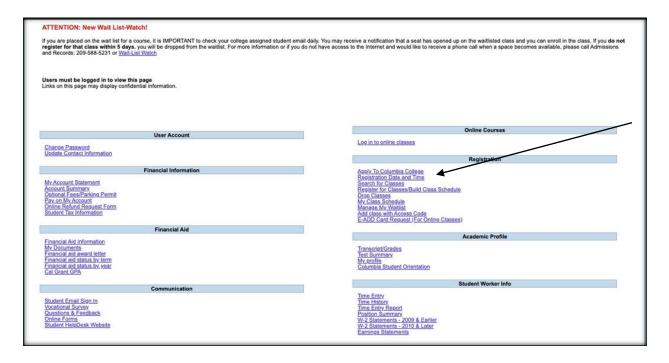
Columbia College Registration FAQs

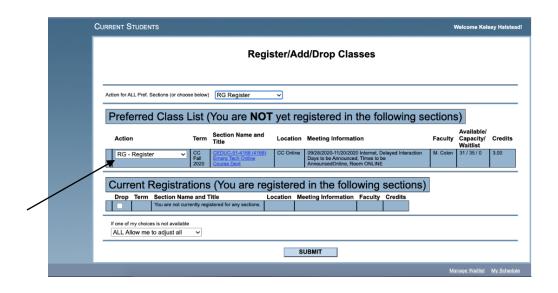
Q. Where do I find my registration date and time?

A. After logging into connectColumbia, your registration date and time will be listed in the Registration area with the link entitled, "Registration Date and Time."



O. How do I get on a waitlist for a course?

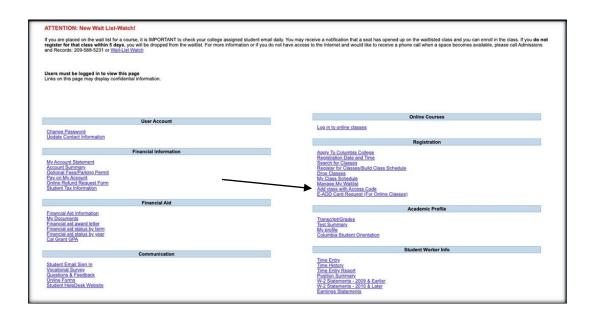
A. If a class you want to register for is full, you may place yourself on the waitlist. Instead of selecting "RG Register" in connectColumbia, you will select "WL Waitlist." **Please Note:** you cannot enroll in any open class if you are already on the waitlist for the course that meets at a different time, so choose wisely! Also, you are NOT guaranteed a spot in the class just by being on the waitlist. This process is not automatic. If a spot becomes available and you are eligible to enroll, you will be notified via your **student email**. From the date of the email, you will have **5 days** to register for this class via connectColumbia. If you do not register within these 5 days, you will be **dropped** from the waitlist.



Q. I never received the waitlist email. What do I do?

A. If you did not receive notification to add the course off of the waitlist, you must contact the instructor via email and ask for the access code. Some instructors will check the waitlist before the class is set to begin and will send the access code via student email.

If the instructor responds with the access code, you will log back into connectColumbia and click on "Add with Access Code" under the Registration area.



Q. What do I do if I am waitlisted in an online class?

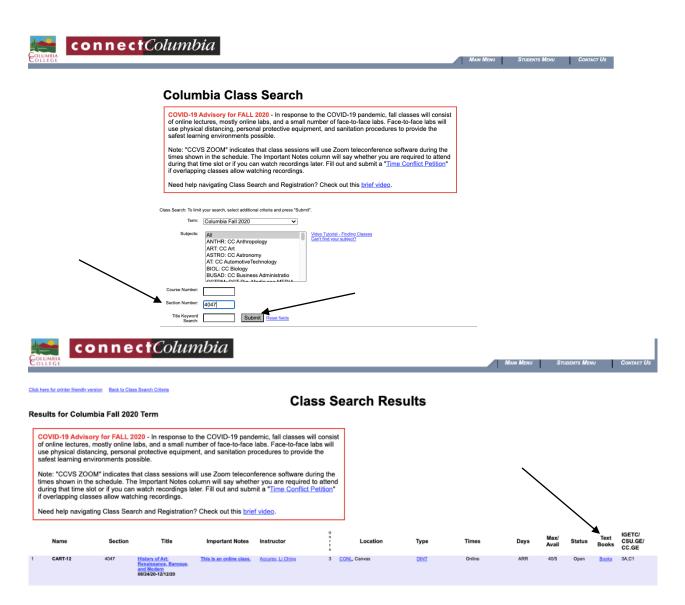
A. If you have not received permission to add off of the waitlist, you may request the access code from the instructor by clicking on "E-Add Card Request" located under the registration area in connectColumbia. This link will send an email to the instructor requesting the access code. Once you have the access code, register for the class officially by clicking on "Add with Access Code" as shown above.

Q. Classes have started. Can I still register?

A. If classes have started you may still register online via connectColumbia during the first two weeks of the semester. After the census date, you will need to request permission from the instructor and dean by filling out the **Permission to add after census** form found on the Admissions and Records webpage. Once this form has been filled out and signed by the instructor and dean, you may send to A&R via email to ccadmissions@yosemite.edu.

Q. Where do I find the required textbooks for my class?

A. Locate your class textbooks through the <u>class search</u>. Enter the section number for the course(s) you are registered in and click submit. On the search results you will see a link to textbooks on the far right.



From here, you will be directed to the Columbia College bookstore webpage, which will detail all the required books for your class(es). You may purchase directly from the bookstore by clicking on "add to cart." You can arrange a time to pick up your purchased books by calling (209) 558-5126.

Q. How do I schedule a meeting with a counselor?

A. To schedule an appointment with a Columbia College counselor, call the counseling line at (209)588-5109 or email them at ccounseling@yosemite.edu. If you need specific help with registration or accessing Canvas, call the counseling line to speak with a student ambassador who may also assist you.

Q. How do I activate my student email account?

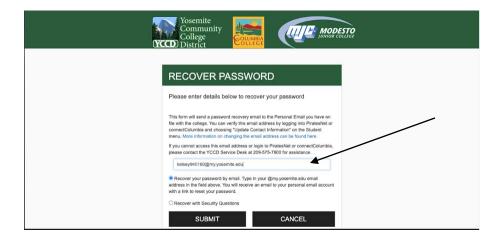
A. To activate your student email account click on "Student Email" on the college homepage. If you are a new student you will be required to recover your password once logging in for the first time.



Then, click on "Recover your Password or Username."



Enter your student email address, which will be your first name followed by your student ID number (without the "w" or leading "0" @ my.yosemite.edu). For instance, if your name is Kelsey and your student ID number is 0912374, your email would be: kelsey912374@my.yosemite.edu.



An email will be sent to the <u>personal email account</u> you used when you applied to the college. Click on the link within the email to create a password for your student email account. Make sure to write this down! If you come across any log in issues, please call the **Help Desk at (209) 588-5385**.

Q. How do I log in to Canvas?

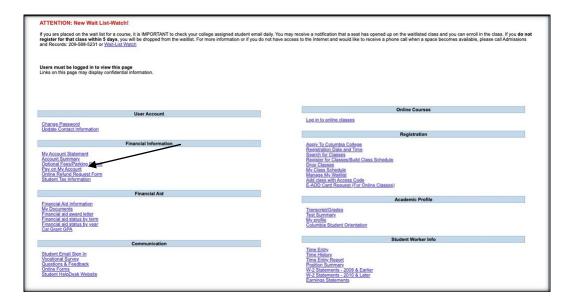
A. Canvas is used for all online courses. Once you have registered using your connectColumbia account, go back to the college homepage and click on the Canvas icon.



You will use your student email and password to log in. <u>Please note:</u> It will take approximately 24 hours for any course to appear on your dashboard after registration. For any log in issues, please contact the **Help Desk at (209) 588-5385**.

Q. Where do I pay my fees?

A. Fees for class registration will be listed in your connectColumbia account under the Financial Information column. To pay fees, click on "Pay on My Account." You may also access information regarding financial aid by clicking on "Financial Aid Information" under the Financial Aid area.



Q. Where do I buy a Columbia College parking pass?

A. Parking passes can be purchased on the <u>My Campus Permit Parking</u> website. Need step-by-step instructions on how to purchase a permit? No problem! Watch this <u>YouTube</u> tutorial. Still have questions? Call the parking permit helpline at 800-700-4417.

Additional Resources

Canvas:

- Help Desk (209) 588-5385 (help with password reset)
- <u>Single-sign on instructions</u> and course support
- Canvas Student Guides
- Online Readiness Tutorials

ConnectColumbia:

- Student Service Desk
- Help Desk (209) 588-5385

Student Email:

• Student email FAQ's