HOW TO BECOME A STUDENT

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 with approval.
- 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, and nursing programs have special admission requirements and limited enrollment. See the appropriate program listings in this catalog for more information. Contact the Admissions office at 541-440-7743 for guidance on special program requirements.

GED® Test Preparation/English for Speakers of Other Languages (ESOL)

Contact the Woolley Center at 541-440-4603 or by email at woolley@umpqua.edu for admissions information.

Accessibility-Related Accommodations

Accessibility-related accommodations for admission are available upon request from the Office of Admissions, 541-440-7743, or Accessibility Services Office at, 541-440-7900.

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: umpqua.edu/international-students (http://umpqua.edu/international-students/). Non F-1 status students follow the normal UCC student application process.

Enrolling at UCC

1. **Apply to UCC**
   Students can complete the Admissions Application online at Apply Now (https://umpqua.edu/ucc/become-a-student/apply/) or in-person at the Admissions office in the LaVerne Murphy Student Center. For questions, call 541-440-7743.

2. **Set-up Student Accounts**
   The links to Student Accounts are located under the student tab at the top of the UCC website. If assistance is needed with logging in, students can call 541-440-4711 or 541-440-7808.

3. **Attend Orientation**

Students have two options for completing orientation: in-person or online. To sign up, visit Orientation. (https://umpqua.edu/ucc/become-a-student/visit-campus/)

4. **Financial Aid**
   The UCC financial aid website has information on federal financial aid, veteran benefits, work-study, and UCC scholarships. Students should complete the Free Application for Federal Student Aid (FAFSA) as soon as possible, as additional steps will be required through the student account. For more information, visit the UCC Financial Aid website (https://umpqua.edu/ucc/become-a-student/financial-aid/) or call the Financial Aid office at 541-440-4602.

5. **Transfer Credit from Other Colleges and/or Credit for Prior Learning (CPL)**
   Students who have completed coursework at another institution should submit official transcripts for evaluation by visiting Transferring to UCC (https://umpqua.edu/academics/academic-resources/registration-records/transferring-to-ucc/). Credit for Prior Learning (CPL) (https://umpqua.edu/ucc/academics/cpl/) recognizes knowledge gained outside of the classroom, including life experiences, work, military service, certifications, and civic engagement.

6. **Meet with an Academic Advisor**
   Each student is assigned an advisor based on their program of study. Meeting with an advisor is important to discuss academic goals and course schedules. Students can schedule an appointment by calling 541-440-4610 or 541-440-4600.

7. **Register**
   Most students register online through Student Self-Service. In-person assistance is available at the Office of Registration and Records in the LaVerne Murphy Student Center. Visit Registration or call 541-440-4604. Students may also waitlist a class if they meet the registration requirements. Waitlists operate on a first-come, first-served basis, and students must adjust their schedules if a seat becomes available.

8. **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. For more information on how and where to make a payment, visit Student Accounts (https://umpqua.edu/ucc/about/governance-operations/business-services/accounting-finance/pay-for-classes/). Direct deposit can be set up through Student Accounts in the Accounting and Finance department. Detailed information about Financial Aid is also available on the website.

9. **Get Student ID**
   All registered students who present a photo ID in person are entitled to a Student ID card, which also serves as a UCC Library Card. Student ID cards are available at the Information Desk in the LaVerne Murphy Student Center during regular business hours. Cards must be validated each quarter; validation stickers are available at the Information Desk or by calling 541-440-4600.

10. **Buy Books**
    The UCC Hawk Shop is where you can purchase textbooks and course materials. Materials will be available once book sales begin, which typically coincide with the availability of financial aid in the Hawk Shop. For more details, visit the UCC Hawk Shop in the LaVerne Murphy Student Center or call 541-440-4664.

11. **Stay on Track with Academic Support Services**
    Meeting with an academic advisor during the first term is essential for students to create a personalized degree plan and stay on track to achieve their educational goals. The Office for Accessibility Services

provides accommodations and support for students with disabilities. To learn more about available services and how to request accommodations, visit Accessibility Services (https://umpqua.edu/ucc/about/our-campus/campus-resources/accessibility-services/) or call 541-440-7900. The Tutoring Center offers a variety of resources to support students. The computer lab is open to all students. For more information, visit the Library and Tutoring Center (https://library.umpqua.edu/home/) or 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.