SPRING 2016
schedule
UMPQUA COMMUNITY COLLEGE
A MESSAGE FROM
DR. WALTER NOLTE
UCC INTERIM PRESIDENT

Dear Students,

Good things are happening on campus right now as we prepare for Spring Term. Our focus remains providing you, our students, with the tools and support you need to reach your individual educational goals. We understand that the last few months have been difficult, and we are proud of the strength and resilience you have shown.

Thank you once again to the community for your support. We are happy to see our campus community healing and moving forward. Spring is often a time of new beginnings and change. We are doing everything in our power to ensure we provide our students with a renewed sense of security, motivation, and personal achievement this term. Remember that we are here to support your goals, whatever they may be. Feel free to submit thoughts and comments to my office at 541-440-4622.

Best,

Dr. Walter Nolte
Interim President, UCC

The emergency medical services personnel were critical to helping Umpqua Community College on October 1st.

To honor them, the cover of the Spring Class Schedule shows an EMS student, faculty and community professional to represent the connections between our program and our community.
UCC MISSION STATEMENT

Umpqua Community College provides high-quality college degree programs, workforce development, and community learning opportunities.

GOALS

- The College will expand opportunities in current and new post-secondary transfer and professional/technical education programs that lead to continued learning activities and desired employment.
- The College will increase opportunities for enrollment in Adult Basic Skills Development programs for students who are not college or work prepared.
- The College will enhance life-long learning programs that increase opportunities in workforce training, economic development, job preparation and upgrading, personal enrichment, and cultural well-being for our students and community.
- The College will develop new strategies, methods, and resources to access post-secondary educational programs and life-long learning services.
- The College will promote and support a positive learning and working environment to encourage student and employee success.
| **UCC CONTACTS** |
|------------------|------------------|
| **UCC Campus**   | .541-440-4600    |
| **Toll Free**    | .800-820-5161    |
| **Academic Advising & Career Service Center** | .541-440-4610 |
| **Academic Success Center** | .541-440-7733 |
| **Accessibility Services** | .541-440-7655 |
| **Admissions**   | .541-440-7646    |
| **Adult Basic Education** | .541-440-4675 |
| **Alumni Association** | .541-440-7847 |
| **Apprenticeship** | .541-440-4675 |
| **Arts & Sciences Division** | .541-440-7652 |
| **ASUCC Student Leadership** | .541-440-7849 |
| **Athletics**    | .541-440-4686    |
| **Automotive**   | .541-440-4695    |
| **Bookstore**    | .541-440-4664    |
| **Business Administration** | .541-440-7646 |
| **Career and Technical Education** | .541-440-4713 |
| **Cashier Office** | .541-440-7660 |
| **Chief Financial Officer** | .541-440-4636 |
| **Community and Workforce Training** | .541-440-4668 |
| **Community and Workforce Training: Register by Phone** | .541-440-7744 |
| **Computer Information Systems** | .541-440-7686 |
| **Commercial Truck Driving (CDL)** | .541-440-7691 |
| **Community Relations** | .541-440-4628 |
| **Cooperative Work Experience** | .541-440-4713 |
| **Criminal Justice** | .541-440-7668 |
| **Culinary Arts** | .541-440-7646 |
| **Dental Assisting** | .541-440-4710 |
| **Early Childhood Education** | .541-440-7848 |
| **Educational & Technology Center** | .541-440-7685 |
| **Educational Partnerships** | .541-440-7813 |
| **EMT/Paramedic** | .541-440-7680 |
| **Engineering** | .541-440-4683 |
| **Financial Aid** | .541-440-4602 |
| **Fine Arts** | .541-440-4691 |
| **Fire Science** | .541-440-7829 |
| **Ford Childhood Enrichment Center** | .541-440-7741 |
| **Foundation** | .541-440-7847 |
| **GED Classes** | .541-440-4603 |
| **HelpDesk** | .541-440-7808 |
| **Hospitality-Restaurant Management** | .541-440-7646 |
| **Human Resources** | .541-440-4626 |
| **Humanities** | .541-440-4648 |
| **Human Services** | .541-440-4679 |
| **Job Corps** | .541-496-3507 |
| **Job Placement** | .541-440-7797 |
| **JOBS** | .541-440-7664 |
| **Learning Skills** | .541-440-4715 |
| **Library** | .541-440-4640 |
| **Mathematics** | .541-440-7652 |
| **Nursing** | .541-440-4614 |
| **PE / Health** | .541-440-4686 |
| **Peer Mentors** | .541-440-7949 |
| **President (interim)** | .541-440-4622 |
| **Registrar’s Office** | .541-440-4604 |
| **Reserve Officer Training Academy** | .541-440-7668 |
| **Scholarship Office** | .541-440-7674 |
| **Science** | .541-440-7652 |
| **Security** | .541-440-7777 |
| **Small Business Development Center** | .541-440-7824 |
| **Social Science** | .541-440-4647 |
| **Student Ambassadors** | .541-440-7873 |
| **Student Life** | .541-440-7749 |
| **Testing Services** | .541-440-4610 |
| **Theatre** | .541-440-4694 |
| **Title IX** | .541-440-7690 |
| **Transfer Opportunity Program** | .541-440-4712 |
| **Tutoring Center** | .541-440-7733 |
| **UCCOnline** | .541-440-7685 |
| **Veterans** | .541-440-4621 |
| **V.P. Instructional Services** | .541-440-4682 |
| **V.P. Student Services** | .541-440-4631 |
| **Viticulture & Enology** | .541-440-4709 |
| **Welcome Center** | .541-440-7774 |
| **Welding** | .541-440-7819 |
PASSPORT TO LEARNING
UCC Faculty Lecture Series

FREE!

Attend UCC’s FREE Faculty Lecture Series, where faculty give short, vibrant talks about subjects they are passionate about. Gain insight into a variety of topics you never realized could be so fascinating!

12-1 p.m., Wednesday, Mar 9:
Make your learning last: Retain and utilize what you learn for school, work, and fun
Jennifer Lantrip, Library Science

Adventures in Distilling Predictability from Complexity
Professor Mick Davis, Science

4-5 p.m., Thursday, Mar 10:
Five Significant Turning Points in History
Professor Charles Young, Social Science

12-1 p.m., Wednesday, Apr 13:
The History of Electronics in Music
Professor Michael Wheeler, Music

Topic TBD
Professor John Blakely, Automotive

Where? Loggers Cafe
Student Center Building
Umpqua Community College
www.umpqua.edu/faculty-lecture-series

4-5 p.m., Thursday, Apr 14:
Coordinates of Loss: From Background to Foreground, A Poetry Reading
Professor Nancy Nowak, Learning Skills

Great Accidents in Science: Saccharin, Silly Putty, and Super Glue
Professor Joseph Villa, Science

12-1 p.m., Wednesday, May 11:
Smile Secrets
Professor Tamara Loosli, Dental Science

12-1 p.m., Thursday, May 12:
Hackers, Crackers & Other Weirdos: What is the Deep Web and is it the same as the Dark Web?
Professor John Blackwood, Computer Science

Using Twitter in the Classroom:
Tweet a Little Tweet For Me
Professor Deborah Gresham, Business
ACADEMIC CALENDAR
SPRING 2016

Spring Registration
Registration dates for undergraduate students are based on overall credit hours earned (credit hours are not earned until they are graded). Earned credit hours are shown on the academic transcript (see example below) which may be viewed in Student Records under Student Self Service. Please see the following list for your dates to register.

February 22–24   >= 45 earned credit hours
February 25–28   >= 30 earned credit hours
February 29–March 2  >= 15 earned credit hours
March 3–6        >= 1 earned credit hour
March 7          Open Registration

Note: Registration begins at 8 a.m. on February 22. All other registration will run continuously. Please see page 33 for non-credit registration dates.

<table>
<thead>
<tr>
<th>TRANSCRIPT TOTALS (UNDERGRADUATE) -TOP-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals Hours</td>
</tr>
<tr>
<td>Institution:</td>
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<tr>
<td>Transfer:</td>
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<tr>
<td>Overall:</td>
</tr>
</tbody>
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Check our website for the Student Orientation schedule.

February
15 | Monday | President’s Day (campus closed)

March
14 | Monday | Textbook Sales Begin
14 | Monday | Bus Pass Sales Begin
28 | Monday | Final Payment Deadline
28 | Monday | Classes Begin

April
1  | Friday | Registration Deadline
1  | Friday | Refund Deadline
1  | Friday | Drop/Delete Deadline
1  | Friday | Last Day for Textbook Returns
8  | Friday | Audit Deadline
15 | Friday | Term-by-Term Planner Begins

May
20 | Friday | Withdrawal Deadline
30 | Monday | Memorial Day (campus closed)

June
4-10 | Sat-Fri | Final Exams
10  | Friday  | End of Term

FOR THE MOST UP-TO-DATE COURSE INFORMATION, GO TO www.umpqua.edu/class-schedule
STUDENT FEES
At UCC a student may be required to pay for fees in addition to tuition. Credit classes require some "per credit" fees; term fees are charged each term; and course fees are associated with a specific class.

Student Activity Fee
Paid by students taking credit classes, this fee helps fund the operations of the Student Life office and supports student activities (including athletics). The fee funds the college contract with Umpqua Transit, which provides credit students with a reduced priced bus pass for the term.

Student Fee for SUCCESS Program
Paid by students taking credit classes, this fee supports the Success Center and Peer Mentor program.

Technology Fee
Provides for the upkeep and renewal of campus technology infrastructure in support of classrooms, computer labs, and campus information systems.

Credit Registration Fee
This fee is charged each term to students who enroll in undergraduate credit classes. The proceeds go toward placement testing, degree/certificate application process, academic transcripts, degree verifications, and other record keeping.

Student Insurance Fee
This fee covers the premium for accident insurance while students are involved in college classes and activities, or traveling on college business. For more information, contact the Student Life Office at 541-440-7749.

UCC Online & Hybrid Class Fees
Fees pay for costs associated with providing students with online courses, including the delivery platform.

Course Fees
Course fees pay for the materials & supplies associated with the class you are taking (ie: lab supplies for a Science class or liability insurance for Nursing). Some courses are offered as self support and carry a fee amount that is required for course delivery and materials.

CREDIT TUITION AND FEES
Tuition and fees are payable by the deadline listed for each term. Tuition and fee rates are subject to change without prior notice.

Oregon Resident Tuition per Credit * .................................................. $87
Global fee per credit ........................................................................ $10.50
Legacy fee per credit ...................................................................... $7
Total tuition & technology fee per credit ................................................. $104.50

Out-of-State / International Tuition per Credit ...................................... $203
Global fee per credit ........................................................................ $10.50
Legacy fee per credit ...................................................................... $7
Total tuition & technology fee per credit ................................................. $220.50

International students are required to enroll as full-time students.

Gold Card Discounts — Credit Classes
Senior Gold Card holders (age 60+) receive 50% discounts on credit course tuition and pay 100% of fees.

Other Fees
Credit registration fee per term (non-refundable) .................................. $25
Student Insurance Fee (non-refundable) ............................................... $5
UCC Online class fee per course ......................................................... $25
UCC Hybrid class fee per course ......................................................... $25
Non-credit online classes through Community and Workforce Training ........................................... $5
Graduation application fee ................................................................. $30
Graduation Fee ABSD ................................................................... $15
Proctored test ................................................................................. $20
Placement Assessments
  Retest fee - single session .......................................................... $6
  Complete retest .......................................................................... $15
Return check/stop payment charge fee ............................................... $35
Course challenge fee per course ......................................................... $10
U.S. fax for transcript fee ................................................................. $3
International fax for transcript fee ..................................................... $10
Rush transcript fee .......................................................................... $10

Other fees vary from class to class. Fees are listed in the fee column for each class requiring this additional payment.

*Umpqua Community College provides free tuition to the dependents of fallen Oregon United States military personnel who died while participating in operations as part of the Global War on Terrorism. For further clarification, see policy 710.7 at www.umpqua.edu/board-policies.
SPOTLIGHT ON UCC’S EMS PROGRAM

Aaron Thompson – Current UCC Student

Current UCC Paramedic Program student, Aaron Thompson, already has two Associate in Arts and Sciences degrees from Umpqua Community College, but he hasn’t reached the end of his educational path just yet. The way this young man speaks about education, he may find himself on an unending journey towards the collection of additional knowledge. Aaron speaks comfortably about the fact that “it’s hard to put a price on great education.”

Aaron sees a promising future for himself, his beautiful wife and three wonderful children ages one, three and five years old. He talks about currently having a foot in the door at Douglas County Fire District Two in the Emergency Medical Services division and how his past and current education relate to his future success, “I can only go upwards once I obtain my Paramedic License.”

“At UCC, I feel that my constant search to better myself encourages other students to better themselves.” Aaron goes on to say, “I’m a knowledgeable resource to help other students understand the materials being taught. In the community I am already a public servant both as an EMT and as an Airman in the guard. When I complete the medic program I will become more of a resource and a better emergency medical provider to the community.”

Aaron labels current Paramedic Coordinator Roger Kennedy as his greatest help and influence. He goes on to explain how Roger’s guidance and help have enabled him to work full-time and to obtain his license this August. Aaron also credits Ann Abel in the Veterans Affairs office as “instrumental in helping me secure my VA benefits for schooling.”

An often quoted piece of advice seems to ring very true in Aaron’s case; in fact it seems to mirror his life and the way he prepares for his future. “In order to get where you want to go, the only person stopping you is you. If you can understand that you are the key and hold yourself responsible for your actions, you will find your way and the cost of the opportunities will pay for themselves.”
Alexandra Thompson – Paramedic

“As the youngest of three kids in a health-care family, it was a no brainer that I would go to work in medicine,” says Alexandra Thompson, former UCC student and paramedic with Fire District Two in Roseburg. “Ever since I was quite young I knew I would follow in my big brother’s paramedic footsteps.” Alexandra’s career started at Sweet Home Fire and Ambulance District where she worked for two years as an EMT/Firefighter. From there she moved to Lebanon Community Hospital as an ER Unit Secretary for two years before transferring to Roseburg to pursue her Associate of Applied Science degree from Umpqua Community College.

Alexandra had applied multiple times to Chemeketa Community College’s very competitive paramedic program because it was closest to her home. This very persistent young woman eventually decided to widen her search. Alexandra recalls, “UCC was the next closest to where I was living at the time. I was immediately accepted and began making plans to relocate to Roseburg to pursue my degree.”

Alexandra recalls how she felt when she first arrived in Roseburg and registered for classes at UCC. “I was in a new town and literally knew no one, but the program directors and the program aides at UCC really made a difference for me. I always felt as though they all have been where I was. They knew what was important and where to push me so I stepped outside of my comfort zone. I would not be the person or paramedic I am today without them.” Alexandra plans to continue her pre-hospital emergency care career until she feels it is time for a transition to pursue her nursing degree. “For right now, my focus is to continue to regain my life after school. I will be getting married this year and hopefully starting a family soon.”

Roger Kennedy – UCC Instructor

Roger Kennedy believes the difference he makes daily on the Umpqua Community College campus comes from the fact that he is educating future EMS providers for our local communities. He knows he has a hand in keeping the community safe and healthy as UCC’s EMT-Paramedic Instructor and Program Coordinator. He is also a current first responder and EMT, so his practical skills and knowledge really make a difference for the students he teaches, especially those that graduate and go on to pursue EMS as a career. Roger tells students, “Make mistakes during your education so that you can learn from them and not make them when caring for a patient.”

Roger, like many instructors at UCC, brings on-the-job talents to his teaching role. Roger’s UCC experience began when he became interested in helping out with labs in the paramedic class. “I previously had students riding on the ambulance with me for their internship,” he says, “and enjoyed teaching the students and assisting them in becoming paramedics.”

The success he’s had at UCC, Roger modestly says, can be credited back to the Dean of Career and Technical Education, Jesse Morrow, and Joel King, Fire Science Coordinator and EMS Clinical Coordinator. “I came into my position at UCC without previous knowledge of not only how to teach, but also how to successfully run a program. Without their guidance and dedication, the EMS Program would not be where it is today.”

When asked why pursuing an education was so important to Roger, he answered much the same way as he does when sharing practical advice with those in his class. “Throughout my career, in order to advance, pursuing education has been important to me. We never know what the future has in store and, without an education, the doors to success are limited. It was also a goal of mine to be the first in my family to achieve a college degree.”
RESOURCES FOR SUCCESS

ADVISING, COUNSELING,
AND RECRUITMENT SERVICES

PROGRAM ADVISING & CLASS
SELECTION

STUDENT ADVISING
Unofficial Degree Evaluations
umpqua.edu/advising-career
Mary Morris ........................... 541-440-4610

CAREER NETWORK
Experiential Learning
Student Employment Opportunities
umpqua.edu/career-network
Ben Horvath ........................... 541-440-7797

COUNSELING SERVICES
Confidential Crisis Counseling
Short-term 1 Hour Appointments
umpqua.edu/counseling-services
Cafeteria-Bistro ........................... 541-440-7900

ACCESSIBILITY SERVICES
Educational Accommodations
Learning, Physical, Psychological & Other
umpqua.edu/accessibility-services
Danielle Haskett ........................... 541-440-7655

TESTING SERVICES
GED Test, Placement Test & Proctor Exams
umpqua.edu/testing-services
........................................... 541-440-4610

ENROLLMENT SERVICES
Located in the Welcome Center
Services include:
Admissions
Registration
Academic Transcript requests
Verification of Enrollment requests
Evaluation of transfer credit
Degree Audit Evaluations
Graduation
Cashier
Contacts:
Admissions
LaVera Noland ........................... 541-440-4662
Registration assistance
Brenna Hobbs ........................... 541-440-4617
Academic transcripts
Amanda Shirley ........................... 541-440-4604

ATHLETICS
UCC actively participates in men’s basketball,
women’s basketball, and women’s volleyball.
UCC is a member of the Northwest Athletic
Association of Community Colleges (NWAC).
Competition comes from community
colleges in Oregon, Washington, and
Northern California.
Contact:
Cheryl Yoder, Athletic Director
........................................... 541-440-7729

BOOKSTORE
The UCC Bookstore is located in the Campus
Center Building.
Bookstore hours are listed at the front of this
schedule.
Students are encouraged to bring their
class schedules to ensure the purchase of
the correct textbooks for all classes. Many
textbooks can now be purchased online from
the UCC Bookstore at www.umpqua.edu/
bookstore.
The textbook buy-back is Wednesday and
Thursday of finals week for fall, winter and
spring terms, and during August for Summer
term.

FORD CHILDHOOD
ENRICHMENT CENTER
The Center offers quality child care on
campus and provides a safe and nurturing
environment that promotes social, physical,
and cognitive development for children 6
weeks through 5 years of age. The Center
also functions as a training laboratory for
students in Early Childhood Education.
Children may attend part or full time. Cost is
determined by the number of hours care is
needed. Some financial assistance is available
from a federal grant for qualified student
candidates. Applications are accepted
throughout the year. For more information,
visit the child care office in the Ford
Childhood Enrichment Center, or phone
Nora Bing, Center Director at 541-440-4650
or 541-440-7741.
Child care is available Monday through
Friday, 7:45 a.m. – 4:30 p.m.

LIBRARY
Call 541-440-4640 or visit www.ucclibrary.
com for information and hours.

STUDENT LIFE AND CAMPUS
ENGAGEMENT OFFICE
The Student Life and Campus Engagement
Office provides programs and opportunities
for students that enhance the UCC
experience and promote a sense of
community; we support student leadership,
clubs and organizations, student programs
and campus activities.
Located in the LaVerne Murphy Student
Center
Contact:
Marjan Coester ........................... 541-440-7749

STUDENT AMBASSADORS
Student Ambassadors are a first point of
contact for prospective students, current
students, the campus and community,
providing direction and assistance as needed.
LaVerne Murphy Student Center
........................................... 541-440-7873

PEER MENTORS
Peer Mentors assist students on a variety of
academic and non-academic issues and
help students navigate the college from the
perspective of a student who has already
done so.
LaVerne Murphy Student Center
........................................... 541-440-7949
Veteran Peer Mentor ........................... 541-440-4669

ASUCC STUDENT LEADERSHIP
The student leadership team is comprised of
both elected and appointed student
leaders, who provide representation for
student interests and needs. ASUCC provides
several student support services, including
Project CANS (Food Pantry), Emergency Gas
Vouchers, Subsidized Bus Passes, Backpacks/
Supplies and the Textbook Reserve.
LaVerne Murphy Student Center
........................................... 541-440-7849

FINANCIAL AID
The Financial Aid Office serves as a resource
for students wishing to further their
educational goals. Resources available
include: Federal Aid awarded through the
Free Application for Federal Student Aid
(FAFSA). These awards consist of Pell Grants,
Supplemental Educational Opportunity
Grants, Work Study and the Subsidized
and Unsubsidized Loans. The Oregon
Opportunity Grant is available from the state
also through the FAFSA application.
Located in the LaVerne Murphy Student
Center:
Director: Michelle Bergmann
Financial Aid Office ........................... 541-440-4602
TRIO EDUCATIONAL TALENT SEARCH (ETS) AND UPWARD BOUND (UB)
ETS serves seven high schools (Roseburg, Douglas, South Umpqua, Riddle, Sutherlin, Oakland, and Glide) and five middle schools (Fremont, Joseph Lane, Coffenberry, Winston, and Sutherlin) in Douglas County. Advisors guide students through information on careers, financial literacy, college fit, study skills, and class advising. High school seniors receive hands-on assistance in college and scholarship applications.
UB serves 3 high schools (Roseburg, Douglas, and South Umpqua) in Douglas County. Coordinators meet with their students many times throughout the year and hold Saturday Seminars with college admission test preparation and community service projects. In addition there is a 6-week summer academy that builds skills in core subject areas.
Contacts:
Missy Olson, Director ……… 541-440-7765
Cathy Adkins, Assistant …… 541-440-4606

TRIO SSS/TRANSFER OPPORTUNITY PROGRAM
The TRIO SSS/Transfer Opportunity Program is a federally funded program to help low-income and first-generation students complete transfer coursework at UCC and transition to a university. We provide advising, financial aid assistance, tutoring, campus visits and mentorship.
Director: Caroline Randall
………………………… 541-440-7771
caroline.randall@umpqua.edu
Program Assistant:
………………………… 541-440-4712

VETERANS & FEDERAL WORK STUDY
Located in the Laverne Murphy Campus Center
The Veterans Services Office provides assistance to veterans and their eligible dependents to apply for and receive Veterans Administration educational benefits, VA work study and other supportive services. This office also assists students who have been awarded Federal Work study with securing a position.
Contact:
Ann Abel ………………… 541-440-4621

VETERANS’ STUDENT CENTER
A dedicated space for our students who served or are serving in the armed forces.
Located in the Educational Skills Building
Contact:
Diana Kelly ……………….. 541-440-4600
Veterans Work Study ……… 541-440-4669

SUCCESS CENTER
The Success Center is dedicated to providing resources to students on campus to supplement their coursework and augment personal studying. Students can visit the Success Center to receive tutoring in most subject areas. There are also sixteen desktop computers that can be used for printing and completing class work in addition to laptops that can be checked out at the student’s convenience.
Students can also access 24/7 tutoring through SmarThinking on personal Canvas accounts in the majority of subject areas. Students who need assistance with navigating the financial aid process to gaining tips on how to manage test anxiety also have access to StudentLingo. Please check out the Success Center website at www.umpqua.edu/success-center.

Need help putting the scholarship pieces together to help pay for college?
Visit UCC’s website at www.umpqua.edu/scholarships for scholarship information and resources.
WHO MAY ENROLL?
UCC has an open door policy and admits students in the following categories:

- Graduates from accredited secondary schools.
- Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma.
- Non-high school graduates who are 18 years old or over and whose high school class has graduated.
- Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written Release from Compulsory School Attendance as a special student (ORS 339.030).
- High school as juniors or seniors who present written approval from their school officials. (Course load must be approved by both schools.)
- Some programs have special program requirements other than listed above.

Citizens of other countries must meet certain federal immigration and college requirements before admittance to Umpqua Community College. International students can request special application materials from the UCC website.

Non-credit students are not required to submit a formal application.

EARLY REGISTRATION AND PAYMENT
Student who register early for a subsequent term(s) must pay the tuition and fees due. Students with no schedule changes may mail or drop off a check (with their name and identification number) in the Welcome Center by the dates listed for each term.

PAYMENT OF TUITION AND FEES
Tuition and fees for each term may be paid in one of the following ways:

1. Payment in full or online payment plan by March 28.
2. Approved Financial Aid.

Registration AFTER March 28 must be accompanied by payment in full or online payment plan.

Failure to pay may result in being dropped from classes.

Any unpaid debts will be put into the collections process 30 days after the end of the quarter. Appeals may be submitted to the Finance Office.

OUTSTANDING FINES / DEBTS
Students who owe library fines or other monies to the college will not be allowed to register until all such debts have been cleared through the Finance/Accounts Office.

CANCELLATION OF CLASSES
The college reserves the right to cancel any class because of extenuating circumstances, such as low enrollment.

REFUNDS
Credit Tuition Refunds
www.umpqua.edu/cost-aid/tuition-fees

Students who withdraw from one or more UCC courses and who have complied with regulations governing withdrawals are entitled to certain refunds of tuition depending on the time of withdrawal. Refunds are limited to students who comply with withdrawal procedures.

Consequences for Not Paying
The college may take any or all of the following actions if students fail to pay their accounts:

- Require immediate payment in full
- Block enrollment for future terms
- Decline to provide transcripts
- Turn accounts over to collections for non-payment after three months
- Assign the debt to the Oregon Department of Revenue to offset any refunds or sums due

For more information go online at:
www.umpqua.edu/student-accounts

FINANCIAL AID
Students must apply for financial aid every year by filing out the Free Application for Federal Student Aid (FAFSA). The FAFSA may be submitted as early as January for the next academic year. Applying for financial aid can be time-consuming; a quick response to UCC requests for information can shorten the process. Notification of financial aid awards are e-mailed to student e-mail addresses.

More info: www.umpqua.edu

Using Student Self Service for Financial Aid

1. Go to www.umpqua.edu
2. Click on Student Self Service
3. Enter: User ID Number (8xxxxxxx), NOT username (jsmith01)
4. Enter PIN Number
5. Click on FINANCIAL AID

UCC reserves the right to adjust student aid funds based on changes in anticipated cost of education, enrollment status, other student resources, and the availability of funds.

For additional information, refer to the Student Financial Aid Award Information Booklet at www.umpqua.edu/financial-aid.

PLACEMENT ASSESSMENT
The placement assessment is required for all credit students. It is given on a walk-in basis in Testing Service in the LaVerne Murphy Student Center building.

DROPS / WITHDRAWALS
Students registered for classes are considered to be in attendance. Students discontinuing attendance without filing the official drop/withdrawal form in the Registration Office may receive a failing grade. Recipients of Title IV financial aid are subject to the federal regulations for withdrawals from classes for a term.

Students wishing to drop/delete (which does not appear on the academic transcript) from a course(s) must initiate the withdrawal procedure within the first five instructional days of each term (except for classes less than 10 weeks in length). The appropriate form must be filed in the Registration Office. After five days, the following withdrawal (appears on the academic transcript as a “W”) procedures must be followed.

WITHDRAWAL FROM UCC
To withdraw from all courses, students must get signatures from a counselor and the financial aid office. The withdrawal form must be completed and filed in the Enrollment Services Office.

WITHDRAWAL BY INSTRUCTOR
Students who register for a class but do not attend the first class, or who contact the instructor before the first class meeting of the term, may be withdrawn by the instructor.

STUDENT EDUCATIONAL RECORDS
The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, covers the release and inspection of student educational records. In compliance with FERPA, Umpqua Community College has formulated the Student Records Policy to outline the proper handling and release of these records. See the UCC catalog at www.umpqua.edu.

DIRECTORY INFORMATION
Umpqua Community College defines certain information as “directory information,” which may be released to a third party upon written request. Students may sign a Directory Information Hold Form to prevent the release of this information. Students who sign the request will not be listed in news releases concerning honor rolls or in commencement publications.

ACCESSIBILITY SERVICES
Accessibility Services advocates for and empowers students with disabilities. Persons with questions about services or requests for accommodations should contact Accessibility Services at Umpqua Community College, 1140 Umpqua College Road, Roseburg, Oregon 97470. 541-440-7655 / 1-800-735-1232

Oregon Relay TTY 1-800-735-2900
STUDENT HEALTH (ACCIDENT AND SICKNESS) INSURANCE
Umpqua Community College no longer offers student accident/sickness insurance. For more information, contact the Student Life Office at 541-440-7749.

STUDENT ID CARDS
All registered students are entitled to an ID card. The ID card serves as official UCC photo identification and can be used as a UCC library card. ID cards are available from the Information Desk in the Student Center. Students must show a copy of their current class schedule and another form of photo id. Call 541-440-4600 for ID processing hours. ID cards must be validated each term. Validation stickers are available from the Information Desk in the LaVerne Murphy Student Center, from the cashier in the Del Blanchard Welcome Center/Administration building, and at the library desk.

PARKING
Umpqua Community College provides ample parking spaces near and around all campus buildings. Students may park in any space, except for staff (green) and visitor (white) and those reserved for persons with a disabled person parking permit, which are marked in blue with signs. Stickers and placards required to park in disabled parking spaces are issued by the Oregon Division of Motor Vehicles.

SMOKING
Smoking and tobacco use are not permitted inside the perimeter of any Umpqua Community College property. Designated smoking areas are provided near parking lots on the outside perimeter of campus. Marijuana is not permitted on campus.

BUS SERVICE
UCC students (enrolled for college credit or other credit) can ride the bus at a reduced cost. The "U" pass can be purchased from the Cashier in the Finance Office in Lockwood Hall. For more information, call Umpqua Transit at 541-440-6500.

ONLINE COURSES
Online courses appeal to students who need a more flexible schedule, are self-motivated, and able to accomplish much of the required course work independently. Interested students are encouraged to visit www.umpqua.edu/ucconline to view "Is Online Learning for You?" or contact an academic advisor at 541-440-4610.

CAMPUS SECURITY POLICY
Campus security coverage is maintained seven days a week. Security staff may be contacted by calling 541-440-7777 or dialing 7777 from any campus extension. In addition to providing a safe working environment, Campus Security enforces traffic and parking regulations, promotes crime prevention and secures the college buildings and facilities. Campus crime information is collected annually and is available upon request.

STUDENT CODE OF CONDUCT
Students at Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the college that perpetuate its educational purpose. Students can access the Student Code of Conduct online at www.umpqua.edu/conduct-code. A hard copy of the document is available in the Student Life Office in the Campus Center.

GRIEVANCE PROCEDURE
A grievance procedure and binding arbitration is provided for any dispute or claim (including those based upon a statute, tort, or public policy) that a student has with the College regarding the terms and conditions of enrollment by the College.

TERMS AND CONDITIONS
Students are to read and abide by the contents of the current UCC Catalog, which sets forth the terms and conditions of enrollment and supersedes and replaces any previous Catalog. Circumstances will undoubtedly require that the policies, procedures, rules, and benefits described in this Catalog change from time to time as the College deems necessary or appropriate, and those changes will be valid when approved by UCC administration and/or voted by the Board of Trustees. Those changes will be posted on the UCC website and when appropriate, will be incorporated in future editions of the UCC Catalog.

EQUAL OPPORTUNITY
It is the policy of Umpqua Community College to provide equal educational and employment opportunities and to provide service benefits to all students and employees without regard to sex, race, color, religion, national or ethnic origin, age, sexual orientation, marital status, disability or any other status or characteristic protected by applicable state or federal law. This policy is in accordance with the laws enforced by the Department of Education and Department of Labor, including Presidential Executive Order 11246, as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Acts of 1974-75, the Americans with Disabilities Act of 1990 and Oregon Revised Statute 659.030. Inquiries regarding application of these and other regulations should be directed to the College’s Human Resources Office 541-440-4626, the Office of the Vice President of Student Services 541-440-4631; the Office of Civil Rights, Department of Education Office, Seattle, Washington; or the Office of Federal Contract Compliance Programs, Department of Labor, San Francisco, California.

It is the policy of Umpqua Community College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President of Student Services, phone 541-440-4631 or Oregon Relay 800-735-2900. Persons having questions about or requests for special needs and accommodation should contact the Accessibility Services Coordinator at Umpqua Community College Counseling Office, 1140 Umpqua College Road, Roseburg, Oregon 97470. Phone 541-440-7655. Contact should be made 48-72 hours in advance of the event. (Oregon Relay TTY 1-800-735-2900).

TITLE IX
UCC is committed to diversity and equal employment/education opportunity. We comply with Title IX, the federal civil rights law. It prohibits discrimination on the basis of sex in federally-financed education programs. UCC protects and supports the 1972 Educational Amendments of Title IX. We work to:· Promote equity in academic and athletic programs.· Prevent hostile environments on the basis of sex.· Prohibit sexual harassment and sexual violence.· Protect from retaliation and remedy the effects of other gender-based forms of discrimination.· Investigate and notify the college community of serious or ongoing threats. We work to prevent a recurrence. For more information on Title IX issues or to file a sex discrimination complaint, contact Lynn Johnson, Director of Human Resources: 541.440.7690 or lynn.johnson@umpqua.edu
NEW TO UCC

IF YOU ARE NEW TO UCC, WE RECOMMEND THE FOLLOWING STEPS TO GET YOU OFF TO A SUCCESSFUL START:

1. Complete an Application for Admission online at www.umpqua.edu/apply, or in person at the Welcome Center in the Administration building.

2. Submit a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov by April 1 for priority consideration.

3. Students who have completed coursework at another college or university and are seeking a degree, must submit official transcripts from the previous schools.

4. Complete the mandatory online orientation at www.umpqua.edu/orientation and complete the quiz with a 70% or better. Call 541-440-4610 for any questions.

5. Take the college placement tests. Call 541-440-4610 for available times. Want to prepare for the placement tests? Call 541-440-4610 for more info.

6. Meet with an Academic Advisor to discuss your chosen program, your placement results, and/or choose your first term classes. Must meet with an advisor before registering for classes. Call 541-440-4610 for any questions or scheduling.

RETURNING TO UCC

REGISTRATION IS AVAILABLE FOR ADMITTED, ENROLLED AND RETURNING STUDENTS ONLINE OR IN PERSON.

Please refer to pages 6-7 and 12-13 in this Schedule, which provides additional information with regard to dates, tuition rates, policies and academic regulations. The following is a suggested checklist for students to complete their registration:

• Update your student record with the Registration Office if your name, address, phone number and/or program of study have recently changed.

ONLINE CREDIT SCHEDULE

Details for the classes offered for the term are listed on the following pages. For the most current information on class details (days, times, location, etc.) please check the online class schedule. Follow the instructions below to view what’s available and then to register.

TO VIEW OR BROWSE SCHEDULE

1. Go to www.umpqua.edu/class-schedule
2. Click on the Browse the Online Class Schedule button
3. Search by Term: Select Term
4. Click on Submit
5. Select Subject
6. Click on Class Search
7. For more information on any class, including additional fees, space availability, etc. click on course title

ONLINE REGISTRATION

Listed below are instructions for web registration. If you encounter any technical sproblems, call 541-440-7808 Monday through Friday, 7 a.m. - 4 p.m., fall, winter and spring terms. Once you have applied for admission and been admitted to UCC, then seen an advisor, the registration process is easy! Simply click through the lists of options, enter the #s for the courses you wish to take and you’re done! To complete the process, you will need to have your user ID and password ready.

WEB REGISTRATION STEPS

1. Go to: www.umpqua.edu/register-for-classes
2. Click on the Register online now! button
3. Review online instructions, then click on Go to your Student Self service button
4. To login: Enter User ID: Student ID # (8xxxxxxxx)
5. Enter PIN Number (6-15 characters)
6. Click on: STUDENT
7. Click on: REGISTRATION
8. Click on: SELECT TERM; choose the term & click SUBMIT
9. Click on: ADD OR DROP CLASSES
10. Add classes by entering the CRN in the Add Classes Worksheet and click SUBMIT CHANGES, or click CLASS SEARCH to find classes to add
11. When you are done, click on: RETURN TO MENU
12. Click on: CONCISE STUDENT SCHEDULE to see your registration
13. Be sure to click the EXIT when finished.
## YOUR FINAL EXAM TIME

<table>
<thead>
<tr>
<th>YOUR FIRST DAY OF CLASS &amp; TIME:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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### HOW TO READ THIS

Read the chart down the side to find the first day of the week your class meets. Next find the starting time of your class. Go across the column for the time of day of your final. Read to the top for the day of the week of your final.

### EXAM NOTE

Day classes that begin at times other than those listed, or when the first weekly class session is on Wednesday, Thursday or Friday — the instructor will arrange for a final exam time that is open for all of the students in the class. Exams will be held in regular classrooms.

All examinations are to be given as scheduled. Only in emergency situations will student requests be granted for times other than those listed on this schedule and then only by permission from the Division Director. Night classes which meet only one night per week will have the final on that night.

Saturday classes will have their final exam at the regularly scheduled class time on the last Saturday prior to finals week.