ADMISSION TO UCC

UCC has an "open door" policy and will admit students who meet any one of the following entrance requirements:

- Graduates from an accredited secondary school.
- 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" may make application as a special student (ORS 339.030).
- Students who are attending 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.

Non-credit students are not required to make formal application.

Admission to Specialty Programs and Certificates

Acceptance to the College as a student normally implies acceptance into any of the degree programs offered. However, some programs have secondary admission requirements due to limited space, staff and equipment. The apprenticeship, automotive, dental assisting, EMS paramedic, Police Reserve Academy, and nursing programs have special admission requirements and limited enrollment. See the appropriate program listings in this catalog for more information.

Adult Basic Education/GED/English Language Acquisition Students

Contact the appropriate office for admissions information: 541-440-4603.

Accessibility-Related Accommodations

Accessibility-related accommodations for admission are available upon request. Ask for assistance at the Office of Registration and Records or call Accessibility Services, 541-440-7655 or Oregon Relay at 1-800-676-3777 (TTY/Voice) or dial 7-1-1.

International Students

International students have an opportunity to pursue a quality education while living in a small American town. International students must meet certain federal immigration and College requirements before admittance to Umpqua Community College. Prospective students must present evidence of satisfactory English language skills and financial stability. Application materials and additional information is available at: www.umpqua.edu/international-students. Non F-1 status students follow the normal UCC student application process.

ENROLLING AT UCC

1. Apply to UCC

Complete the Admissions Application online at www.umpqua.edu/getting-started or in-person in the Admissions office in the Laverne Murphy Student Center.

2. Attend Orientation

Orientation is required to register for credit classes. Sign up at www.umpqua.edu/schedule-student-orientation.

3. Connect to Student Accounts

The links to student accounts are located at the top of the UCC website. Login to student accounts in the following order: Student Self-Service, Student Email, UCC Online/Canvas. Need help? Call Admissions at 541-440-7743 or get help during orientation.

4. Transfer Credit from Other Colleges

If student has completed coursework at another college or university, submit the official transcripts from other colleges for an evaluation: www.umpqua.edu/transferring-to-ucc.

5. Course Placement

Placement tests cover reading, writing, and math and take around 2 hours to complete. The testing center has walk-in times, appointments, and access to preparation materials. UCC also utilizes multiple measures for recent high school graduates, using high school grades and state assessment scores. www.umpqua.edu/take-placement-tests or 541-440-7659.

6. Financial Aid

The UCC financial aid website has information on federal financial aid, links to UCC scholarships, and information on veteran benefits and work study. It is important to complete the Free Application for Federal Student Aid (FAFSA) as soon as possible, as there will likely be additional steps to complete through the student's account. www.umpqua.edu/financial-aid.

7. Meet with an Academic Advisor

Students are assigned an advisor based on their program of study. It is important to see an advisor to discuss academic goals and class schedules. Students can schedule an appointment by calling 541-440-7743 or 541-440-4600.

8. Register

Students may register for courses during established priority registration timelines as listed on the Academic Calendar. Registration dates are based on a students earned credit hours. (Note: credit hours have not been earned until a final grade has been assigned). Students can find their earned credit hours on their academic transcript. Most registration is done online through Student Self-Service, but the student can also visit the Office of Registration and Records in the LaVerne Murphy Student Center. www.umpqua.edu/registration.

Waitlisting

Students can waitlist a class if they are eligible to register for the class (ex: prerequisites and other enforced registration restrictions must be met). However, students can waitlist multiple sections of the same course, as well as sections that would result in a time conflict with another class on their schedule. If a student becomes eligible to register in a waitlisted class, that is a duplicate of

another section or would result in a time conflict, the student must adjust their schedule to remove duplicate sections and/or time conflicts.

Some classes may offer a waitlist, which allows students to get on a waiting list to register for a full/closed class if a seat becomes available. Some classes may display as open, but the available seats are reserved for students on the waitlist. The waiting list operates on a first come, first served basis with a limited amount of time to register if a seat becomes available. Please check your student email for notifications. Please see your Academic Advisor if more information is required.

9. Pay for Classes

Payment is due on the first day of the term. Students can pay online, in-person, or by phone at 541-440-4635 or 541-440-4660. Umpqua.edu/accounting-finance/student-accounts

In-Person Payments: Student Accounts, located in the Laverne Murphy Student Center, accepts cash, check, credit card, debit card, Apple and Android Pay, and third party payment. There are no fees associated with these types of payment.

Mail Payments: Umpqua Community College Student Accounts, PO Box 967, Roseburg, OR 97470

Online Payments: UCC has contracted Nelnet to provide the ability to make payments online. Payments made using a debit card are treated as a credit card. Service fees will be assessed accordingly.

Financial Aid: Direct deposit (set up through Student Accounts). See Financial Aid/Students Accounts beginning on page 18 for detailed information about Financial Aid.

10. Get Student ID

All registered students are entitled to a Student ID card. The ID card serves as a student's official UCC photo identification and can be utilized as a UCC Library Card. Student ID cards are available through the Information Desk in the LaVerne Murphy Student Center during regular business hours. ID cards must be validated each quarter of enrollment; validation stickers are available from the Information Desk, from Student Accounts located in LaVerne Murphy Student Center, and from the Library reference desk.

11. Buy Books

The UCC Campus Store recommends textbook and course material purchases be made for the current term only. Actual in-store availability of materials will update once book sales begin. Book sales officially begin once financial aid is available in the Campus Store for student use, but materials are generally available for purchase prior to this date as a final sale. UCC College Campus Store, Laverne Murphy Student Center, 541-440-4664.

12. Stay on Track with the Success Center

The Success Center provides a variety of resources to UCC students. Get help for courses by meeting with a drop-in tutor on campus, or hop online with SmarThinking for help on the weekends. Our computer lab is open to all students and provides access to our college prep courses like CSM and Essential Skills. For more information, call 541-440-7831.

Definitions

Academic Year

Consists of three terms (or "quarters") of approximately 11 weeks each and one term for period of either four or eight weeks. Students may enter at the beginning of any term, but it is advantageous to enter fall term because most sequence courses begin in the fall.

Credit Hour

Usually represents two-three hours each week (for every hour in class, two hours of outside preparation are needed) for one term. This time may be assigned to work in classroom or laboratory or to outside preparation. The number of lectures, recitations, laboratory, studio, or other learning formats per week for any course may be found in the course descriptions in the catalog.

Credit Hour Load

Typically students should enroll for an average of 16 approved credits within a program per term to earn an associate degree in two years. Completion time frames may vary between students.

Sixteen credit hours involves about 48 clock hours of scholastic productivity each week during the term (16 classroom + 32 study preparation).

An accumulative GPA minimum of 2.75, and written approval from an academic advisor is required to enroll in more than 19 credits per term.

Curriculum

An organized set of courses and study designed to prepare students for advanced study, professional work or general education experience.

Full-Time Student

Student is registered for 12 or more credit hours per term.

Part-Time Student

Student is registered for fewer than 12 credit hours per term.

Period

A class meeting of discussion, lecture, laboratory work, etc., which may last for 50 minutes or more.

Sequence

Consists of three successive terms of a course such as Biology 101-102-103 or History of the US 201-202-203.

Subject

A designated field of knowledge such as math, history, science or English.