

Admissions and Enrollment Information

Admission to LCC

No fees, essays or test scores are required for admission to Lower Columbia College! Just fill out an online form, and you're in.

Apply or learn more (lowercolumbia.edu/apply) or visit the One-Stop Center in the Admissions Building when campus is open. 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

As part of getting started, new LCC students participate in a New Student Advising Session (NSA) after completing the necessary steps of applying, placement, and activating their student account. In a typical NSA, students meet their assigned staff advisor, discuss their educational goals, and register for class.

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 (lowercolumbia.edu/enrollment)** online.

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 but are not necessarily limited to completed college courses, high school transcript GPA, Smarter Balanced Assessment, High School Transfer Agreements (HSTA), GED, SAT, Transitional Studies course 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 new student advisor. In future quarters, students can register online after meeting with their program advisor.

Registration dates and deadlines (lowercolumbia.edu/enrollment) are available online. 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 (myaccount.ctclink.us/)** at wa130.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 should contact the Registration Office as soon as possible for assistance correcting their enrollment.

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 instruction in fall, winter, and spring quarters. For courses shorter than 10 weeks, including summer quarter courses, the last day to withdraw is 80% of the length of the course. Students can officially withdraw by dropping a class in ctcLink or notifying the Registration Office in writing by 11:59 pm on the last day to withdraw. If a student stops attending a class without officially withdrawing, they will remain on the roster and receive a grade accordingly.

Prior to withdrawing, students are encouraged to consult with the class instructor, advisor, and Financial Aid office to understand the impact of withdrawing on financial aid eligibility and progress toward graduation.

Requests to withdraw after the last day to withdraw are reviewed for approval by the Academic Standards Committee. Late withdrawal requests must include verifiable documentation showing the student was unable to withdraw prior to the deadline due to emergency circumstances outside the student's control.

The last day to withdraw without a W grade is the tenth instructional day of the quarter for fall, winter, and spring quarters. For courses shorter than 10 weeks, including summer quarter courses, the last day to withdraw without a W is 20% of the length of the course.

The 10th day of classes is the last day to drop without a W. 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 (lowercolumbia.edu/financial-aid/forms)** or visit the Financial Aid office for information.

See also: **Adding and Withdrawing from Classes in the LCC Student Handbook (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)