

Services for Students

Admission

Students planning to register in unit-bearing classes who have not participated in the matriculation program must do one of the following PRIOR to registration for summer.

1. Provide a copy of an official transcript from another college which indicates completion of college level mathematics and English, or
2. Provide assessment scores and placement recommendations from another California Community College, or
3. Participate in the Columbia College matriculation program.

Pursuant to Education Code Sections 48200 and 48224 Columbia College may admit high school students. Contact the college Admissions and Records Office at 209.588.5231 for specific information.

Note: For dates and times of matriculation sessions, see page 3 or log on to the College Website at www.gocolumbia.edu.

Please note that the dropping and adding of summer classes via T-Reg will not be possible after July 29.

Read the directions on page 8 before you call.

Academic Achievement Center

Free tutoring and academic assistance to all students.

Location: Manzanita 18-2

Appointment Line: 209.588.5088

The Academic Achievement Center (AAC) offers free tutoring and academic assistance to all Columbia College students. One-on-one tutoring is available. Our tutors also provide free assistance in skills such as paper writing and note taking, as well as tips on how to meet course or instructor expectations. All students are invited to use our free, drop-in computer Lab.

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 during the year they are establishing permanent residence. 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 Admissions and Records Office or on the college website at www.gocolumbia.edu.

Adding/Registering Late in Class

Students who have not enrolled prior to the first day of the class must:

(See calendar for enrollment deadline)

1. Obtain a class add form from the Admissions and Records Office
2. Complete the form
3. Obtain instructor's signature on the form
4. Return completed, signed form to the Admissions and Records Office
5. Provide proof of identification (student ID card – Driver's License)
6. Pay for the class at the Business Office

Attendance

Summer Session students are expected to attend class regularly. Absence from the first class meeting MAY cancel registration in the course.

Bookstore

The Manzanita Bookstore will be open during Summer Session 2008 from 7:30A to 4:30P, Mondays–Thursdays. Check out our website: www.manzanitabookstore.com. The bookstore provides all required and recommended textbooks and related educational materials.

CalWORKs/JobNow!

Location: Manzanita Building 17B

Telephone: 209.588.5148

Hours: Monday–Thursday as posted

CalWORKs (California Work Opportunities and responsibilities to Kids) is a program on campus in response to recent federal welfare laws. Support services for students receiving CalWORKs benefits include but are not limited to individualized case management services, childcare vouchers, career education and job seeking/retention skills, job development, placement and work study opportunities, redesigned special curriculum advantages, and more!

Child Care

The Columbia College Child Care Center (FAC 553602594 and 553611159) offers infant, toddler and preschool child care. Free or low-cost child care is available for families who meet income and eligibility requirements. For more information call Tiffeny Flies at 209.588.5278.

Counseling

Counseling service will be available during Summer Session, however, hours of counselor availability will be limited and it is best to make an appointment. Counselors are available by appointment or on a drop-in basis. Appointments may be made by contacting the counseling secretary in the Student Services area at 209.588.5109. Counselors assist students with: course selection, researching and setting educational and career goals, education and transfer planning, coping with personal/social issues, and understanding college policies and procedures. Make an appointment with a counselor each semester to make sure you are on the right track!

Disclaimer

The Yosemite Community College District and Columbia College have made every reasonable effort to determine that everything stated in this schedule is accurate. Courses and programs offered together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Columbia College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend or repeal any of these rules, regulations, policies and procedures.

Es la regla del Yosemite Community College District no negar al estudiante acceso a ningún servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma inglés tampoco será un obstáculo para la matriculación.

It is the policy of the Yosemite Community College District that no student shall be denied access to any course, service or activity on the basis of race, creed, national origin, age, sex, or disability. Lack of English language skills will not be a barrier to enrollment.

Dropping/Withdrawal from Class

Do not just stop attending class and assume that you will be withdrawn by your instructor.

Students may use the college website or touchtone phone to drop a class/classes. The Request for Refund form is also available on the website.

1. Obtain a class drop/withdrawal form from the Admissions and Records Office
2. Complete the form
3. Provide proof of identification (student ID card – Driver’s License)
4. Submit the form to the Admissions and Records Office for processing
5. If refund allowed, complete the Request for Refund Form available at the Admissions and Records Office, online at www.gocolumbia.edu, or the College Business Office. The form must be returned to the College Business Office.
6. Please contact the Financial Aid Office prior to dropping any classes, as it may affect your award and financial aid eligibility.

To be absolved of enrollment fees incurred at the time of registration, students must follow and complete the above drop/withdrawal process within the class refund period. Students will be responsible for all fees even if they never attend a class.

All pertinent term dates are printed on the student copy of their term schedule. A schedule may be obtained on the College Website—click on **connectColumbia** for students and then on “My Class Schedule”. The Admissions and Records Office can also provide a copy of your class schedule. Picture ID is required.

(Students who register by T-Reg must obtain their class schedule and receipt from the College Business Office.)

Enrollment Fee Waivers (Board of Governor's Fee Waiver)

Complete and submit the BOGFW application available in the Financial Aid Office and the Business Office or the BOGFW form on the website prior to registration.

Summer Session students may be eligible for enrollment fee waivers if any of the following conditions exists:

1. The student is currently receiving TANF/CalWORKs, SSI/SSP, GA, or is a member of a family whose income is from one of the above sources. Agency verification is required.
2. The student’s income or parent’s income (if the student is a dependent for 2008) was below a certain level.
3. The student is a dependent child of a service-connected disabled or deceased veteran.
4. Eligible Special Admit Students.

Fees

For up-to-date fee information contact the College Business Office at 588.5114.

Due and payable at the time of registration:

Enrollment Fee	\$20.00 per unit
Non-Resident Fee.....	\$190.00 per unit
Health Fee	\$14.00
Student Center Fee.....	\$1.00 per unit (maximum \$10.00 per academic year)
Student Representation Fee	\$1.00
Parking.....	\$1.00 Day/\$7.50 Summer

Materials Charges—Some courses assess a charge for materials used in class.

*Students are held responsible for payment of all fees associated with their registration activity. If the proper procedure for dropping classes is not followed, the student’s fee obligation still remains. This applies even if the student never attends class. Students will not be responsible for dropping courses or requesting refunds for classes cancelled by the college.

Final Grades

Final grades will be available approximately two weeks after the end of the session. To obtain current as well as all semester grades, log on to the College website at www.gocolumbia.edu (click on **connectColumbia** for grades). Computers are available on campus in Tamarack Hall, Student Activity Center, and all of the computer labs.

Food Services

Food will be sold through the Bookstore.

Job Placement

Location: Manzanita 14
Telephone: 209.588.5312
Days/Hours: Monday–Thursday as posted

Library

The college library is open during regular summer sessions.

Monday–Thursday 7:30A to 5:30P

For further information, call the library at 588.5119 or consult the library web page at gocolumbia.edu/library.

Open Class Policy

Unless specifically exempted from statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, is open to enrollment and participation by any person who has met the eligibility requirements for admission to the college and who meets such prerequisites as may be established. Exceptions to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the conduct of the course. Students denied enrollment by this policy may appeal to the Vice President for Student Learning or Dean of Student Services.

Non-Discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990, and the Age Discrimination Act of 1975, Columbia College does not discriminate on the basis of race, color, national origin, sex, disability or age in its educational programs or employment. Inquiries concerning the application of the above Federal laws to programs or activities of the college may be directed to the following persons at Columbia College, 11600 Columbia College Drive, Sonora, CA 95370.

Title IX:	Michael Torok Interim Athletic Director 209.588.5143
Section 504:	Dennis Gervin Vice President for Student Learning 209.588.5107
ADA:	Connie Mical Vice President, Administration 209.588.5112

Non-Resident Tuition

Out-of-state students who are not residents of California, and international/foreign students are required to pay tuition of \$190 per unit in addition to the in-state per unit fee (see FEES for amount).

Parking

Summer Session permits must be picked up at the Business Office. College parking regulations are on the college website; in a pamphlet available at various campus locations. Summer permits are \$7.50.

Prerequisites

Students should carefully consider classes that have “prerequisites” or “corequisites.” Students can enroll in these classes ONLY if they have satisfied the prerequisite or corequisite with a grade of “C” or “CR” or higher.

Course Prerequisite and Corequisite Challenge Information

A student may challenge a prerequisite or corequisite under one or more of the criteria listed below:

The prerequisite or corequisite:

- has not been established in accordance with district processes; or
- is in violation of Title 5 regulations; or
- is 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 corequisite; or
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.

Prerequisite Challenge Procedure

Contact the Admissions & Records Office to obtain a Petition for Prerequisite Challenge form. Submit the completed form with documentation materials to the Admissions and Records Office. Petitions without supporting documentation will not be accepted. The College shall resolve any challenge within ten (10) working days from the time it is filed provided that the student initiates the challenge not less than 10 working days prior to the beginning of the term.

PLEASE NOTE THAT A PREREQUISITE WAIVER WILL NOT EXCLUDE THAT COURSE FROM THE MAJOR OR CERTIFICATE REQUIREMENTS.

Procedure for Refunds

Refund Processing

- Non-refundable fees after the first day of class:
 - Parking Permit Fee
- Short-term classes have varying refund periods.
- Class refund dates are available online through **connectColumbia** by clicking on “My Schedule” and on Class Schedules printed at the Admissions & Records Office.
- Students dropping by touchtone phone, the web or on campus must complete the *Request for Refund* form. The form is available online or on campus at the Business Office or Admissions & Records Office.
- Students will **not** be responsible for requesting refunds for classes cancelled by the College.

- In accordance with Yosemite Community College District Policy 5025.2, a ten-dollar (\$10.00) administrative processing fee is charged for all enrollment fee refunds except in the case of a class cancelled by the College.
- Processing of refunds by the College Business Office takes six to eight weeks.
- Refund checks will be mailed. (Be certain that your current address is on file in the Admissions and Records Office.)

Registration

Important Information:

Most classes are held Monday through Thursday. Columbia College reserves the right to make changes in the Schedule as printed. A class may be closed to further enrollment when it reaches a size above which it cannot be effectively handled. If enrollment in any class is below 18, it will be subject to cancellation. In the event of cancellation, every effort will be made to assist the student in selecting a desirable substitute course during the first day of the session.

- Carefully read all directions
- See instructions on page 6 for online registration
- See instructions on page 8 (T-Reg registration)
- Use only touchtone phone (cordless phones will not work)
- Students ARE responsible for dropping a course and requesting a refund

Columbia Student Housing

Columbia Student Housing (CSH) is not part of Columbia College, and is independently owned, managed and operated by Pogacar Properties of Sacramento, CA, which is solely responsible for providing security to CSH and the residents and guests using the CSH facilities. Columbia College has not independently verified the information and does not warrant its accuracy. Inquiries regarding student housing should be directed to Pogacar properties at 209.533.3039.

Transportation

Public transportation, including accommodation for wheelchair confined students, will be available Monday through Thursday. For schedules and other information, call 209.532.0404.

DSP&S will provide tram service for students with limited mobility who need assistance. To make arrangements for this service, contact 588.5130.

Veterans

In order to receive benefits for Summer Session, all veterans must contact the Veterans Affairs/Financial Aid Office in the Financial Aid Office to verify the required units necessary to qualify for benefits.

If you are a new student and believe you may qualify for Veterans Educational Benefits, please call our office at 209.588.5105 to make an appointment with the Columbia College Veterans Certifying Official.

Security/Crime Awareness – The Campus Security Department is in operation 24 hours daily. 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, 2005–December 31, 2007:

CRIMINAL OFFENSE	ON CAMPUS			**RESIDENTIAL FACILITIES			NONCAMPUS			PUBLIC PROPERTY		
	2005	2006	2007	2005	2006	2007	2005	2006	2007	2005	2006	2007
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	1	0	0	1	0	0	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	7	1	2	1	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2	4	4	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	4	10	1	2	8	0	0	0	0	0	0	0
OPTIONAL TOTAL	8	22	6	4	10	1	0	0	0	0	0	0

** Crimes reported in the Residential Facilities column are included in the On-Campus category.