



**Columbia College California Locations  
2018-2019 Catalog Addendum  
Updated: August 31, 2018**

**STUDENT TUITION RECOVERY FUND (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **APPROVAL FOR OPERATION**

Columbia College is approved to operate by the California **Bureau for Private Postsecondary Education (BPPE)** and this approval meets the minimum state standards.

A student or any member of the public may file a complaint about Columbia College with the Bureau for Private {postsecondary Education by contacting the BPPE below:

#### **Mailing Address:**

Bureau for Private Postsecondary  
Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

#### **Physical Address:**

Bureau for Private Postsecondary  
Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833

**Phone:** (916) 431-6959

**Toll Free:** (888) 370-7589

**Main Fax:** (916) 263-1897

**Licensing Fax:** (916) 263-1894

**Enforcement/STRF/Closed**

**Schools Fax:** (916) 263-1896

**Web site:** [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **COMPLAINT PROCESS**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798-0818, <http://www.bppe.ca.gov>, 916-431-6959 and 916-263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website <http://www.bppe.ca.gov/enforcement/complaint.shtml>.

### **REGISTERED AGENT SERVICE**

Northwest Registered Agent, Inc., (#C3184722) 1267 Willis St. Suite 200, Redding, CA 96001

## RESIDENTIAL HOUSING

Columbia College does not provide residential housing options at locations in California. Please note that some locations do not have apartment options within one (1) mile of the location. Listed below are the average costs to rent a 1 bedroom apartment in each area:

- \$835.00 – Chico, CA
- \$1,986 – Alameda (Coast Guard Island Location), CA
- \$1,100 – Imperial, CA
- \$880 – Lemoore, CA
- \$2,000 – Los Alamitos, CA
- \$2,049 – Petaluma, CA
- \$1,500 – San Luis Obispo, CA
- \$1,875 – San Diego, CA

## COLUMBIA COLLEGE LOCATIONS IN CALIFORNIA

**Columbia College - Coast Guard Island, CA #3800411** (Additional Location) **(Main Location for California)**

**Primary Contact:** John Masis, Director

**Address:** Coast Guard Island, Bldg. 3, Alameda, CA 94501-5100

**Phone:** (510) 437-1280 **Email:** [jmasis@ccis.edu](mailto:jmasis@ccis.edu) **Website:** <http://www.ccis.edu/coastguard>

Columbia College – Coast Guard Island is a two story building on a military base. Columbia College is on the first floor of the building and has two classrooms. All courses offered at Coast Guard Island are at the location address on file. One of the classrooms doubles as a computer lab, which students and faculty have access to. The other classroom has a projector for use with a laptop.

**Columbia College – Chico, CA #63821580**

**Primary Contact:** Patricia Rough, Program Coordinator

**Address:** 2615 Forest Avenue, Suite 120, Chico, CA 95928

**Phone:** (530) 592-3196 **Email:** [Chico@ccis.edu](mailto:Chico@ccis.edu) **Website:** <http://www.ccis.edu/chico>

Columbia College – Chico location is an online advising center that does not offer in-seat courses. It is located in a newer one-story office complex with nine buildings.

**Columbia College – Imperial, CA #58669817**

**Primary Contact:** Andres Ruiz, Program Coordinator

**Address:** Imperial Valley College, 380 E Aten Road, Imperial, CA 92251

**Phone:** (442) 252-1405 **Email:** [aruiz@ccis.edu](mailto:aruiz@ccis.edu)

**Website:** <http://www.ccis.edu/imperial>

Columbia College - Imperial location is a course location and offers a limited number of courses. It is a one-story building located on the Imperial Valley College Campus.

**Columbia College – Lemoore, CA #1600141 (Additional Location)**

**Primary Contact:** Betsy Quade, Director

**Address:** P O Box 1116, Building 826 Hancock Circle, NAS Lemoore, CA 93246-0001

**Phone:** (559) 998-8570 **Email:** [bquade@ccis.edu](mailto:bquade@ccis.edu) **Website:** <http://www.ccis.edu/lemoore>

Columbia College – Lemoore is located at Naval Air Station, Lemoore, in a building close to the main gate. The building for the in-seat classes is a one story building, which also has a few offices and several classrooms/conference rooms.

All in-seat classes are offered at a classroom in this building or at the computer lab, which is also in this building. Equipment for classes, laptop/desktop computers and projectors, are located in the classroom and the computer lab.

There is no housing within one mile of the building because of the location is on a military base. There is some on-base housing for military personnel but it is approximately two to five miles away from the location and is provided only for military and DOD personnel.

**Columbia College – Los Alamitos, CA #3012711 (Additional Location)**

**Primary Contact:** Carl David, Director

**Address:** 11206 Lexington Drive, Suite 110, Building 244 Joint Forces Training Base, Los Alamitos, CA 90720

**Phone:** (562) 799-9630 **Email:** [cj david@ccis.edu](mailto:cj david@ccis.edu) **Website:** <http://www.ccis.edu/losalamitos>

Columbia College – Los Alamitos is a one story, renovated former military post gas station. The square footage is 5,800. Students sign in and are directed to tenant locations, which include: Military ID Cards Office, DOD agency for Employer Support for the National Guard and Reserves, National Guard Family Support Office, One Stop Employment Office and Columbia College at the end of the main hallway. There is one classroom recently renovated to hold up to 22 students, a reception/advisor office with an external entry door recently added to the building and the Director's office in the rear.

All classes are offered at 11206 Lexington Drive Suite 110, Los Alamitos, California 90720 at the Joint Forces Training Base.

Location has secure internet connectivity from Time Warner Cable and routers, switches and all computers for operations as well as 24/7 library connectivity, classroom audiovisual equipment, projectors, TV monitors, and furniture which is all provided by the main campus in Columbia, MO.

**Columbia College – Naval Base San Diego, CA #73040410 (Course Location) Primary**

**Contact:** MarJean Knokey, Regional Director

**Address:** 3975 Norman Scott Road, Bldg. 3280 Room B114, San Diego, CA 92136-1421

**Phone:** (866) 594-2330 **Email:** [mknkey@ccis.edu](mailto:mknkey@ccis.edu)

**Website:** <http://www.ccis.edu/sandiego>

Columbia College – NBSD is a satellite of Columbia College – San Diego. Courses are offered in a four story building. Columbia College – San Diego does not have a designated classroom space at NBSD. A classroom assignment is given each semester. Currently, courses are offered at 3292 Norman Scott Rd., Room 311B, San Diego CA 92136. There are two ways to access the classroom,

stairs and an elevator. Administrative Offices are located at 3292 Norman Scott Rd., Room B114, San Diego, CA 92136.

**Columbia College – Petaluma, CA #41462870 (Course Location)**

**Primary Contact:** John Masis, Director

**Address:** US Coast Guard Training Center, 599 Tomales Road, Petaluma, CA 94952

**Phone:** (510) 437-1280 **Email:** [jmasis@ccis.edu](mailto:jmasis@ccis.edu) **Website:** <http://www.ccis.edu/petaluma>

Columbia College – Petaluma location is a one story building with two offices and one classroom.

**Columbia College – San Luis Obispo, CA #4000851 (Additional Location)**

**Primary Contact:** Theresa Genova, Director

**Address:** University Partner Center, Bldg. 5700 at Cuesta College, San Luis Obispo, CA 93403-8106

**Phone:** (805) 593-0237 **Email:** [tgenova@ccis.edu](mailto:tgenova@ccis.edu)

**Website:** <http://www.ccis.edu/sanluisobispo>

Columbia College – San Luis Obispo is located on Cuesta College campus. It is seven miles from San Luis Obispo. This location is currently not offering any in-seat courses, however, the location Director is available to advise and schedule courses if need is present. Very few of the San Luis Obispo location students live in the city of San Luis Obispo. Students' average commute is 30+ miles. Housing costs vary within the location's demographic reach, which includes 19 cities.

The median house price for single family in San Luis Obispo is \$530,000. Rentals for one-bedroom are appx. \$1,400+, two-bedrooms are appx. \$2,000+ and three bedroom and up (depending on house or apt.) can go for \$2500--\$3400 per month. These prices are all approximate.

**Columbia College – San Diego, CA #32205612 (Additional Location)**

**Primary Contact:** MarJean Knokey, Director

**Address:** Lifelong Learning Center, 4025 Tripoli Ave., Bldg. 111, San Diego, CA

92140 **Phone:** (866) 594-2330 **Email:** [mknkey@ccis.edu](mailto:mknkey@ccis.edu)

**Website:** <http://www.ccis.edu/sandiego>

There are two locations in San Diego where classes are offered, Marine Corps Recruit Depot San Diego (MCRD San Diego) and Naval Base San Diego (NBSD).

The building at MCRD is a one story building. Columbia College has three administrative office spaces: the Director's office, an Administrative office (Student Services) and an Academic Advisor office. Courses are offered in two classrooms, Room Echo and Room Golf. Each room accommodates 25 students.

Courses are offered at two other locations: 4025 Tripoli Ave., Bldg. 111, San Diego CA 92140 and 3875 Norman Scott Rd., Room 311B, San Diego, CA 92136.

The San Diego locations provides free WIFI to staff, adjunct faculty and students. The database used to communicate with students is Cougarmail powered through Google or Gmail. Hard copy textbooks or eTexts are used in the courses. Student may utilize the MCRD Base Library, Columbia College Stafford Library online, or local community college and college university libraries (San Diego City College District Community

Colleges, Point Loma Nazarene University, University of San Diego, San Diego State University, University of California San Diego, Grossmont College, and Cuyamaca College).

Columbia College provides students the opportunity to check out and use a laptop on location if needed to complete assignments, etc. The San Diego location has a computer cart that houses 15 laptops. It is used for proctoring online exams as well. The college provides a hard copy of course syllabi to students upon registration and the first day of class.

The San Diego location has a textbook lending library. The textbooks have been donated by students who do not wish to send their textbooks back. Books are lent to students free of charge.

## SCHEDULE OF CHARGES

Location	Undergraduate In-seat and Online	Graduate Online	Military Undergraduate Online	Military Graduate Online
Coast Guard Island	\$375/ credit hour	\$490/ credit hour	\$250/ credit hour	\$325/credit hour
Imperial	\$265/ credit hour in-seat \$325/ credit hour online	\$490/ credit hour	\$250/ credit hour	\$325/ credit hour
Lemoore	\$375/ credit hour	\$490/ credit hour	\$250/ credit hour	\$325/credit hour
Los Alamitos	\$375/ credit hour	\$490/ credit hour	\$250/ credit hour	\$325/credit hour
San Diego	\$375/ credit hour	\$490/ credit hour	\$250/ credit hour	\$325/credit hour
San Luis Obispo	\$375/ credit hour	\$490/ credit hour	\$250/ credit hour	\$325/credit hour

**Certificate** = varies | **Associate Degree** = 60 credit hours | **Bachelor Degree** =120 credit hours | **Graduate Degree** = 36 credit hours

Total Tuition cost for Program = the cost per credit hour x number of credit hours

### Estimated Total Charges

#### Coast Guard Island | Lemoore | Los Alamitos | San Diego | San Luis Obispo | Imperial

- One semester full-time student's schedule of total charges for certificate program is \$3,000 - \$4,500 and the estimated schedule for total charges for the entire educational certificate program is \$3,000 - \$5,625.
- One semester full-time student's schedule of total charges for associate program is \$3,000 - \$4,500 and the estimated schedule for total charges for the entire educational associate program is \$15,000 - \$22,500.
- One semester full-time student's schedule of total charge for bachelor program is \$3,000 - \$4,500 and the estimated schedule for total charges for the entire educational bachelor program is \$30,000 - \$45,000.
- One semester full-time student's schedule of total charge for master program online is \$1,950 and the estimated schedule for total charges for the entire educational master program is \$17,640.

## ADMISSIONS

1. Complete the [application for admission](#)
2. [Authenticate your identity.](#)
3. Send your high school transcript\* to [the Office of the Registrar](#) at 1001 Rogers St. Columbia, MO, 65216.  
  
\*Note: A high school transcript is not required if you submit a college transcript with 6 or more transferable college credit hours.
4. Arrange for transcripts\* from all previous colleges and universities to be mailed directly to the Office of the Registrar.
5. If applicable, have official score reports (Advanced Placement, CLEP, DSST) mailed directly to the Office of the Registrar.
6. If you have served in the military, request that an electronic copy of your official JST or CCAF transcript is sent to [EVAlTrans@ccis.edu](mailto:EVAlTrans@ccis.edu).
7. Submit your FAFSA  
To find out if you are eligible for financial aid, complete the Free Application for Federal Financial Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use the Columbia College school code: 002456.

\*Unofficial transcripts will be accepted for admission purposes. Official transcripts will be required within 90 days of the start of your first registration.

All students are required to provide proof of high school completion in either of the following ways:

- High School Diploma (from an accredited HS)/GED/HiSET/or other accredited recognized forms of high school completion equivalency. Six (6) hours of successful and transferable college coursework from an accredited institution (developmental and pass/fail coursework does not apply)
- International students must show proof of high school completion as well and their high school level has to be equal to that of U.S. high school completion. Their college level coursework has to be equivalent to that of U.S. coursework.

## CREDIT FOR PRIOR LEARNING

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. DSST, CLEP tests and ACE credit are the preferred means because they require a theory-base for awarding credit and they have national norms/criteria or both. If neither of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL).

Before applying for CPL credits, students must have completed 12 hours of Columbia College credit. Students also must have completed ENGL 111 and ENGL 112 or their equivalent with a grade of C or better. These credits, if taken at Columbia College, may be included in the 12-hour requirement.

CPL credit that is equivalent to Columbia College coursework is generally applicable to degree

requirements. A maximum of 15 semester hours of CPL credit can be awarded. CPL is not awarded where college credit in a similar course has been earned. CPL credit does not count toward Columbia College residency.

There is a \$75 per semester hour charge for Credit for Prior Learning.

## **STUDENT'S RIGHT TO CANCEL**

The student has the right cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student may cancel the enrollment agreement by submitting a Columbia College Add/Drop/Withdrawal Form prior to close of business on Monday of the second week of the session. In addition, the student may withdraw from a course after instruction has started by submitting a Columbia College Add/Drop/Withdrawal Form and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 75% or less of the instruction.

## **DISTANCE EDUCATION**

The student will receive the first lesson and any materials within seven days of enrolling in a distance education course. All lessons and materials for the course will be transmitted to the student if the student has fully paid for the educational program and, after receipt of the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the students requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted. The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

## **FACULTY QUALIFICATIONS**

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Faculty possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. Faculty members employed based on equivalent experience, meet the institutionally defined minimum threshold of experience. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member has completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Instructors teaching in the graduate program hold the terminal degree determined by the discipline.



## **ATTENDANCE POLICY**

Students are expected to attend all class sessions and laboratory periods for which they are enrolled. The class instructor defines circumstances under which an absence may be excused. The instructor is responsible for the maintenance of standards and quality of student work in his or her classes and absences are generally an individual matter between the student and instructor. It should be noted that Columbia College is an attendance-taking institution. Non-attendance may impact a student's financial aid.

Students are responsible to instructors for class attendance and for any class work missed during an absence. While documented absences resulting from legitimate circumstances, such as personal illness, involvement in sanctioned College events, a death in the immediate family, etc. should not negatively impact a student's grade or academic standing, there may be financial aid implications. Notwithstanding the previous statement, the College reserves the right to drop or withdraw students from classes due to lack of attendance as the College is required to report attendance related information to various government agencies. For additional information about withdrawals for lack of attendance, please see the Administrative Withdrawal heading in Withdrawal Policy: <http://www.ccis.edu/policies/withdrawal-policy.aspx>

AHE students should contact their location staff if the instructor does not arrive at an appointed class time. Additionally, if the location is made aware of an instructor absence ahead of time, then a sign will be posted on the classroom door.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Columbia College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Columbia College to determine if your credits, degree, or certificate will transfer.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and

2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

Columbia College advises students to take advantage of the financial aid counseling available on the college website before accepting any student loans.”

## **ACADEMIC PROBATION, SUSPENSION AND DISMISSAL**

### **Probation**

A student is placed on academic probation and may be suspended or dismissed if he/she fails to maintain the following cumulative grade point average (GPA) standards by the time she/he has attempted or completed the indicated number of hours, including hours accepted in transfer:

- 0 - 30.9 semester hours: 1.75 GPA
- 31 - 45.9 semester hours: 1.90 GPA
- 46 + semester hours: 2.00 GPA

“Completed credit hours” refers to semester hours attempted by a student for all courses for which letter grades (A, B, C, D, F, S, or U) have been received. Semester hours accepted in transfer from other colleges count as completed semester hours for determining GPA requirements; but, since no letter grades are recorded for transfer credits, such credits are not computed in the numerical GPA.

If a student is placed on academic probation, he/she may not hold appointed or elected offices in any student organization, may not participate in intercollegiate athletic competition and may not carry an overload of credits during the probationary term.

If a student is placed on academic probation, she/he must earn sufficient quality points during the probationary term to bring the GPA to the minimum standards stated above. If the student fails to do so, he/she is suspended for the following regular academic term(s) (the next fall or spring semester). Day students may not serve a suspension during summer session.

### **Suspension**

A suspension may occur at the end of one probationary term for the following regular academic term(s) (the next fall or spring semester). Suspensions may be imposed on a student for the following situations:

- A student who fails to attain an appropriate standard of satisfactory progress or fails to comply with any condition and/or requirement imposed as part of the probation.
- A student who chronically withdraws from courses and does not make any academic progress may be suspended.
- A student admitted by the Admissions Review Committee (see [Admission Policies](#)) and who does not earn a 2.0 GPA may be suspended (see below).
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An academically suspended student may be reviewed for readmission to Columbia College after an absence of one semester.

### **Academic Suspension Appeal**

A student may appeal the academic suspension decision. A Main Campus Day student must file a formal appeal with his/her school Dean. A Main Campus Evening, Online and Nationwide student must file a formal appeal by email with the Director of AHE Student Academic Support.

### **Dismissal**

A student may be dismissed from Columbia College if he/she is granted re-admittance after the suspension and fails to achieve a satisfactory cumulative grade-point average in the next term (semester). An academically-dismissed student may be reviewed for readmission to Columbia College only after a three-year period has elapsed.

### **Academic Dismissal Appeal**

A student may appeal the academic dismissal decision. A Main Campus Day student must file a formal appeal with her/his school Dean. A Main Campus Evening, Online and Nationwide student must file a formal appeal by email with the Director of AHE Student Academic Support.

### **Returning from Suspension or Dismissal**

A Main Campus Evening, Online, and Nationwide student receiving an academic suspension may return to coursework after sitting out one semester (two eight-week sessions) and is required to meet with her/his academic advisor prior to enrolling for coursework. To return from an academic dismissal, a student must write an appeal letter to the Director, AHE Student Academic Support and apply for readmission after the dismissal period is completed. The student's record is reviewed and a decision is made regarding eligibility and conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

### **LEAVE OF ABSENCE**

Students who for personal or professional reasons must stop taking graduate courses for an extended period of time may request a leave of absence from their program from the Office of the Dean in the school in which their program is housed, for a maximum of 24 months from the end of their last session of attendance. If a leave of absence is granted, the seven-year period for completion is paused for the approved amount of time. Please contact the Dean's Office for the appropriate School for information on how to apply for a leave of absence.

## GENERAL STUDENT GRIEVANCE POLICY

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's [Title IX and Sexual Misconduct Policy](#) and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's [Non-Discrimination and Equal Opportunity Policy](#) and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's [ADA/Section 504 Grievance Policy](#).

Student complaints not falling under the categories or other policies identified above should be made to the supervisor or responsible staff member of the area from which the complaint originates or relates for attempted informal resolution of the complaint. Resolution of a majority of complaints can likely be resolved at this informal level.

If an informal resolution of the student's complaint cannot be accomplished, or if the complaint is about the supervisor or responsible staff member for the area, the student should then submit their grievance formally in writing to the College official responsible for the department from which the grievance originated or relates. The written grievance should include, at a minimum, the student's name, details, and a written account of the complaint, and a desired outcome.

Upon receipt of a written grievance, the College official will review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the College official to fully evaluate the grievance. This also provides the student with an additional opportunity to provide any and all information he or she would like considered and to request a meeting with the College official if they so desire.

The College official will then undertake efforts to evaluate and investigate the student's complaint to reach a determination. The College official will endeavor to reach a final determination within thirty (30) days of receipt of the student's formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.

The College official will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal with the Dean for Student Affairs or designee. The appeal must be filed in writing within three (3) business days of receipt of the outcome notification and include the grounds for the appeal. The Dean for Student Affairs or designee will consider timely appeals, conduct any additional investigation (if necessary), and make a final decision within ten (10) business days of receipt of the appeal. The Dean for Student Affairs or designee will inform the student in writing of the outcome of the appeal. The decision of the Dean for Student Affairs or designee is final and not subject to further appeal.

## STUDENT SERVICES

### STAFFORD LIBRARY

**Phone:** (573) 875-7381 or (800) 231-2391, Ext. 7381, **Text:** (573) 535-5449

**Email:** [reference@ccis.edu](mailto:reference@ccis.edu) **Website:** [www.ccis.edu/library](http://www.ccis.edu/library)

Columbia College's J.W. and Lois Stafford Library is located at the main campus and includes extensive electronic library holdings in support of the college's curriculum. Stafford Library serves as the primary library for all campuses. The library is open more than 90 hours per week and librarians are available to provide assistance and answer questions by phone, email, chat or text.

The library's collection supports the curriculum of Columbia College with more than 60,000 physical items (books, videos, compact discs, etc.), 140 print magazine, journal, and newspaper titles, as well as more than 35,000 full-text electronic journals, 190,000 electronic books, 22,000 streaming videos and 119,000 streaming audio discs. All of the library's electronic collections are accessible remotely 24 hours/day via the library website. Electronic delivery of inter-library loan articles is also available.

Each nationwide campus has its own guide to library resources. We recommend you use your campus's guide for relevant resources.

- Coast Guard Island: <http://library.ccis.edu/coastguard>
- Lemoore: <http://library.ccis.edu/lemoore>
- Los Alamitos: <http://library.ccis.edu/losalamitos>
- Online: <http://library.ccis.edu/online>
- San Diego: <http://library.ccis.edu/sandiego>
- San Luis Obispo: <http://library.ccis.edu/sanluisobispo>

### Activity Calendar

To view the most current activity calendar and to add events to the calendar, go to [www.ccis.edu/CougarLink](http://www.ccis.edu/CougarLink).

### Alumni Association

The Columbia College Alumni Association (CAA), founded in 1963, offers benefits, programs and activities to more than 83,000 members around the world. Its mission is to foster lasting relationships and to sustain the College's traditions. Columbia College students become members of the CAA upon graduation. There is no fee or registration process.

### Career Services

The Grossnickle Career Services Center has trained personnel to assist students with all aspects of career planning and development. Specific services are designed to promote professional and personal success including a carefully guided assessment of students' skills, abilities, values, achievements and interests which can aid in effective career planning. Additionally, the Career Center meets with students and alumni in person, over the telephone or electronically to advise on a broad range of topics from resume and cover letter preparation, job search techniques, interview practice, graduate school assistance and much more. Career Services can also assist students in

locating and applying for internships as well as processing internships for credit for eligible students.

Columbia College offers a dynamic and easy-to-use online career opportunities database, Handshake. This system is free to all students and alumni and lists jobs and internships all throughout the country. Columbia College offers career assistance to all graduates and works to help students conduct successful job searches; however, employment upon program completion is not guaranteed. For more information contact the Grossnickle Career Services Center or visit our website at [www.ccis.edu/careercenter](http://www.ccis.edu/careercenter).

### **CougarMail**

CougarMail, powered by Google, is your official Columbia College e-mail account. Each student receives free cloud storage with Google Drive and has access to other Google Apps for Education features, such as GoogleSites and GoogleCalendar. CougarMail is the official means of communication for the college and students are responsible for information sent to this account. It is expected that students will log-on to CougarMail regularly. Students can access CougarMail by logging into CougarTrack or at the Gmail login page. Be sure to enter your full Cougarmail email address and your CougarTrack password.

### **CougarTrack**

CougarTrack allows students access to CougarMail (the official means of communication for the college) and to their Columbia College records via the internet. Students may view their Columbia College transcripts, grades, student schedules, and more. Enrollment processes, to include registration and adding and dropping classes, are also available through CougarTrack. Once students have completed an enrollment process online, an e-mail confirmation of their activity is sent, which should be reviewed carefully for accuracy. Contact the Office of the Registrar at (573) 875-7600 with questions.

### **Student Accessibility Resources**

Student Accessibility Resources strives to provide the most effective academic accommodations to all students registered with our office. Students with documented physical, emotional, medical or learning disabilities may need accommodations to meet their learning potential. A goal of our office is to provide services that allows you to take ownership of your own education, and help you achieve the academic success you are capable of achieving, despite any barriers you face. Student Accessibility Resources can assist with access to an event or program, required classroom academic adjustments, and needed auxiliary aids or services.

### **Study Abroad Programs**

Columbia College encourages students to explore opportunities to study outside the United States. The College maintains exchange partnerships with universities in Japan, South Korea, Thailand and the United Kingdom. The College is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC), the Central College (IA) study abroad consortium and Webster University's (WINS) network. Columbia College also offers a Study Tour to a different country or region of the world each year. These tours typically take place at the end of the spring semester. Trips last 9-14 days, and students may earn up to six credits of optional coursework. In addition, students may participate in study abroad programs offered by other institutions or providers. Any student participating in a study abroad program must submit a Study Abroad Application to the Study

Abroad Office. Dr. Brian Kessel, Study Abroad Advisor, counsels students about the availability, value and academic appropriateness of these programs. Students interested in obtaining more information about short-term, semester or internship abroad programs should contact Dr. Kessel at (573) 875-7625 or [blkessel@ccis.edu](mailto:blkessel@ccis.edu).

### **Technology Services and Solution Center**

The Technology Services office is responsible for academic and administrative computing needs and handles telephone service for residential students. The solutions center supports the campus in computer and network use. It provides a single point of contact for questions concerning telephone service, email, connecting computers to the campus network, and problems with college-owned systems. Telephone: (573) 875-4357.

### **E-mail, Internet Access, Microsoft Office and Anti-Virus Software**

Students are assigned CougarMail e-mail accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: <http://accounts.ccis.edu>. Students may access CougarMail by logging into CougarTrack or at the Gmail login page. Be sure to enter your full Cougarmail email address and your CougarTrack password. CougarMail is a free service to all students and is a lifetime account for graduates.

### **Computer Purchase**

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College website at <http://www.dell.com/ccis>.

### **Online Tutoring Services, Writing Center & Math Center**

Online and Nationwide students are provided free online tutoring services in math and English through Smarthinking. With Smarthinking, students experience online tutoring that is simple, fast and always available. Students connect to live educators from any computer that has Internet access, with no special software installation or equipment required. Smarthinking provides online tutoring 24 hours a day, 7 days a week, enabling students to get the help they need when they need it.

For more information, contact Kate Denehy at (573) 875-7614 or [mcdenehy@ccis.edu](mailto:mcdenehy@ccis.edu).

Other tutoring options may be available at your location. Please contact your location for more information.

## ESTIMATED TOTAL TUITION FOR ENTIRE PROGRAM

- Certificate           \$6,750.00
- Associate           \$22,500.00
- Bachelor           \$45,000.00
- Masters           \$17,640.00

Price Calculator available at: <http://www.ccis.edu/offices/financialaid/net-price-calculators.aspx>

## OTHER COLUMBIA COLLEGE INFORMATION

- Columbia College does not offer any pre-licensure programs in the State of California.
- The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 11101 et seq.)
- The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires Columbia College to provide information to enrolled students, prospective students and their parents or guardians. Please select the following link to access the Student Consumer Information website: <http://web.ccis.edu/offices/institutionalcompliance/consumerinformation.aspx>.
- Transcripts for California students are kept indefinitely.
- To access California Enrollment Agreement Forms, Performance Fact Sheets, and State Specific Regulator and Complaint Process information as well as a copy of this addendum please visit <http://www.ccis.edu/offices/institutionalcompliance/approvals-by-st.aspx>

**Or**

<http://catalog.ccis.edu/content.php?catoid=13&navoid=1229>