REGISTRATION/ADDING

Prerequisites

All students are required to complete prerequisites as indicated in the course description section of the catalog. Questions concerning prerequisites for a course can be answered by Advising, Admissions, or the instructor of the course.

Adding and Dropping

After initial registration, students may wish to add, drop and/or withdraw from classes in accordance with the dates published in the academic calendar. For assistance, contact the Information Desk at 541-440-4600.

New Students

New students may register for classes after attending Student Orientation.

Continuing Students

Umpqua Community College provides online registration for students who plan to continue their studies at UCC. Check the academic calendar for registration dates.

Returning and Transfer Students

Students who have attended UCC for credit, but have been absent for a year or more, will need to be re-admitted. There is no fee to be re-admitted but a new application for admission must be completed and placement testing may be needed. If students are seeking a degree and have attended another college since last enrolled at UCC, please have the official transcripts sent to:

Office of Registration & Records
Umpqua Community College
PO Box 967
Roseburg, OR 97470
or to transcripts@umpqua.edu (for eTranscript requests)

New transfer students taking credit classes must have their transcripts sent from the previous college(s) to:

Office of Registration & Records
Umpqua Community College
PO Box 967
Roseburg, OR 97470
or to transcripts@umpqua.edu (for eTranscript requests)

U.S. students with international transcripts need to have their credentials evaluated by a Credential Evaluation Service before credits can be transferred to UCC. This evaluation determines the United States education equivalent and provides a recommendation on how to award credit. Click on Credential Evaluation Services (http://www.internationalstudent.com/study_usa/application-process/credential-evaluators/choosing-a-service/)to find companies that provide this service and their cost information.

Transfer students may register for classes after attending Student Orientation.

Veteran Priority Registration

Umpqua Community College invites active or former members of the Armed Forces of the United States, or qualified dependents receiving veterans' educational benefits to participate in early registration. Eligible recipients will receive a formal e-mail regarding their priority status. Register at the Office of Registration and Records in the LaVerne Murphy Student Center on the Friday of the sixth week of term, before priority registration begins the seventh week of term.

Community & Workforce Training Students (Non-credit)

There are four ways to register for UCC Community and Workforce Training classes.

1. Go to umpqua.edu/cwt (http://umpqua.edu/cwt/) and select the "Register Here" button
2. Call 541-440-4668 weekdays, have payment card available
3. In person at the Community & Workforce Training Center between 8 am - 5 pm weekdays. Please note UCC is closed on Fridays from July through August each year.

Auditing a Class

Students who want to participate in a course, but do not want to receive credit and a grade may register for a course under an audit option beginning the first day of class with instructors approval. Charges for auditing a class are 50% of tuition and 100% of fees. These charges are not eligible for financial aid assistance. Students may register as auditors beginning the first day until the 10th instructional day of class on a space-available basis with credit students receiving priority. A student wishing to change from credit to audit, or vice versa, must do so by the tenth instructional day of the term. Class audits require instructor approval.