

## Student Information

New students are encouraged to learn more about getting started at LCC by visiting the [One-Stop Center webpage \(lowercolumbia.edu/one-stop\)](https://lowercolumbia.edu/one-stop) for important admissions and enrollment information.

[Apply for Admission Today! \(lowercolumbia.edu/apply\)](https://lowercolumbia.edu/apply)

## About this Catalog

Every effort is made to ensure that the information in this catalog is accurate at the time of publication (catalog certified as true and correct for content and policy). Acknowledging that policies, personnel, curricula, funding and legal authority can change, however, Lower Columbia College reserves the right to amend, revise or modify any provision printed in this catalog. Because curricula are regularly reviewed and revised, the College also reserves the right to add or withdraw courses without prior notification.

Students can rely upon the graduation requirements printed in the catalog that is active when they begin their degree programs, or they may take advantage of later changes to their degree programs. LCC will work with students to provide opportunities for degree completion and will honor discontinued degree requirements for five years after the student begins coursework for the degree.

The LCC Catalog is published in conjunction with the LCC Student Handbook, which contains such things as facility descriptions and school policies and procedures including student academic rights and responsibilities and the Code of Student Conduct. The Student Handbook is located at [lowercolumbia.edu/publications/student-handbook](https://lowercolumbia.edu/publications/student-handbook).

## Non-Discrimination and Anti-Harassment Information

Lower Columbia College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service animal as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. All inquiries regarding compliance with Title IX, access, equal opportunity and/or grievance procedures should be directed to Vice President of Foundation, HR & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, [title9@lowercolumbia.edu](mailto:title9@lowercolumbia.edu), Phone number, (360) 442-2120, Phone number/TTY (800) 833-6388. The notice of nondiscrimination is located at <https://lowercolumbia.edu/disclosure/non-discrimination/>.

## Limitation of Liability

The college's total liability for claims arising from a contractual relationship with the student in any way related to classes or

programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

## Academic Calendar

### Summer Quarter 2025

**First day of classes:** July 1  
**Fourth of July holiday:** July 4  
**Last day of classes:** August 21  
**Final exams:** last day of class  
**Quarter break:** August 22-September 19\*

### Fall Quarter 2025

**First day of classes:** September 22  
**Veterans Day holiday:** November 11  
**Thanksgiving holiday:** November 27  
**Native American Heritage holiday:** November 28  
**Last day of classes:** December 5  
**Final exams:** December 8-11  
**Quarter break:** December 12-January 2\*

### Winter Quarter 2026

**First day of classes:** January 5  
**MLK Day holiday:** January 19  
**Presidents' Day holiday:** February 16  
**Last day of classes:** March 13  
**Final exams:** March 16-19  
**Quarter break:** March 20-April 3\*

### Spring Quarter 2026

**First day of classes:** April 6  
**Memorial Day holiday:** May 25  
**Last day of classes:** June 12  
**Final exams:** June 15-17  
**Commencement:** June 18  
**Juneteenth holiday:** June 19  
**Quarter break:** June 19-July 3\*

## Summer Quarter 2026

**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 2026

**First day of classes:** September 21  
**Veterans Day holiday:** November 11  
**Thanksgiving holiday:** November 26  
**Native American Heritage holiday:** November 27  
**Last day of classes:** December 4  
**Final exams:** December 7-10  
**Quarter break:** December 11-January 1\*

## Winter Quarter 2027

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

## Spring Quarter 2027

**First day of classes:** April 5  
**Memorial Day holiday:** May 31  
**Last day of classes:** June 11  
**Final exams:** June 14-16  
**Commencement:** June 17  
**Juneteenth holiday:** June 17  
**Quarter break:** June 21-July 2\*

See also: [online Academic Calendar \(lowercolumbia.edu/calendar/academic\)](https://lowercolumbia.edu/calendar/academic)

**Note:** Regular business hours for Lower Columbia College are 8:00 am - 5:00 pm, Monday through Friday. LCC is closed on Fridays during the summer (end of June through Labor Day). Many classes and events are held outside of normal business hours.

\*Scheduled employee workdays may be different and holidays occurring during quarter breaks excluded

## 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](https://lowercolumbia.edu/apply)  
**Email:** [onestop@lowercolumbia.edu](mailto: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](https://lowercolumbia.edu/advising)  
**Email:** [advising@lowercolumbia.edu](mailto: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](https://lowercolumbia.edu/registration)  
**Email:** [registration@lowercolumbia.edu](mailto: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](http://lowercolumbia.edu/international)  
**Email:**[international@lowercolumbia.edu](mailto: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](http://lowercolumbia.edu/one-stop)  
**Email:**[onestop@lowercolumbia.edu](mailto: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](http://lowercolumbia.edu/placement)  
**Email:**[testing@lowercolumbia.edu](mailto: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](http://lowercolumbia.edu/bookstore). See below for contact and other important information.

**Phone number:**[\(360\) 442-2240](tel:(360)442-2240)  
**Webpage:**[lowercolumbia.edu/bookstore](http://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](http://lowercolumbia.edu/registration)

**Email:** [registration@lowercolumbia.edu](mailto: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](http://lowercolumbia.edu/registration)

**Email:** [registration@lowercolumbia.edu](mailto: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 \(lowercolumbia.edu/registration/academic-standards\)](mailto:registration@lowercolumbia.edu). 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](http://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](http://lowercolumbia.edu/registration)

**Email:** [registration@lowercolumbia.edu](mailto:registration@lowercolumbia.edu)

Located in Admissions Center (ADC)

## American Opportunity Tax Credit

## Educational Tax Credits

There are educational tax credits available to students with qualifying expenses. These tax credits include the American Opportunity Tax Credit and the Lifetime Learning Credit.

Depending on individual circumstances, these educational credits may not be the most advantageous tax option for all families with higher education expenses.

More information can be found about tax credits on our [Tax Credit webpage \(lowercolumbia.edu/tax-credit\)](http://lowercolumbia.edu/tax-credit) and on the [IRS educational tax credit page \(www.irs.gov/credits-deductions/individuals/education-credits-aotc-llc\)](http://www.irs.gov/credits-deductions/individuals/education-credits-aotc-llc).

## Assurances

Selected programs of study at Lower Columbia College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Lower Columbia College does not and will not provide any commission, bonus, or

other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

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Lower Columbia College adheres to the Family Educational Rights and Privacy Act (FERPA) with regard to the privacy of student records and the appropriate release of student information, including directory and student records. More information about [FERPA \(www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html\)](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) is available online and in the Academic Policies and Records section of this catalog.

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In accordance with Title 38 US Code 3679 subsection (e), Lower Columbia College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require the student to secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide a Certificate of Eligibility by the first day of class (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits for Chapter 33 or VA VR&E's contract with the school on VA Form 28-1905 for Chapter 31);
- Provide a written request to be certified;

- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Clery Annual Security and Fire Safety Report Statement

### Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Lower Columbia College reports the mandated information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Lower Columbia College's [Annual Security and Fire Safety Report \(lowercolumbia.edu/safety/crime-reports\)](https://lowercolumbia.edu/safety/crime-reports) is available online.

To obtain a paper copy of the report, please visit the Lower Columbia College Safety & Security Department located on the first floor of the Student Center at 1600 Maple Street, Longview, WA 98632.

### Global Skills

LCC faculty developed a set of global skills that provide the foundation of the learning outcomes for all courses, programs, certificates and degrees at the college. Students are expected to have these skills when they graduate.

## Communication

Express ideas and information clearly and appropriately for the audience, context, purpose, and medium.

- Students will communicate effectively within the conventions of the chosen medium(s) to enhance audience engagement and understanding.
- Students will make choices appropriate to the intended audience, purpose, and context.
- Students will develop and express their ideas for a unified purpose.
- Students will develop, organize, and express their ideas clearly and thoroughly.
- Students will support arguments, insights, analysis, and/or conclusions with relevant and credible evidence, examples, explanations, statistics, analogies, testimony, and/or reasoning appropriate to the audience, context, purpose, and medium.

## Critical Thinking

Apply objective, valid methods of inquiry and problem-solving to draw rational, ethical, and coherent conclusions.

- Students will identify and define primary problems or issues.
- Students will present relevant, accurate, and objective information and will draw valid inferences from that information.
- Students will use techniques or processes appropriate to the subject to analyze and make judgments.
- Students will propose and evaluate solutions based on the criteria of logic, evidence, ethical principles, and coherence.

## Quantitative Literacy (QL)

Also known as Numeracy or Quantitative Reasoning (QR) – is a "habit of mind," competency, and comfort in working with numerical data. Individuals with strong QL skills possess the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations. They understand and can create sophisticated arguments supported by quantitative evidence and they can clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate).

- A. Students will explain information presented in mathematical forms (e.g., equations, graphs, diagrams, tables, words).
- B. Students will convert relevant information into various mathematical forms (e.g., equations, graphs, diagrams, tables, words).
- C. Students will perform mathematical calculations.
- D. Students will make judgments and draw appropriate conclusions based on the quantitative analysis of data, while recognizing the limits of this analysis.
- E. Students will make and evaluate important assumptions in estimation, modeling, and data analysis.
- F. Students will express quantitative evidence in support of the argument or purpose of the work (in terms of what evidence is used and how it is formatted, presented, and contextualized).

## Teamwork

Teamwork is individual behaviors that facilitate a team's ability to achieve a desired goal or outcome.

- A. Students will make individual contributions to the team.
- B. Students will facilitate the contributions of team members.
- C. Students will foster a constructive team climate.
- D. Students will respond constructively to conflict.

## Student Handbook

Published alongside the LCC Catalog, the [Student Handbook \(lowercolumbia.edu/publications/student-handbook\)](http://lowercolumbia.edu/publications/student-handbook) is a comprehensive resource for students covering academic policies, conduct codes, campus resources, and legal rights.

The handbook details policies that promote academic success, fairness, personal conduct, campus safety, and inclusivity. It empowers students with the necessary procedural knowledge for registration, classroom expectations, financial responsibilities, and disciplinary matters, ensuring an equitable and well-regulated learning environment.

Key topics in the handbook include access to the 1099-T tax form, address-change procedures, commencement application deadlines, and campus-closure protocols.

The handbook contains Academic Protocols, including:

- Dishonesty & Grievance: Defines expectations around plagiarism, cheating, and academic honesty, with procedures for grievance and appeal.
- Academic Standing/Enrollment: Outlines the processes for adding and dropping classes, probation standards, and course withdrawal rules.

LCC's Student Conduct Code is included in the handbook. Based on Washington WAC 132M-126, the Student Conduct Code outlines expectations for integrity and respect, provides definitions, prohibits certain behaviors, describes Title IX



procedures, and details the discipline process for violations of the code.

Legal and safety policies, such as those governing the responsible use of academic materials, are also included.