ADMISSION POLICIES

DAY STUDENTS

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated that they are likely to complete the College's broad-based general education curriculum and to master an undergraduate major. Many factors are considered in the admission decision but previous academic achievement is the best predictor of success at Columbia College. The College does not admit applicants whose previous academic performance predicts failure. Admission requirements are moderately selective.

GENERAL ADMISSION

Each applicant is individually considered for admission based on their qualifications as a whole. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking. Admission decisions are made on a rolling basis until one week prior to the start of each semester.

Admission is generally granted to high school applicants with no previous college credit (excluding high school dual enrollment) who follow a college preparatory curriculum, rank in the top half of their class or have an ACT or SAT score at a minimum 50th percentile and have earned at least a 2.5 cumulative high school grade point average. Admission is also generally granted to applicants with a GED score at a minimum 50th percentile and home schooled applicants who present an ACT, SAT or GED score at a minimum 50th percentile. Applicants who graduated from high school more than two years ago may not be required to submit ACT or SAT scores for admission consideration. However, these scores are also used for freshman course advising and placement.

Columbia College welcomes students with academic credit from other institutions. Transfer applicants must present a minimum 2.0 cumulative grade point average. In general, students transferring 24 or more credits accepted by Columbia College will be favorably considered for admission. Only grades of C or above are accepted in transfer.

If fewer than 24 hours are accepted, transfer applicants may also be considered for admission on the basis of the high school record (class rank, ACT/SAT, grade point average) in addition to college coursework. A student who has earned more than six college credits after high school completion is considered a transfer student.

Columbia College reserves the right to randomly check any and all applications for a criminal history. Applicants with a felony or misdemeanor conviction must provide details regarding the crime(s).

NEW FRESHMEN

To apply for admission as a new freshman, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable $35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants.

2. Request official high school transcripts be sent directly to the Admissions Office, or submit official GED scores. Please direct all official documents to: Admissions, 1001 Rogers St., Columbia, MO 65216.

3. Request an official transcript be sent directly to the Admissions Office from each college or university from which credit (including dual credit) was earned.

4. Submit either ACT or SAT scores.

5. Provide a copy of a resident alien card, if a permanent resident but not a U.S. citizen.

6. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps, and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

HOME SCHOOLED STUDENTS

Complete steps 1, 3, 4, and 5 (if applicable) and submit a record of high school-level coursework or a GED score. Scholarship candidates must submit a high school equivalent grade point average or other relative materials and a resume to be considered for institutional aid. Please contact the Admissions Office for details.
RECOMMENDED HIGH SCHOOL CURRICULUM

Final high school transcripts should reflect a college bound curriculum with a minimum of four units of English, three units of mathematics (two years of algebra and one year of geometry), three units of science, and two units of social studies. Two years of a foreign language is recommended. Students who completed the College Preparatory Certificate recognized by Missouri’s Coordinating Board for Higher Education are typically well prepared for academic success at Columbia College.

FOUR-YEAR GRADUATION PLAN

The Four-Year Graduation Plan assures an entering freshman that if all conditions of the Plan are met, the student will be able to graduate in eight consecutive semesters, Columbia College will waive the additional tuition if the required course work is completed within the next year. A contract outlining the agreement will be signed by the student and a College officer. If the student does not fulfill the requirements of the contract, no penalty will be assessed; however, the student will continue to be responsible for any additional tuition.

Note: The following majors/programs are not included in the Four-Year Graduation Plan: Education (BEACON and DAYSTAR), Forensic Science and Bachelor of Fine Arts in Art. Students enrolled in English as a Second or Other Language courses may have difficulty fulfilling the Plan requirements. Complete information about this program is available in the Office for Academic Affairs, the Admissions Office and on the Columbia College website at: www.ccis.edu.

TRANSFER STUDENTS

To apply for admission to Columbia College as a transfer student, applicants must:

1. Submit the Columbia College undergraduate application for admission to the Day Campus with a one-time non-refundable $35 application fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. The application fee is waived prior to January 1 for Day Campus fall semester applicants.

2. Request an official transcript from each college or university attended, including dual credit, be sent directly to the Admissions Office. (See page 136 for information on evaluation of transfer credit.) Please direct all official documents to: Admissions, 1001 Rogers St., Columbia, MO 65216.

3. If semester hours earned total less than 24, request an official high school transcript or GED scores be sent directly to the Admissions Office.

4. Provide a copy of the resident alien card, if a permanent resident but not a U.S. citizen.

5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

Transfer students who do not present a minimum cumulative 2.0 grade point average for previous college coursework may be considered for admission through the Admissions Review Committee process.

Students who are on suspension from another institution are recommended to wait one semester before applying for admission to Columbia College. Students on suspension can be considered for admission only through the review committee process.

TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College campus where the applicant plans to attend. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution’s transcript. CLEP examinations will be evaluated.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/
disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising and academic level.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

NON-DEGREE SEEKING STATUS

The non-degree seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Admission decisions are made on a rolling basis until one week prior to the start of the semester. Enrollment as a Non-Degree Seeking student neither guarantees automatic admission to degree seeking status, nor does it necessarily impact an admission decision. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Acceptance as a non-degree seeking student is not automatic. Students must be in good academic standing with Columbia College or any other institutions attended and have a cumulative GPA of 2.0 or higher. Students must also have a 2.0 or higher GPA for the most recent semester completed. Non-degree seeking students in the Day Campus may stay continuously enrolled in consecutive semesters while in good academic standing (not on academic or disciplinary probation). Non-degree seeking students who do not enroll in one or more semesters must reapply for admission. Non-degree seeking students are not eligible for financial aid. Students enrolling at Columbia College under this status may be considered for degree-seeking status in a subsequent term by completing the regular application process.

Students who wish to apply for non-degree seeking status must complete the non-degree seeking application for admission and submit it with the $35 one-time, non-refundable application fee.

Non-degree seeking international students must show proof of English proficiency: minimum TOEFL score of 500 paper-based, 173 computer-based or 61 internet-based; an APIEL score of 3 or higher; completion of an advanced proficiency level in an accredited English as a Second Language (ESL) program; completion of a course equivalent to English Composition I with a grade of C or higher; or satisfactory completion of the Columbia College diagnostic test. Additionally, international students must submit a copy of a valid passport, visa, I-94 departure record and most recent I-20, if currently enrolled at another institution.

Enrollment for non-degree seeking students is on a space available basis only. Course selections may be limited. Students under this status must be cleared for enrollment through the Office for Academic Affairs. Non-degree seeking students must provide proof that course prerequisites have been met.

Non-degree seeking students who enroll in twelve or more hours in the Day Campus are considered full-time students. Enrolling as a non-degree seeking student does not negate the residence hall requirement (applicable to full-time students).

ADDITIONAL ACADEMIC INFORMATION

Although not required for admission consideration, additional academic information that may supplement an application file includes, but may not be limited to: Advanced Placement; International Baccalaureate; Excelsior (formerly Regents); ACE accredited corporate courses; military credit (DANTES, DD214, USAFI); Law Enforcement Training Institute; RN certification and LPN certification. For use in admissions consideration or for an official evaluation of credit, all documents must be submitted directly to the Admissions office. For additional information about the transfer of alternative credit, contact the Evaluations office.
RESIDENCE LIFE REQUIREMENTS

All full-time freshmen and sophomore Day Campus students are required to live on campus unless they meet one or more of the following exceptions: 1) live in Boone County with parents, 2) are 22 years of age or older, 3) have completed 52 semester hours, 4) are married, 5) are a parent or 6) are a military veteran defined by federal guidelines.

READMISSION

Students who wish to return to Columbia College after interrupting attendance for one semester must apply for readmission through the Admissions office. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

Official transcripts from each college attended after Columbia College will be required for readmission consideration. Resubmission of transcripts may be required if the absence exceeds five years. The Admissions office checks academic and financial status and notifies the student of the readmission decision. (Students may contact the Registration and Financial Services office directly to determine if there is a balance due.)

READMISSION AFTER SUSPENSION

Students may apply for readmission to Columbia College following a suspension of one semester. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

To apply for readmission after suspension, students must:

1. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable $35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Executive Vice President and Dean for Academic Affairs requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to the Registration and Financial Services office.
4. Request official transcripts be sent directly to the Admissions office from each college attended since leaving Columbia College.
5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

READMISSION AFTER DISMISSAL

Students may apply for readmission to Columbia College following a dismissal of three years. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking. Admissions decisions are made on a rolling basis until one week prior to the start of the semester.

To apply for readmission after dismissal, students must:

1. Complete the undergraduate application for admission to the Day Campus and submit with the non-refundable $35 application fee if it was not paid with the original application for admission.
2. Write a letter to the Executive Vice President and Dean for Academic Affairs requesting consideration for readmission. The letter should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal and a specific plan of action for success should readmission be approved.
3. Reconcile any balance owed to the Registration and Financial Services office.
4. Request official transcripts be sent directly to the Admissions office from each college attended since leaving Columbia College.
5. Submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR). This applies to all Day students who were born after January 1, 1957.

Students who have been permanently dismissed from Columbia College are not eligible for readmission.
EARLY-OUT ADMISSION

Students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 units of high school credit. Applicants for early-out admission must complete the normal procedure for regular admission as well as arrange for a personal interview. Students must show an academic record which reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the admissions review committee.

CAMPUS TRANSFERS

Currently enrolled students who wish to change campuses (i.e., Evening to Day, Nationwide to Day, Day to Evening, Nationwide to Evening, Online to Evening, Evening to Online) must apply for campus transfer in the Admissions office. The Admissions office checks academic and financial status and notifies the student of the transfer decision.

HIGH SCHOOL DUAL ENROLLMENT

High school juniors and seniors have the opportunity to take college courses for credit while completing high school. Application deadlines will be firmly adhered to for all applicants regardless of status.

Students in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission to the Day Campus with a one-time, non-refundable $35 fee. Applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying.

2. Request an official high school transcript and ACT or SAT score be sent directly to the Admissions office.

3. Present a 2.5 cumulative high school grade point average and a minimum 50th percentile on ACT/SAT or minimum 50th percentile class rank.

4. Provide written support from the high school principal or guidance counselor and a parent by completing the Columbia College dual enrollment form.

5. Homeschooled students should contact the Admissions office for dual enrollment information.

The admissions review committee reserves the right to review any application for admission under the dual enrollment status.

INTERNATIONAL STUDENTS

Columbia College is welcoming of international students and encourages application from non-citizens. New international students must meet the admission standards for the traditional Day Program (see general admission requirements on pages 106-107). New International students must additionally meet English language proficiency requirements. Students seeking admission to academic programs must provide official scores from the TOEFL (Test of English as a Foreign Language) exam, IELTS (International English Language Testing System) exam, or appropriate SAT or ACT scores.

An international student is categorized as a foreign born person who is not a citizen, national or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must meet provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. Columbia College does not extend admission to undocumented persons.

International students seeking a SEVIS I-20 Form from Columbia College for an F-1 visa are eligible for undergraduate admission through the Day Campus, Elgin Campus, or Aurora Campus only. International students who are accepted for admission will receive a housing contract and I-20, if applicable, in the acceptance packet. International students not seeking an I-20 from Columbia College may apply for admission to the Evening Campus, any Nationwide campus or Online campus, or as a part-time Day Campus student so long as the visa status of the applicant allows for academic study while in the United States. Persons in F-2 status may apply for admission to Columbia College only as non-degree seeking students, and are limited to avocational and recreational studies.

There are several other visa types that are eligible for full-time study at Columbia College. International applicants should contact the Admissions office or the Director of International Programs for enrollment eligibility information.

NEW FRESHMEN

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to university-level studies in their countries of secondary study. This requirement is equivalent to the twelve-year program of elementary, middle school and high school in the United States.
TRANSFER STUDENTS

Columbia College welcomes international students with academic credit from other institutions. The College does not admit applicants whose previous performance predicts lack of academic success. In general, students who present a minimum 2.0 cumulative grade point average from previous college coursework are considered for admission. University-level coursework completed at appropriate international institutions will be considered for transfer credit on a course-by-course basis. Academic performance at international institutions will be translated to a 4.0 scale for U.S. equivalency. If a transfer student does not present a minimum cumulative grade point average of 2.0, he/she may be considered for admission through the Admissions Review Committee process.

Students who attend Columbia College from universities and colleges that maintain an active exchange agreement with Columbia College receive a tuition discount upon admission to the College. Renewable for three additional years with good academic standing. Students from Kongju National University and National University of Kaohs'ung University receive this award.

TRANSCRIPTS/CREDIT DOCUMENTS REQUIREMENT

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College campus where the applicant plans to attend. A transcript marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution’s transcript. CLEP examinations will be evaluated.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising and academic level.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

EVIDENCE OF ENGLISH PROFICIENCY

Students must have a command of the English language and be able to: comprehend oral lectures, participate in class discussions, read and comprehend textbooks, and write effectively in English. English proficiency can be demonstrated by the following:

- TOEFL paper-based score of 500 or higher.
- TOEFL computer-based score of 173 or higher.
- TOEFL internet-based score of 61 or higher.
- Overall IELTS band score of 5.5 or higher, with no individual band score below 5.0.
- Proof of completion of an equivalent of Columbia College’s English Composition I with a grade of C or better.
- APIEL score of 3 or higher.
- SAT Critical Reading sub-score of 430 or higher.
- ACT English sub-score of 17 or higher.
Students who do not meet these English proficiency requirements can be considered for admission to the English as a Second or Other Language (ESOL) Program. The admission standards are outlined on page 104.

The ESOL Program is not available through the Evening Campus. Students wishing to complete ESOL courses must apply through the Day Campus. Students enroll in the ESOL program at one of two proficiency levels: intermediate or advanced. Placement is determined by in-house diagnostic testing. This test is given to ESOL students during orientation or prior to the beginning of classes.

The TOEFL score requirements may be waived only by submitting the appropriate SAT, ACT or other standard measure of English and academic ability as approved by the International Admissions Office.

**APPLICATION PROCESS**

International applicants to the Day Program must provide complete application materials as outlined below. All necessary documents must be received by Columbia College no later than four weeks from the start of the fall semester, and no later than five weeks from the start of the spring semester for applicants to those terms respectively. To be considered for admission to Columbia College, an international student must:

1. Submit the application for admission to the Day Campus with a one-time, non-refundable $35 (U.S. dollars) application fee. Checks should be made payable to Columbia College. The application fee is waived prior to January 1 for Day Campus fall semester applicants.

2. Submit the SEVIS Supplement form.

3. Request official original secondary school records in the native language and an official English translation be sent directly to the Admissions Office.

4. Request official original transcripts (in the native language) from each college/university attended and an official English translation be sent directly to the Admissions Office.

5. Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at the College.

6. Proof of English language proficiency (see page 109 for the acceptable scores.)

7. Students transferring to Columbia College from an institution in the United States must complete a Transfer Eligibility form and furnish a copy of a valid passport, visa, I-94 and I-20 from the last school attended.

Proof of English language proficiency is not required for students from the United Kingdom, Canada, New Zealand, Australia and Ireland.

**NON-DEGREE SEEKING STUDENTS**

International students who are not seeking a degree from Columbia College and wish to enroll part-time may be considered for admission as a Non-Degree Seeking student. (See non-degree seeking information on page 106). Students must be degree seeking to be eligible for a SEVIS I-20 Form from Columbia College. Students on an F-2 Visa must apply as non-degree seeking and enroll in courses that are avocational or recreational in nature.

**ADMISSIONS REVIEW PROCESS**

Applicants who do not meet the standards described above for general admittance may be considered for admission through the Admissions Review Committee process. Applications submitted after August 1 for the Day Campus fall semester and December 1 for the Day Campus spring semester which do not meet general admissions standards will not be considered for admission. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking. In addition to the materials outlined above, Admissions Review Committee applicants must:

1. Submit a letter that explains previous academic experiences and addresses difficulties encountered; a description of an activity, project or task at which they have persevered to completion; and a plan for success at Columbia College.

2. Complete a personal interview with an Admissions Counselor.
Applications with supporting materials will be reviewed to determine whether applicants are admitted to the College. The Committee looks for one or more of the following: unrealized potential, uncommon talent in a given area, perseverance and prediction of academic success or substantial work experience. If admitted, students must earn a minimum 2.0 grade point average during their first term enrolled at Columbia College. Failure to do so may result in suspension from the College.

An applicant who is denied admission to the home campus programs may be granted permission to enroll through the Nationwide Campuses or the Online Campus programs. An applicant who is denied admission to the home campus programs may appeal through the Admissions Office.

**ADMISSIONS DEADLINE**

Domestic applicants must submit completed applications no later than two weeks from the start of the semester to which they are applying. International applicants no later than four weeks from the start of the Day Campus fall semester, and no later than five weeks from the start of the Day Campus spring semester. Application deadlines will be firmly adhered to for all applicants regardless of status; full-time, part-time or non-degree seeking.

**DEPOSIT**

Upon notification of admission to the Day Campus, students should acknowledge acceptance of the offer of admission by making a deposit payment of $100. The fee is credited to the student’s account and is refundable until May 1 prior to the fall of initial enrollment or until December 15 prior to the spring of initial enrollment. The fee assures the privilege to preregister for classes offered the succeeding semester and secures a residence hall assignment if appropriate.

**IMMUNIZATION REQUIREMENT**

The Columbia College immunization policy does not affect admission to the College nor initial enrollment in the Day Campus. However, new Day Campus students must submit a completed Columbia College Medical History form and show proof of two vaccinations for measles, mumps and rubella (MMR), and, if indicated, the meningococcal meningitis vaccine and tuberculosis screening (PPD). Failure to submit this information within the first semester of attendance will affect subsequent enrollment.

**WARRANTED DEGREE PROGRAM**

Students who have an associate or baccalaureate degree from Columbia College may be eligible to participate in the Warranted Degree Program. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and are not in default on federal aid loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. The Warranted Degree Program cannot be used for graduate-level or Online Campus courses.

Students are required to pay lab fees and for textbooks associated with the courses.

Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a warranted degree course, and no application fee is required. Warranted Degree applicants must also submit a Columbia College financial assistance application to Registration and Financial Services.

**COURSE PREREQUISITES**

Many courses have prerequisite/corequisite requirements. (See course descriptions pages 164-219 for details regarding specific courses.) It is the student’s responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements will result in being dropped from the course(s).

**ADULT HIGHER EDUCATION DIVISION**

The moderately selective requirements for admission to the Day and Evening Programs on the main campus are not applicable to the Columbia College adult and higher education campuses. Students seeking to enroll through the AHE Division should apply for admission at the respective location. See page 18 for a map of the Nationwide Campuses.

**ONLINE EDUCATION**

The moderately selective requirements for admission to the Day and Evening Programs on the main campus are not applicable to the Columbia College online courses. Students seeking to enroll through the Online Campus should apply for admission via the College website at [www.ccis.edu/online/](http://www.ccis.edu/online/).