

Welcome to LCC!

Getting Started at Lower Columbia College - First Steps for New Students

1. Apply for Admission

- No fee to apply.
- Apply **online** or in person at the LCC Entry Center.
- Returning to LCC? If it's been 2+ years you will need to re-apply.
- Apply online at lowercolumbia.edu/apply.

2. Apply for Financial Aid

- Submit your FAFSA at fafsa.gov or WASFA at readysetgrad.org/wasfa.
- The FAFSA is the first step in applying for grants, scholarships, loans, and other types of aid.
- Need extra help? Workshops/appointments are available - call 360.442.2330.
- Find more information at lowercolumbia.edu/finaid.
- You may be eligible for additional assistance - visit startnextquarter.org to find out.

3. Determine your Program of Study

- LCC offers a wide variety of certifications, vocational & transfer degrees.
- Undecided? Meet with a Career Specialist - call 360.442.2330.
- For a complete list of programs visit lowercolumbia.edu/programs.

4. Practice and take a Placement Assessment

- Required for math and English placement.
- For testing hours and information visit lowercolumbia.edu/placement or call 360.442.2353.
- Get sample tests and practice materials at lowercolumbia.edu/placement.

5. Transferring credits to LCC?

- Send your official transcript to LCC Registration.
- Fill out and submit a Transcript Evaluation Request.
- For more information visit lowercolumbia.edu/transcripts.

6. Attend New Student Orientation

- Required for all new and returning students.
- Get the tools you need to be a successful student.
- Register for your classes at the orientation.
- Advisors will be available on-site.
- For more information visit lowercolumbia.edu/nso.
- Call 360.442.2353 to sign up.

Academic Calendar

Summer Quarter 2018

First day of classes: July 2
 Fourth of July Holiday: July 4
 Last day of classes : August 23
 Final Exams: Last day of class
 Quarter Break: August 27-September 14*

Fall Quarter 2018

First day of classes: September 17
 Veteran's Day Holiday: November 12
 Thanksgiving Holiday: November 22-23
 Last day of classes: November 30
 Final Exams: December 4-6
 Quarter Break: December 7-January 4*

Winter Quarter 2019

First day of classes: January 7
 MLK Day Holiday: January 21
 Presidents' Day Holiday: February 18
 Last day of classes: March 15
 Final Exams: March 19-21
 Quarter Break: March 22-April 5*

Spring Quarter 2019

First day of classes: April 8
 Memorial Day Holiday: May 27
 Last day of classes: June 14
 Final Exams: June 18-20
 Commencement: June 21
 Quarter Break: June 24-July 5*

*LCC employees: please see the **Faculty & Staff Calendars Page** at internal.lowercolumbia.edu/calendars for more detailed information including instructional prep days, etc.

Summer Quarter 2019

First day of classes: July 8
 Fourth of July Holiday: July 4
 Last day of classes : August 29
 Final Exams: Last day of class
 Quarter Break: August 30-September 20*

Fall Quarter 2019

First day of classes: September 23
 Veteran's Day Holiday: November 11
 Thanksgiving Holiday: November 28-29
 Last day of classes: December 6
 Final Exams: December 10-12
 Quarter Break: December 13-January 3*

Winter Quarter 2020

First day of classes: January 6
 MLK Day Holiday: January 20
 Presidents' Day Holiday: February 17
 Last day of classes: March 13
 Final Exams: March 17-19
 Quarter Break: March 20-April 3*

Spring Quarter 2020

First day of classes: April 6
 Memorial Day Holiday: May 25
 Last day of classes: June 12
 Final Exams: June 16-18
 Commencement: June 19
 Quarter Break: June 22-July 3*

*LCC employees: please see the [Faculty & Staff Calendars Page](#) at internal.lowercolumbia.edu/calendars for more detailed information including instructional prep days, etc.

Enrollment Information

Admission to LCC

LCC is an open enrollment institution and there is no specific criteria required to become a student here. We do require that all new students submit an application for admission so we have your information. New and prospective students can find more information about enrollment at LCC online at lowercolumbia.edu/apply or on campus in the Admissions Center. The Entry Center staff provides information on enrolling for classes, placement testing, programs and courses, GED testing, and advising. More information about getting started is also available on the Welcome page of this catalog. See below for contact and other important information.

Phone number: **(360) 442-2311**
 Webpage: lowercolumbia.edu/apply
 Email: info@lowercolumbia.edu
 Located in Admissions Center (ADC)

Advising and New Student Orientation

New LCC students participate in a New Student Orientation session that provides strategies for college success. Students learn where to find helpful resources

both on campus and on the LCC website. While at NSO students not only learn to navigate our campus but are provided everything necessary to prepare for the first day of college. In NSO students will register for their first quarter classes and leave with all the information needed to be start their college journey. New students sign up for a New Student Orientation by phone or at the testing window in the Admission Center. See below for contact and other important information.

Phone number: **(360) 442-2311**
 Webpage: lowercolumbia.edu/advising
 Email: info@lowercolumbia.edu
 Located in Admissions Center (ADC)

Entry Center

The Entry Center, located in the Admissions Center, provides enrollment information and general help to get started at LCC. Returning students may request program advisor information at the Entry Center. See below for contact and other important information.

Phone number: (360) 442-2311
 Webpage: lowercolumbia.edu/apply
 Email: info@lowercolumbia.edu
 Located in Admissions Center (ADC)

High School and Younger (Special Admissions)

Current high school students may enroll in LCC courses with the approval of their high school principal and an LCC counselor or through the Running Start Program. See the High School Diploma, Running Start, and Tech Prep sections of this catalog for information about enrolling in LCC through these programs. Students younger than high school age should contact the LCC Registrar to begin the special admission process. See below for contact and other important information.

Phone number: (360) 442-2311
 Webpage: lowercolumbia.edu/registration
 Email: info@lowercolumbia.edu
 Located in Admissions Center (ADC)

International Student Admissions

LCC welcomes students from around the world! New applications are accepted year-round for Fall, Winter, Spring, or Summer Quarter.

To be considered for admission to LCC, international student applicants must submit the following to the International Student Programs Office:

1. International Student Application
2. Copy of Passport
3. Proof of Finances
4. \$50 Application Fee

Transfer students and students requesting change of visa status must also submit the following:

1. Copy of Passport including I-94 and U.S. Visa pages
2. Copy of current I-20
3. Transfer-In Form

When all required documents have been received, the applicant will be considered for admission. If approved for admission, the applicant will receive an I-20 and acceptance packet by mail.

International students must complete at least 12 credits per term and maintain satisfactory academic progress as defined by the LCC catalog in order to maintain F-1 visa status. International students must pay all tuition and fees by the deadlines set forth by the Registration Office. International students must also provide proof of health insurance, including repatriation coverage, while enrolled at LCC. See below for contact and other important information.

Phone number: (360) 442-2313
 Webpage: lowercolumbia.edu/international
 Email: international@lowercolumbia.edu
 Located in Library 110 (LIB)

Placement

Students who plan to earn a degree or certificate at LCC, or who plan to transfer to a baccalaureate institution, must go through a placement process before enrolling.

LCC uses multiple measures to determine course placement. Results and course recommendations are typically provided immediately upon completion of the placement evaluation. Advisors use these placement results and course recommendations to help students plan their class schedules. Placement recommendations must be followed, although a student may re-test once if a placement assessment is used for course placement. Additional measures used for placement include college courses, Smarter Balanced Assessment, High School Transfer Agreements (HSTA), Transitional Studies test completion, or Directed Self Placement. See below for contact and other important information.

Phone number: (360) 442-2353
 Webpage: lowercolumbia.edu/placement
 Email: info@lowercolumbia.edu
 Located in Admissions Center (ADC)

Purchasing Textbooks & Supplies

Lower Columbia College Bookstore, located in the Student Center, sells both textbooks and supplies required for LCC classes. Students can order books online at lowercolumbia.edu/bookstore. See below for contact and other important information.

Phone number: (360) 442-2240
 Webpage: lowercolumbia.edu/bookstore
 Located in Student Center (STC)

Registration

New students register for classes in their New Student Orientation session. In future quarters, students can register online after meeting with their program advisor and obtaining a quarterly registration PIN. The Registration Office is located in the Admissions Center.

Registration dates and deadlines are published in the quarterly LCC Class Schedule available online, by mail and on campus before each quarter's registration period begins. Registration at LCC is prioritized so that degree- and certificate-seeking students nearest to graduation, who have met with their faculty advisors, register before newer students. Students should discuss alternative classes with their advisors since some of the classes may fill before their registration time.

To access records and to conduct other business online at lowercolumbia.edu/online-services, students need a Student ID Number and Global PIN. To access their quarterly registration appointment date and time, students will need their Student ID Number and Global PIN. This information is provided by the Registration Office.

Currently enrolled students will meet with their program advisor prior to registering each quarter. Program advisors provide a quarterly PIN number, needed to access the online registration system.

Students placed in the incorrect English, Human Development, Mathematics and Physical Education classes are allowed to make changes through the tenth day of instruction.

Complete registration details and deadlines are published in the quarterly LCC Class Schedule available online, by mail and on campus. See below for contact and other important information.

Phone number: (360) 442-2311
 Webpage: lowercolumbia.edu/registration
 Email: registration@lowercolumbia.edu
 Located in Admissions Center (ADC)

Schedule Changes

Students can change their scheduled classes after registering as follows:

- Online through the third day of each quarter OR
- In person by completing a Change of Registration form at the Registration Office by the published deadline.

Students receiving financial aid funding must consult the financial aid office prior to making any schedule changes. See below for contact and other important information.

Phone number: (360) 442-2311
 Webpage: lowercolumbia.edu/registration
 Email: lowercolumbia.edu/registration

Located in Admissions Center (ADC)

Withdrawing from Classes

Students may withdraw from some or all of their classes through Friday of the eighth week of the quarter. If the class ends before the end of the quarter, a student may withdraw through the last day of class. If a student stops attending a class without officially withdrawing, he or she will remain on the roster and receive a grade accordingly.

To officially withdraw, a student must obtain a withdrawal form from the Registration Office, consult with the instructor if possible, consult with the Financial Aid office if receiving aid, and return the completed form to the Registration Office.

Students who complete the withdrawal procedure after the 10th day of classes will receive a grade of W ("withdrawal") for the course. Students suspected of academic dishonesty may not withdraw from a course to avoid consequences resulting from academic dishonesty until there is a resolution through the student conduct process.

Students who don't attend any classes during the first five instructional days of the quarter, or contact the instructor, may be withdrawn from the class(es).

Students are responsible for understanding the impact of withdrawing on their financial aid. Students are encouraged to review the **Financial Aid Handbook** at lowercolumbia.edu/financial-aid or visit the Financial Aid office for information. See below for contact and other important information.

Phone number: (360) 442-2311

Webpage: lowercolumbia.edu/registration

Email: lowercolumbia.edu/registration

Located in Admissions Center (ADC)

Financial Aid

More than half of LCC students receive some form of financial aid. These funds can be used to pay tuition and fees as well as other expenses such as books, supplies, rent, transportation, and other living expenses.

Who is eligible for financial aid?

To qualify for Financial Aid a student must:

- Have a high school diploma or GED
- Be a U.S. citizen or eligible non-citizen
- Be registered with Selective Service (if required)

Other eligibility issues may be identified in the application process.

What financial aid is available?

Grants

Grants are need-based aid that generally does not have to be repaid. They include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and Washington State Need Grant, College Bound Scholarship and Passport to College.

Work-Study Employment

Students can request a work-study job as part of their Financial Aid package. LCC staff will help students determine their eligibility. Students may work on or off campus for up to 19 hours a week while attending school. LCC participates in both the federal and state work-study programs. A limited number of student help jobs are also available.

Loans

LCC offers Federal Direct Loans and parent (PLUS) loans up to the cost of attendance. The maximum loan amount awarded depends on student need, dependent status, and year in college. Students must complete loan counseling, a master promissory note and submit a loan worksheet. PLUS applicants use a separate loan application.

Scholarships

LCC's online scholarship application system allows students to apply for multiple scholarships with a single application. Awards vary from \$500 to \$5,000. Scholarship applications are typically available during spring quarter for the upcoming academic year.

Veterans

Resident veterans who served in a combat zone or who provided direct support to American soldiers in a combat zone may qualify for special tuition rates and other financial aid. Assistance with completing the process to apply for college funds, veteran's health benefits and other help is provided by the Veterans' Affairs Coordinator's office. To get started, veterans need Copy #4 of their DD Form 214, Report of Separation from Active Service.

How to apply for financial aid

Students apply for financial aid online through the LCC website. Computers are available for student use in the Admissions Center. Priority deadlines are set for each quarter to allow 3-6 weeks for an application to be processed. Priority dates are published at lowercolumbia.edu/financial-aid and in the LCC class schedule.

To receive financial aid, a student MUST complete the FAFSA (Free Application for Federal Student Aid).

1. Visit lowercolumbia.edu/financial-aid/forms to get started. To complete the application, a student will need:
 - Social Security Number.
 - Income statements, tax or estimated income tax, bank statement. Visit fafsa.gov to learn more.
 - LCC's federal school code: 003782
2. Follow the instructions at fafsa.gov and complete the application.
3. Applicants should check their status at LCC's Financial Aid Portal at lowercolumbia.edu/financial-aid/portal and upload any requested documents. The applicant will use their Social Security Number and birth date (mm/dd/yy) to log in the first time.

How to know if financial aid is awarded

Students will be notified of any financial aid awards through the Financial Aid Portal at lowercolumbia.edu/financial-aid/portal. Students should read their award notice carefully.

If a student applies for Financial Aid and registers for classes, it is assumed they are accepting the financial aid award. Students who decide not to attend LCC must notify Financial Aid to cancel their award by Friday of the first week of classes.

The student should also review information about class changes or academic progress that might affect the award.

Maintaining financial aid eligibility

To continue receiving financial aid, students must meet the Satisfactory Academic Progress standards established by the applicable state and federal financial aid programs. Students who fail to meet these standards may be placed on financial aid warning or lose their financial aid. Students can review Satisfactory Academic Progress standards online at lowercolumbia.edu/financial/aid.

Reinstating financial aid eligibility

If financial aid eligibility was suspended at LCC, a student may request that their financial aid eligibility be reinstated once they have met the standards for reinstatement. Information about the reinstatement process is available in the Financial Aid Office.

See below for contact and other Important Information.

Phone number for Financial Aid: **(360) 442-2390**
 Phone number for student loan coordinator: **(360) 442-2393**
 Phone number for Veterans' Office: **(360) 442-2395**
 Webpage for Financial Aid: lowercolumbia.edu/financialaid
 Phone Number for Entry Center: **(360) 442-2311**

Webpage for student employment: lowercolumbia.edu/student-employment

Webpage for scholarships: lowercolumbia.edu/scholarships

Webpage for Financial Aid Handbook and forms: lowercolumbia.edu/financial-aid/forms

Webpage for Financial Aid Portal: lowercolumbia.edu/financial-aid/portal

Located in Admissions Center (ADC)

Tuition & Fees

Tuition at Lower Columbia College is set by the Washington State Legislature and may change according to the State's budget situation. Find the current tuition and fee information online or in the LCC Admissions Center. See below for contact and other important information.

Phone number for Cashiering: **(360) 442-2210**

Phone number for Registration: **(360) 442-2370**

Webpage for tuition & fee rates: lowercolumbia.edu/tuition

Webpage for Veterans' information: lowercolumbia.edu/veterans

Cashiering and Registration located in Admissions Center (ADC)

Veterans' Services located in Student Center (STC)

Residency Classifications

The Washington State Legislature sets requirements and procedures for determining a student's residency classification.

The Registration Office will make an initial determination of residency status from the information provided on the student's Application for Admission and notify those who have been classified as a nonresident at the time of registration.

To request a review of nonresident status or apply for reclassification, the student must submit a complete Residency Questionnaire with the required documentation to the Registrar no more than 30 calendar days after classes begin. It is up to the student to prove residency, and inadequate or erroneous documentation may result in denial of reclassification for that particular quarter.

Washington State Residents

Washington State Resident students must verify that they have lived in Washington for one year and have established residency in the State of Washington, including U.S. Citizenship. If residency cannot be determined at the time of registration, the student will be required to pay non-resident tuition and fees. Complete residency rules are detailed in RCW 28B.15.012.

Students who are not a permanent resident or U.S. Citizen may be eligible for reduced tuition, if they have resided in Washington State for three years immediately prior to receiving a high school diploma and completed the full senior year at a Washington high school or completed the equivalent of a high school diploma. To determine eligibility, contact the LCC Registrar at (360) 442-2372.

Oregon Border Residents

Residents of Oregon Border Counties (Columbia, Clackamas, Clatsop, Multnomah, Washington) for 90 days may qualify for a reduced rate.

Non-Residents

Individuals who do not otherwise qualify as "resident students" under the provisions of RCW 28B.15.012 and RCW 28B.15.013 pay the non-resident rate. See also: International Students.

International Students

Those who are not eligible to pay the "Washington State Residents," "Oregon Border Residents," or "Non-Residents" rate, pay the International rate.

Veterans

Veterans of the Desert Storm, Iraqi Freedom and Afghanistan conflicts may be eligible for reduced tuition and fees. For details see lowercolumbia.edu/veterans or visit the Veterans' Office in the Student Center.

Special Audit Rate for Senior Citizens

If space is available after the first class meeting, Washington residents 60 or older may audit up to two classes for \$2.50 per class plus applicable fees. Audit rate applies to credit classes only.

Tuition Waivers

Students may qualify for reduced tuition if they are a:

- Classified state employee or Washington Public Higher Education Employee
- Student seeking a high school diploma
- Student enrolled in more than 18 credits of vocational classes
- Washington National Guard member

For details, contact the Registration Office, (360) 442-2370.

Miscellaneous Fees

In addition to tuition, LCC students may be assessed fees based on program and course selections. Current

charges are listed in the class schedule and online at lowercolumbia.edu/tuition.

Adult Basic Education (ABE)

Students enrolling in Adult Basic Education (ABE) courses pay \$25 per quarter.

Apprenticeship

Students enrolled in apprenticeship programs pay per credit (\$54.00) and per clock hour (\$3.60) fees. They also pay the Technology, Facilities, Tutoring Center and Fitness Center Upgrade fees.

Computer Lab

A fee of \$27.10 per class is charged for certain classes identified in the course listings section of the catalog.

Distance Education

A fee is charged for courses that use LCC's Learning Management System, CANVAS or other online systems. The Distance Education fee is \$6.00 per credit (up to 10 credits) for each class. Distance Education Hybrid and Enhanced classes require a Distance Education fee of \$3.00 per credit (up to 10 credits).

English as a Second Language (ESL)

Students enrolling in English as a Second Language (ESL) courses pay \$25 per quarter.

Facilities

Quarterly tuition includes a \$1.60 per credit (up to 18 credits) fee for facilities maintenance and college security.

Fitness Center Upgrade

Quarterly tuition includes a \$2.50 per credit (up to 10 credits) fee to fund an upgrade of the campus fitness center.

Fitness Center Use

The Fitness Center User fee is a flat \$20.00 per student per quarter.

GED Courses

Students enrolling in GED preparation courses pay \$25 per quarter.

GED Testing

\$120 for first time on all four tests. Re-testing: \$30 per test.

High School Completion

Students taking courses to earn a high school diploma are charged a per credit fee based upon residency status (\$53.80 per credit for residents and \$107.59 for non-residents). They also pay the Technology, Facilities, Tutoring Center, Matriculation, Fitness Center Use and Fitness Center Upgrade fees.

ID Card Replacement

All new LCC students are provided with an identification (ID) card. ID cards are required for campus services such as the library, computer labs and testing centers. Student ID cards are available in the LCC Bookstore. The ID card is NOT issued quarterly; it is valid for the duration of the student's time at LCC. The charge for a replacement ID card is \$10.00.

Lab

Nonrefundable lab fees are collected for certain classes. Where applicable, this fee is shown with class listings in the class schedule.

LCC Employees

Eligible LCC employees pay \$10 per class, plus applicable fees.

Matriculation

Quarterly tuition includes a matriculation fee of \$1.50/credit, up to 10 credits.

Parking Permit Replacement

All LCC students are provided with a parking permit each year at no charge once tuition arrangements have been made. Permits are valid for the entire academic year (fall through summer). Permits can be picked up at Cashiering in Admissions. The charge for a replacement parking permit is \$10.00.

Resident Excess Credit

Residents pay \$96.53 per credit above 18 credits.

Running Start

Running Start students will be charged tuition for college credits exceeding 15 in any one quarter (charged at the 1-10 credit tuition rates for 16 credits and above). This does not apply to those enrolled in vocational programs or at Skills Centers. Running Start students are responsible for paying applicable college fees.

Technology

Quarterly tuition includes a \$3.00 per credit (up to 12 credits) technology fee. A photo ID card, which serves as your activities card, library card and computer lab card, is issued as part of this fee. The ID card is not issued

quarterly; it is valid as long as you are at LCC. See "ID Card Replacement" for lost, stolen, or damaged cards.

Transcript

A \$10.00 fee is charged for each official transcript requested. Unofficial transcripts can be printed from the online services page on the LCC website.

Tutoring Center

Quarterly tuition includes a \$.50 per credit fee (up to 10 credits) to fund tutoring services available to all LCC students in most courses.

Vocational Excess Credit

Vocational students taking over 18 credits who meet certain requirements pay only \$7 per credit (residents); non-residents over 18 credits pay \$28.

Payment Options

Tuition due dates are posted on the academic calendar at lowercolumbia.edu/calendar/academic. Students who have not made arrangements to pay by the deadline will be dropped from their classes.

Payment options include cash, check, debit/credit card, Visa or MasterCard, or enrollment in the Tuition Payment Plan. Special audit rates available for senior citizens.

Students can pay tuition either online at the Cashier Window in the Admissions Center, or online through online services at lowercolumbia.edu/online-services.

LCC offers a tuition payment plan which allows students to pay tuition in smaller monthly installments. Payments are automatically charged to a credit/debit card or withdrawn from a bank account. Enrollment deadlines are posted at lowercolumbia.edu/payment-plan.

If space is available after the first class meeting, Washington residents 60 or older may audit up to two classes for \$2.50 per class plus \$1.50 per credit Facilities and applicable lab fees.

See below for contact and other important information.

Phone number: **(360) 442-2210**

Webpage for payment plan: lowercolumbia.edu/payment-plan

Webpage for online services: lowercolumbia.edu/online-services

Located in Admissions Center (ADC)

Refund of Fees

A refund of fees and tuition will be made to students or to financial aid programs for students who officially withdraw from classes according to the schedule below.

- Withdrawal prior to the sixth day of instruction of the quarter: 100%.
- Withdrawal on or after the sixth day of instruction of the quarter and prior to the 20th calendar day of the quarter: 50%.
- Withdrawal on or after the 20th calendar day of the quarter: 0%.

Check the quarterly class schedule for the exact dates. When the college cancels a class, a full refund is made. Fees other than tuition and incidental fees are not refunded. Special refund policies apply to Continuing Education classes; details are available in the quarterly LCC Class Schedule.

See below for contact and other important information:

Phone number: **(360) 442-2210**

Webpage for class schedule: lowercolumbia.edu/classes

Located in Admissions Center (ADC)

American Opportunity Tax Credit

Lower Columbia College students and families who had tuition and other college-related expenses may be eligible to claim the American Opportunity Tax Credit (formerly called Hope Credit), when they prepare their federal income tax return.

IRS Tax Notice

American Opportunity replaces a similar tax credit provision called the Hope Credit. The new credit of up to \$2,500 for tuition and eligible college expenses is higher than under the Hope provision. In addition, tax filers may now claim expenses incurred during the first four years of their postsecondary education rather than only the first two.

Depending on individual circumstances, the American Opportunity Tax Credit may not be the most advantageous tax option for all families with higher education expenses.

More information is available at lowercolumbia.edu/tax-credit.