

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. New and prospective students can find more information about enrollment at LCC online at lowercolumbia.edu/apply or on campus in the Admissions Center. 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 New Student Orientation (NSO). In NSO, students get help with class and degree planning and learn about critical topics such as paying for classes, accessing LCC email, the role of campus security, accessing LCC resources, and understanding CANVAS (LCC's Learning Management System). 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)

One Stop Center

The One Stop 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 One Stop Center. See below for contact and other important information.

Phone number: **(360) 442-2322**
 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 Career Connected Learning 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. We do require that all new students submit an International Student Application Form and associated documentation. Prospective international students can find detailed information about the application and enrollment process at lowercolumbia.edu/international/future-students/how-to-apply.

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 are also responsible to pay for mandatory 12-month health insurance and repatriation coverage while enrolled at LCC. See below for contact and other important information.

Phone number: **(360) 442-2310**
 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) 442-2360**
 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 receiving their quarterly PIN number.

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)