Important Things to Know

1098-T Forms

1098-T forms are used to report information on your out-of-pocket qualified tuition expenses to colleges and/or universities in the previous calendar year. All colleges and universities are required by the Internal Revenue Service (IRS) to provide you with this information, which you (or someone who can claim you as a dependent) may use in conjunction with a tax return. To grant LCC access to provide you with the information electronically, log in to your ctcLink account. From the "Financial Account" tile, select "1098T," then "View 1098-T." Under "Grant Consent," select yes, then hit submit. If you don't grant consent for electronic access, you won't be able to retrieve your information online. If you say no or don't grant access, LCC will send you a paper copy in the mail early in the year to the address we have on file, in accordance with IRS requirements.

Phone: (360) 442-2920
Web: lowercolumbia.edu/tax-credit
Email: finance@lowercolumbia.edu

Address Changes

Due to Department of Education requirements, you need to inform the college within 14 days if you change your physical location while taking classes. Your physical location may be different from your mailing address or your actual permanent home address where you plan to return after you stop attending LCC. To update your address, log in to ctcLink and select the "Profile" tile. Select "Addresses" from the menu on the left. Use the "home address" option to enter your physical location if it is different than your mailing address. If you want your mail delivered somewhere other than your home address, add a separate mailing address. If your addresses are not up to date in ctcLink, you may not receive your financial aid funds or important communications from the college.

Phone: (360) 442-2370
Web: lowercolumbia.edu/ctcLink

Arts & Entertainment

LCC's spectacular Rose Center for the Arts offers a rich selection of concerts, plays, art shows, lectures, and other arts, entertainment and cultural events. The Art Gallery typically stages exhibitions every month.

Multiple concerts, including jazz and symphonic bands and several choirs, are held every quarter in the 400+ seat Wollenberg Auditorium. Plays are held in the Center Stage Theatre. LCC students are admitted free with a valid ID card.

Phone: (360) 442-2512

Web: lowercolumbia.edu/aande

Bulletin Boards

All flyers and posters need to be authorized in the Student Activities Office prior to being posted on any bulletin boards on campus. Any unauthorized posters or fliers will be taken down.

Catalog

The LCC Academic Catalog contains a variety of important information, including academic policies, course descriptions, distribution lists, and degree and certificate requirements. You can also find archived catalogs on the catalog page, which you may need if you want to reference the program requirements that were in effect the year you entered LCC.

Web: lowercolumbia.edu/catalog

Commencement (Graduation)

LCC holds a commencement ceremony each June to honor and celebrate the achievements of students earning a degree, certificate, high school diploma or GED. All graduates are encouraged to participate in commencement. Information about commencement (lowercolumbia.edu/commencement) is available at lowercolumbia.edu/commencement.

College Degree and Certificate Graduates

Bachelor's degree, associate degree, and certificate graduates must apply for graduation in ctcLink at least eight weeks before the end of the term in which they plan to graduate. Instructions, deadlines and other details about the graduation application process are available on our Graduation Processing webpage (lowercolumbia.edu/graduation) .

Phone: (360) 442-2370
Web: lowercolumbia.edu/graduation

High School and GED Graduates

Open Doors, HS+, and GED graduates should contact the appropriate department to learn more about participating in commencement.

Web (Open Doors): lowercolumbia.edu/open-doors
Web (HS+ and GED): lowercolumbia.edu/ccp

Email

A valid email address is required for all students. Lower Columbia College (LCC) email addresses are generated upon processing of admission applications. Students have the option of using the LCC email or an alternative address as their "preferred" email address in ctcLink. The College will use the "preferred" email address for official communications with all students. If a student does not enter and/or designate an email address in ctcLink as "preferred," all official communications will be sent to their LCC email address.

The College expects that every student will receive and read email on a frequent and consistent basis. A student's failure to receive and read College communications in a timely manner, understanding that the College is not responsible for the handling of email by outside service providers, does not absolve that student from knowing and complying with the content of such communication. It is the responsibility of the student to alert college staff when experiencing email account issues.

Phone: (360) 442-2322
Web: lowercolumbia.edu/publications/administrative-policies/490

Identification (ID) Numbers and Cards

All LCC students have an identification number, called a ctcLink ID number, also referred to as 'EMPLID' in the ctcLink system. This is a nine-digit number assigned when you are admitted, and is printed on your ID card. Your Lower Columbia College ID card serves as your library card and gives you free transportation on River Cities Transit buses, free access to the Computer Lab, and entry into the Fitness Center, Learning Commons and Test Proctoring Center. It also entitles you to free admission to LCC-sponsored plays, concerts, sporting events and other activities.

ID cards are available in the Admissions Center Building (ADC), at the One-Stop Center. Although the ID card is not issued quarterly, you will need to stop by every quarter to have your ID card updated with the new quarter's sticker. If you lose your ID card, a replacement fee will be charged.

Phone: (360) 442-2322
Web: lowercolumbia.edu/students/faq

Lost and Found

Lost items can be turned into the Lost and Found in the Security Office downstairs in the Student Center. All items are kept until the end of each quarter and then disposed of, if not claimed.

Phone: (360) 442-2271
Web: lowercolumbia.edu/safety

Checked for Accessibility: GM, ECR, 05/19/2025, Adobe Accessibility Checker

Parking

Parking is provided for LCC students on a first-come, first-served basis in the major parking lots surrounding the campus. To park on campus, display an official parking decal on the vehicle. Pick one up at the One-Stop Center in the Admissions Center Building (ADC) when you pay your tuition and fees, or after paying online. Students may be fined for parking on campus without a parking decal.

Phone: (360) 442-2271
Web: lowercolumbia.edu/buildings/parking

Scholarships

The Lower Columbia College Foundation awards more than 300 scholarships each year. You can apply for LCC Foundation scholarships by completing a single online application which qualifies you for multiple opportunities. There are two scholarship application cycles available each year. The first application cycle opens in March and the second cycle opens in October. Applications can be accessed from LCC's scholarship webpage.

LCC also provides information about outside scholarships, those awarded by outside organizations. Information about these awards is posted on the Scholarship webpage. Scholarships can affect financial aid awards, so please check with the One -Stop Center if you have questions.

Phone: (360) 442-2130
Web: lowercolumbia.edu/scholarships

Weather/Campus Closures

Procedure

If the campus is closed due to weather or other emergency, information will be shared through the LCC website, local media, social media, emergency text messages, and via email.

Web: lowercolumbia.edu/closure-procedure, lowercolumbia.edu/publications/emergency/crisis-communication-procedure, and lowercolumbia.edu/publications/emergency/emergency-text-messages

Wi-Fi

Wireless Internet access (Wi-Fi) is available across campus for students, staff, and community members.
A password is required.

Steps to Connect:

1. Use your wireless device to view wireless networks
2. Select the LCC-iAccess network and click 'Connect'
3. Enter the network key/password: 'lccOpenWireless' (this is case sensitive)
4. Open a web browser and accept the 'Usage Policy Agreement'.

See below for contact and other important information.

Phone: (360) 442-2520
Web: lowercolumbia.edu/technical-help/wifi