

Admissions and Enrollment Information

Admission to LCC

It's easy to get into Lower Columbia College!

You don't need to pay any fees, write essays, or take tests for general admission. Just fill out a short online form to get started.

Some programs have extra steps. These include [Nursing \(lowercolumbia.edu/programs/health/nursing\)](https://lowercolumbia.edu/programs/health/nursing) , [Medical Assisting \(lowercolumbia.edu/programs/health/medical-assisting\)](https://lowercolumbia.edu/programs/health/medical-assisting) , and the [Bachelor of Applied Science \(BAS\) programs \(lowercolumbia.edu/bas\)](https://lowercolumbia.edu/bas) . You still need to fill out the general admission form, but you'll also need to apply to those programs separately and follow their directions.

Want help or more information? [Apply now \(lowercolumbia.edu/apply\)](https://lowercolumbia.edu/apply) , or visit the [One-Stop Center \(lowercolumbia.edu/one-stop\)](https://lowercolumbia.edu/one-stop) in the Admissions Center Building (ADC) during open hours. See below for contact details and other important info.

Phone number: (360) 442-2322
Webpage: lowercolumbia.edu/apply
Email: onestop@lowercolumbia.edu
 Located in Admissions Center (ADC)

Advising

New students at LCC take part in a New Student Advising (NSA) session to help them get started. Before the session, students need to apply to LCC and complete placement. During the NSA session, students meet with their advisor, talk about their goals, and sign up for classes.

Phone number: (360) 442-2350
Webpage: lowercolumbia.edu/advising
Email: advising@lowercolumbia.edu
 Located in Admissions Center (ADC)

High School and Younger (Special Admissions)

High school students can take classes at LCC if their high school principal and an LCC counselor approve, or by joining the Running Start program.

If a student is younger than high school age and wants to attend LCC, they should talk to the Director of Registration to learn how to apply.

See below for contact details and other important info.

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 all over the world!

You can apply at any time for fall, winter, spring, or summer classes. To get started, new international students must fill out the International Student Application Form and send in other required papers. You can find more details about [how to apply \(lowercolumbia.edu/apply\)](https://lowercolumbia.edu/apply) on our website.

International students must take at least 12 credits each term and get good grades to keep their F-1 visa. They must also pay for classes and fees by the due dates.

Health insurance and repatriation coverage are also required and must be paid for each year.

See below for contact information and other important details.

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 helps students with admissions, financial aid, class registration, placement, and general questions about getting started at LCC.

If you're a returning student, you can ask for your program advisor's information at the One-Stop Center.

See below for contact details and other helpful information.

Phone number:[\(360\) 442-2322](tel:(360)442-2322)
Webpage:lowercolumbia.edu/one-stop
Email:onestop@lowercolumbia.edu
 Located in Admissions Center (ADC)

Placement

If you want to earn a degree, certificate, or transfer to a university, you need to complete a placement process before signing up for classes.

LCC uses different ways to figure out which math and English classes are best for you. You will get your placement results and class suggestions right after finishing the placement. Advisors will use this information to help you choose your classes.

You must follow the placement advice, but you can talk to our Testing staff about options for higher placement.

Other things we use to help place you in the right classes may include:

- Completed college classes
- High school GPA
- Smarter Balanced test
- High School Transfer Agreements (HSTA)
- GED
- SAT
- College and Career Prep classes
- Directed Self-Placement

See below for contact details and more information.

Phone number:[\(360\) 442-2360](tel:(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](tel:(360)442-2240)
Webpage:lowercolumbia.edu/bookstore
 Located in Student Center (STC)

Registration

New students will sign up for classes when they meet with their advisor. For future quarters, students can register online after meeting with their advisor. You can find [registration dates and deadlines \(lowercolumbia.edu/calendar/academic\)](http://lowercolumbia.edu/calendar/academic) on the LCC website.

Students who are close to finishing their degree or certificate and who have met with their advisor get to register first. Newer students register after them. Some classes fill up fast, so it's a good idea to talk with your advisor about backup options.

Veterans and their dependents can register early if they qualify. Students with approved disability accommodations can also register early.

To register for classes and do other college-related things online, students use the [ctcLink system \(wa130.ctclink.us\)](http://wa130.ctclink.us). You'll need a ctcLink ID number and a password. You'll get instructions on how to set up your ctcLink account in your welcome letter after your application is processed.

Each quarter, students meet with their advisor before registering. After your meeting, your advisor will remove the “advising hold” so you can sign up for classes in ctcLink.

If you were placed in the wrong English or Math class, contact the [Testing Center \(lowercolumbia.edu/testing-center#contact\)](mailto:registration@lowercolumbia.edu) right away to fix it.

See below for contact details and more helpful information.

Phone number: (360) 442-2370

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.
- **Important 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) 442-2370

Webpage: lowercolumbia.edu/registration

Email: registration@lowercolumbia.edu

Located in Admissions Center (ADC)

Withdrawing from Classes

Students can drop (withdraw from) one or more classes until the **Friday of the 8th week** in fall, winter, and spring quarters. For classes shorter than 10 weeks, including summer classes, students must drop the class **before 80% of the class is completed**.

To drop a class, go online to [ctcLink \(wa130.ctclink.us\)](http://ctclink.us) or contact the Registration Office **in writing** before 11:59 PM on the last day to withdraw. If you stop going to class but don't officially drop it, you will stay on the class list and get a grade.

Before dropping a class, it's a good idea to talk to your instructor, your advisor, and the Financial Aid Office to see how it may affect your financial aid or graduation plans.

If you miss the deadline to withdraw, you may still be able to drop a class by sending a request to approve the withdrawal to the [Academic Standards Committee \(lowercolumbia.edu/registration/academic-standards\)](http://lowercolumbia.edu/registration/academic-standards). You must show proof (like a doctor's note) that an emergency outside your control stopped you from withdrawing on time.

You can drop a class without getting a “W” grade until the 10th day of the quarter for fall, winter, and spring. For shorter classes, you must drop before 20% of the class is over to avoid a “W.”

If you are suspected of cheating, you cannot drop the class to avoid consequences until the issue is resolved.

If you do not attend class or contact the instructor during the first 5 days of the quarter, you might be dropped from the class.

Students are responsible for knowing how dropping a class affects their financial aid. Check the [Student Financial Responsibilities page \(lowercolumbia.edu/pay-for-college/financial-aid/maintain-eligibility\)](http://lowercolumbia.edu/pay-for-college/financial-aid/maintain-eligibility) or visit the

Financial Aid Office (lowercolumbia.edu/pay-for-college/financial-aid) for more help.

See the [LCC Student Handbook \(lowercolumbia.edu/publications/student-handbook\)](http://lowercolumbia.edu/publications/student-handbook) for more information about adding and dropping classes.

See below for contact info and other helpful details.

Phone number: (360) 442-2370

Webpage: lowercolumbia.edu/registration

Email: registration@lowercolumbia.edu

Located in Admissions Center (ADC)