**

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

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

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

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

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

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

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

# 3. In Person Registration



## REGISTER IN THE ADMISSIONS OFFICE

### Manzanita Building

Register in person at the Columbia College Admissions & Records Office. If you have unsuccessfully tried to register using **connectColumbia** or the touch tone phone registration or if you just prefer human interaction, you can register at the Admissions Office. Be prepared with alternate classes in case your first choices are closed. You must present picture ID to register at the Admissions Office.

## OFFICE HOURS

### **Admissions & Records Office**

209.588.5231 • Fax: 209.588.5337

#### **April 6–April 30**

Monday–Thursday ..... 8:00A–5:30P

#### **April 10, 17 & 24**

Fridays ..... 9:00A–4:30P

#### **May 4–August 20**

Monday–Thursday ..... 7:30A–5:30P

### **Business Services**

209.588.5114 • Fax: 209.588.5368

#### **Summer Office Hours:**

##### **(May 4–August 20)**

Monday–Thursday .....7:30A–5:30P

### **Calaveras Center**

209.736.5940 • Fax: 209.736.5943

Monday–Thursday ..... 8:30A–5:30P

(Please call to confirm hours)

### **Financial Aid**

209.588.5105; Fax 209.588.5391

#### **Summer Office Hours:**

Monday–Thursday..... 7:30A–5:30P

### **Oakdale Region Information**

209.588.5080

**All offices and the college Help Desk will be closed on Fridays from May 4 through August 21.**