

Welcome to LCC!

New students are encouraged to visit LCC's '**Get Started Today**' webpage at lowercolumbia.edu/enrollment for important admissions and enrollment information.

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Academic Calendar

Summer Quarter 2020

Fourth of July holiday: July 3
 First day of classes: July 6
 Last day of classes: August 27
 Final exams: last day of class
 Quarter break: August 28-September 18*

Fall Quarter 2020

First day of classes: September 21
 Veterans Day holiday: November 11
 Thanksgiving holiday: November 26-27
 Last day of classes: December 4
 Final exams: December 8-10
 Quarter break: December 11-January 1*

Winter Quarter 2021

First day of classes: January 4
 MLK Day holiday: January 18
 Presidents' Day holiday: February 15
 Last day of classes: March 12
 Final exams: March 16-18
 Quarter break: March 19-April 2*

Spring Quarter 2021

First day of classes: April 5
 Memorial Day holiday: May 31
 Last day of classes: June 11
 Final exams: June 15-17
 Commencement: June 18
 Quarter break: June 21-July 2*

See also: online Academic Calendar at lowercolumbia.edu/calendar/academic.php.

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

Summer Quarter 2021

Fourth of July holiday: July 5
 First day of classes: July 6
 Last day of classes: August 26
 Final exams: last day of class
 Quarter break: August 27-September 17*

Fall Quarter 2021

First day of classes: September 20
 Veterans Day holiday: November 11
 Thanksgiving holiday: November 25-26
 Last day of classes: December 3
 Final exams: December 7-9
 Quarter break: December 10-January 3*

Winter Quarter 2022

First day of classes: January 4
 MLK Day holiday: January 17
 Presidents' Day holiday: February 21
 Last day of classes: March 11
 Final exams: March 15-17
 Quarter break: March 18-April 1*

Spring Quarter 2022

First day of classes: April 4
 Memorial Day holiday: May 30
 Last day of classes: June 10
 Final exams: June 14-16
 Commencement: June 17
 Quarter break: June 20-July 4*

See also: online Academic Calendar at lowercolumbia.edu/calendar/academic.php.

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

Admissions & Enrollment Information

Admission to LCC

LCC is an open enrollment institution and there are 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 admissions** online at lowercolumbia.edu/apply or on campus in the One-Stop Center. More information is also available in the welcome section of this catalog. See below for contact and other important information.

Phone number: **(360) 442-2322**
 Webpage: lowercolumbia.edu/apply
 Email: onestop@lowercolumbia.edu

Located in Admissions Center (ADC)

Advising & 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) 442-2350**
 Webpage: lowercolumbia.edu/advising
 Email: advising@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. Students younger than high school age should contact the Director of Registration to begin the special admission process. See below for contact and other important information.

Phone number: **(360) 442-2370**
 Webpage: lowercolumbia.edu/registration
 Email: registration@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. New and prospective international students can find more information about **admissions** online at lowercolumbia.edu/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)

One-Stop Center

The One Stop 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/one-stop
 Email: onestop@lowercolumbia.edu
 Located in Admissions Center (ADC)

Placement

Students who plan to earn a degree or certificate or 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: testing@lowercolumbia.edu
 Located in Main (MAN)

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 when meeting with their advisor after completing New Student Orientation. In future quarters, students can register online after meeting with their program advisor.

Registration dates and deadlines are available online at lowercolumbia.edu/enrollment. 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, students must access the **ctcLink system** at gateway.ctclink.us using their ctcLink ID number and a password. Students receive instructions on setting up a ctcLink account in their welcome letter. This information is provided by the Registration Office after processing the student's application for admission.

Currently enrolled students will meet with their program advisor prior to registering each quarter. After meeting with each student, advisors remove the quarterly advising hold allowing the student to register online through ctcLink.

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

See below for contact and other important information.

Phone number: (360) 442-2270

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.

Adding or swapping a class:

- Online through the third day of each quarter.
- After the third day, and before the published deadline, with instructor permission by contacting the Registration Office.

Dropping a class:

- Online through the published deadline, according to the withdrawal policy below. NOTE: dropping a class can change financial aid eligibility and/or result in a W grade.

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) 442-2270

Webpage: lowercolumbia.edu/registration

Email: registration@lowercolumbia.edu

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 also: **Adding and Withdrawing from Classes in the LCC Student Handbook** located at lowercolumbia.edu/publications/student-handbook/adding-withdrawing-from-classes.

See below for contact and other important information.

Phone number: (360) 442-2270

Webpage: lowercolumbia.edu/registration

Email: registration@lowercolumbia.edu

Located in Admissions Center (ADC)

Financial Aid

How can financial aid be used?

Financial aid can be used to pay tuition and fees as well as other expenses such as books, supplies, housing, transportation, and other living expenses.

Who is eligible for financial aid?

There are state and federal sources of financial aid. If you are a U.S. Citizen or Permanent Resident of the U.S., you can apply for federal and state financial aid using the FAFSA. If you are ineligible for federal financial aid due to immigration status, you can apply for state financial aid using the WASFA. More information is available about the financial aid application process at lowercolumbia.edu/financial-aid.

What types financial aid are available?

Grants

Grants are need-based aid and generally do not have to be repaid. They include: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Washington College Grant, College Bound Scholarship, Passport to College, Early Achievers Grant, and Opportunity Grant. Other grant resources include Worker Retraining, Basic Food Employment Training (BFET), and emergency assistance.

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 and a master promissory note. 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. Award amounts vary. 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 learn more about the different types of aid available

Learn more about different sources of funding on our '**Types of Aid**' webpage, located at lowercolumbia.edu/types-of-aid.

How to apply for financial aid

Students apply for financial aid online through the LCC website at lowercolumbia.edu/financial-aid. 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.

How to know if financial aid is awarded

Students will be notified of any financial aid awards through ctLink. In ctLink, students can view and update their financial aid awards by going to the 'Student Center' and selecting "View Financial Aid."

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 numbers:

Financial Aid: **(360) 442-2390**

Student loan coordinator: **(360) 442-2393**

Veterans Office: **(360) 442-2395**

One-Stop Center: **(360) 442-2233**

Webpages:

Financial Aid: lowercolumbia.edu/financial-aid

Jobs: lowercolumbia.edu/student-employment

Scholarships: lowercolumbia.edu/scholarships

Forms: lowercolumbia.edu/financial-aid/forms

Types of aid: lowercolumbia.edu/types-of-aid

FAFSA application: fafsa.gov

ctLink login: ptprd.ctclink.us/psp/ptprd

ctLink information: lowercolumbia.edu/ctcLink

Located in Admissions Center (ADC)

Tuition & Fees

Tuition at Lower Columbia College is set by the Washington State Legislature.

Current **tuition and fee rates** are available at lowercolumbia.edu/tuition or on campus in the LCC Admissions building.

See below for contact and other important information.

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

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

Webpage - current rates: lowercolumbia.edu/tuition

Webpage - Veterans: lowercolumbia.edu/veterans

Cashiering located in Admissions (ADC)

Registration located in Admissions (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 Director of Registration 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 Residents

Residents of Washington state must verify that they have lived in Washington for one year and have established residency in 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 permanent residents or U.S. citizens may be eligible for reduced tuition, if they resided in Washington 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 Director of Registration at (360) 442-2372.

Oregon Border Residents

Residents of Oregon border counties (Columbia, Clackamas, Clatsop, Multnomah, Washington) for 90 days or more may qualify for a reduced rate.

Nonresidents (US Citizens not WA Residents)

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

- Nonresident Operating: in ctLink, this is tuition charged to students and is the same amount charged to residents (for resident students this appears as Resident Operating).
- Nonresident Operating Diff: in ctLink, this is the difference in tuition costs between resident and nonresident charges.

Nonresidents (Operating Fees Only Waiver)

Individuals who have lived in the State of Washington for 90 days or more and who are U.S. citizens or permanent residents, as defined by the USCIS, may pay this rate.

International Students

Those who are not eligible to pay the "Washington Residents," "Oregon Border Residents," or "Nonresidents" rate pay the "International Students" 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 a nominal charge per class plus applicable fees. Audit rate applies to credit classes only. For the current rate, see the tuition page at lowercolumbia.edu/tuition.

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 class selections.

Current tuition and fee rates are available at lowercolumbia.edu/tuition or on campus in the LCC Admissions Center.

Adult Basic Education (ABE)

Students enrolling in Adult Basic Education (ABE) classes pay a quarterly fee (students who are unable to pay should ask about available scholarships).

Apprenticeship

Students enrolled in apprenticeship programs pay per credit and clock hour fees. They also pay the Technology, Facilities, Tutoring Center and Fitness Center Upgrade fees.

Computer Lab

A computer lab fee is charged for designated classes.

Distance Education

A fee is charged for classes that use LCC's learning management system, Canvas, or other online systems, for up to 10 credits. A different rate is charged for fully online vs. hybrid classes.

English as a Second Language (ESL)

Students enrolling in English as a Second Language (ESL) classes pay a quarterly fee (students who are unable to pay should ask about available scholarships)..

Facilities

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

Fitness Center Upgrade

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

Fitness Center Use

The Fitness Center User fee is a flat rate, per student, per quarter.

GED Courses

Students enrolling in GED preparation classes pay a quarterly fee.

GED Testing

Testers pay a flat rate for the first time taking all four tests. There is also a retesting fee, also charged at a flat rate.

High School Completion

Students taking courses to earn a high school diploma are charged a per-credit fee based upon residency status (with nonresidents paying a higher fee). 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 One-Stop Center in the Admissions Building. The ID card is NOT issued quarterly; it is valid for the duration of the student's time at LCC. There is a flat fee for replacement of the ID card.

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 a flat fee per class, plus any applicable fees.

Matriculation

Quarterly tuition includes a per-credit matriculation fee, for 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. There is a flat fee for a replacement parking permit.

Resident Excess Credit

Residents pay a per-credit fee for credits exceeding 18 in any one quarter.

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 per credit technology fee (up to 12 credits). 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 flat fee is charged for each official transcript. Transcripts can be ordered at lowercolumbia.edu/transcripts. Unofficial transcripts can be printed from ctcLink.

Tutoring Center

Quarterly tuition includes a 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 a per credit fee. Residents pay a lower rate than nonresidents.

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 a tuition payment plan.

Students can pay tuition either at the Cashier's Window in the Admissions Center, or through **ctcLink student portal** at gateway.ctclink.us.

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 for the **tuition payment plan** 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 per quarter. Learn more about **tuition and fees** at lowercolumbia.edu/tuition.

See below for contact and other important information.

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

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

ctcLink login: gateway.ctclink.us

Cashier's Window 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 **academic calendar** at lowercolumbia.edu/calendar/academic.php for 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.

See below for contact and other important information:

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

Webpage: lowercolumbia.edu/calendar

Financial Aid Located in Admissions Center (ADC)

Cashiering Located in Admissions Center (ADC)

American Opportunity Tax Credit

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.