

## New Student Dual Enrollment Registration Guide


Use the following guide to learn how to apply to the college, search for open courses, register for classes, activate your student email, and access your online classes via Canvas. If you have any questions while navigating these steps, please call or email Kelsey Halstead at (209) 588-5054 or [halsteadke@yosemite.edu](mailto:halsteadke@yosemite.edu).

**Step 1: Complete the Columbia College Application** located on the college homepage at [www.gocolumbia.edu](http://www.gocolumbia.edu). Once on the homepage, click on the “Apply Now” button on the top left of the page.



\*For a full step-by-step guide on completing the online application, please watch this [YouTube](#) video\*

**Step 2: Fill out the Dual Enrollment Registration Form** and submit this to [halsteadke@yosemite.edu](mailto:halsteadke@yosemite.edu). This form can be found on the Dual Enrollment webpage locate [here](#). **Note:** your high school does **NOT** need to sign this form if they have sent permission via email to Kelsey Halstead. **Remember:** You will be blocked from registration until this form is returned to Kelsey.



### Columbia College Dual Enrollment Form

**STUDENT INFORMATION**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

High School: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Columbia Student ID W#: \_\_\_\_\_

Please indicate the YEAR you are petitioning to enroll (form due every summer): 20\_\_\_\_\_

**DUAL ENROLLMENT PROGRAM TYPE (SELECT ALL THAT APPLY)**

General Dual Enrollment (Special Admit)     CCAP (College & Career Access Pathway)

Middle/Early College (Socorro & Summerville Only)

**HIGH SCHOOL APPROVAL**

High school principal or authorized designee - by signing below you acknowledge the following:

**ONE YEAR APPROVAL:** I have reviewed the academic record of the above-named student and certify that the student demonstrates adequate preparation and may benefit from advanced scholastic education. (Ed Code 49300(a)) I support this student enrolling in up to 11 units (15 units for CCAP), not to exceed 4 courses. I understand this approval will allow the student to enroll in Columbia College courses for the duration of the academic year and that the college cannot limit enrollment into select classes. A new form will be required every summer term. I have also attached the student's high school transcript.

**SUMMER ONLY:** I certify that I am limiting the number of recommendations to no more than five percent of the total number of students who completed the grade immediately prior to the time of the recommendation for summer session. (Ed Code 49300 (d))

**STUDENTS WITH DISABILITIES:** I also understand that the high school is responsible to fulfill all accommodations outlined in a student's IEP or 504 plan in accordance with Free Appropriate Public Education (FAPE) and Individuals with Disabilities Education Act (IDEA). I agree to notify the IEP/504 Coordinator from my school of this student's intent to enroll in college so that they can arrange for continuation of disability services.

High School Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

**STUDENT AGREEMENT**

By installing and signing below the student acknowledges that they have read and understand the following:

All Columbia College dual enrollment students are expected to have the maturity to function effectively on a college campus and comply with the Columbia College Student Code of Conduct. No special arrangements or additional supervision of underage students are available.

Grades: By participating in a dual enrollment course you are creating a college transcript. The grade(s) you earn in your Columbia College classes will become part of your official college academic record. The college will submit final grades to the high school upon request from the student or high school administrator.

Students participating in dual enrollment must make satisfactory academic progress (minimum cumulative GPA of 2.0 and completion of 67% of courses attempted) to maintain eligibility for financial aid when they begin college after high school graduation.

Student Records: The student understands that all academic records (such as unofficial transcripts) are accessible directly through the connectColumbia portal.

The College has the right to restrict enrollment for reasons of health and safety, preparedness of the student, availability and board policy. (Ed Code 49300, 49301, 76501, 76506)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

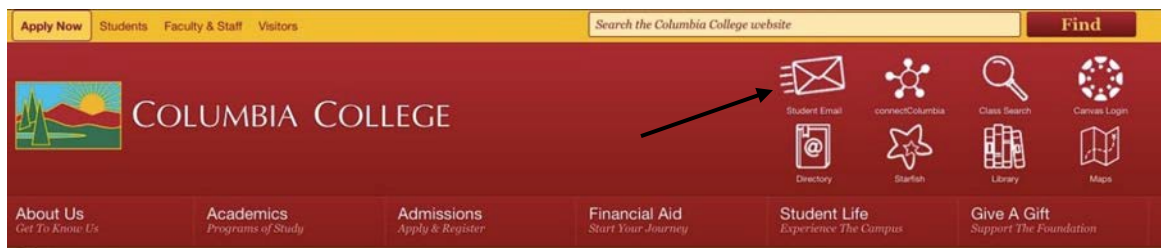
Printed Name: \_\_\_\_\_

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

Accommodations for high school students with disabilities are regulated differently than at the college. High schools must ensure that IEP and 504 plan accommodations are fulfilled for the duration that the student is enrolled in high school. If you are a student with a documented disability please contact your high school IEP/504 Coordinator so that they can arrange for a meeting with our college DSPS office as soon as possible to coordinate services.

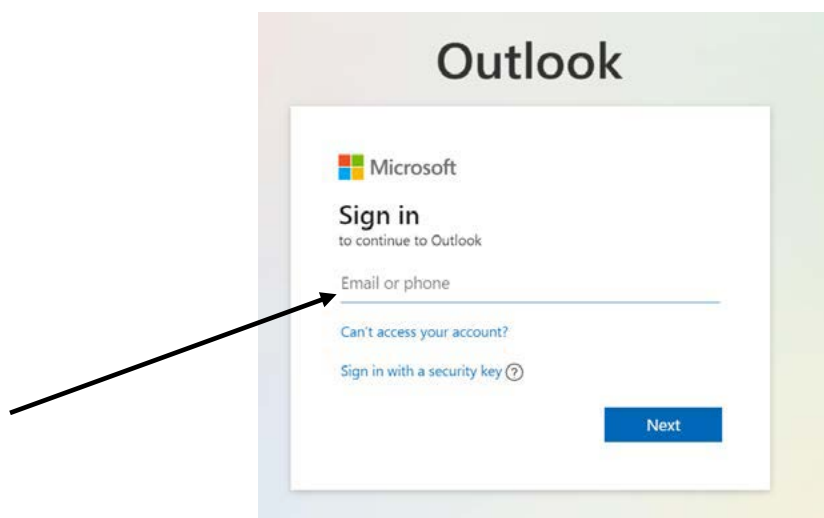
**Step 3: Check your personal email account** for the “Welcome Email” sent from the college with your student ID number. You will need this student ID to activate your student email account. The Welcome Email will be sent 1-3 business days after submitting the online application to the college and will come from the email address: [ccadmissions@yosemite.edu](mailto:ccadmissions@yosemite.edu).

**Step 4: Activate your student email account.** Your student email will be used to access connectColumbia and the Canvas portal. To activate your student email, go back to the college [homepage](#) and click on “Student Email.”

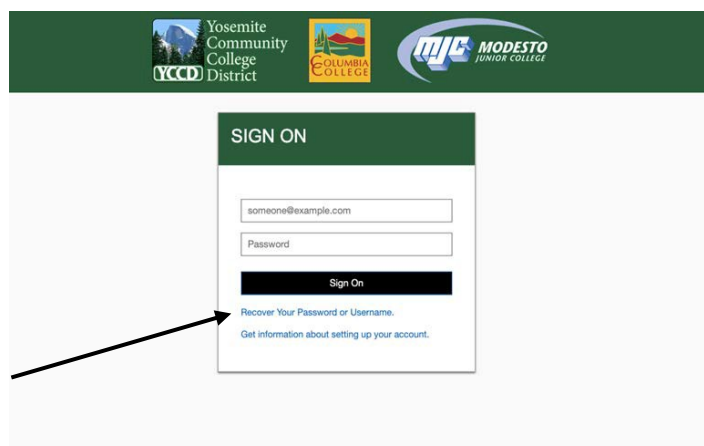


You will first be taken to the Outlook log in page. Enter your student email address, which will be your first name followed by your student ID number (without the “w” or leading “0” @ my.yosemite.edu).

For instance, if your name is Kelsey and your student ID number is 0912374, your email would be: [kelsey912374@my.yosemite.edu](mailto:kelsey912374@my.yosemite.edu). Click “next”.



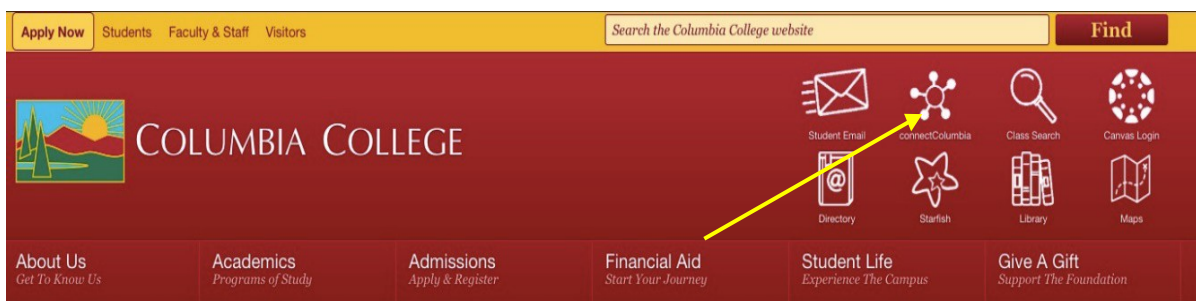
You will then be taken to the YCCD email log in page. Instead of signing in with your student email, you will need to click on “Recover your Password or Username” the first time you try to access it. All new students are required to create a password for their student email before signing on for the first time.



Now enter your student email address again, 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](mailto:kelsey912374@my.yosemite.edu). Then click “submit”.

An email will be sent to the personal email account 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!

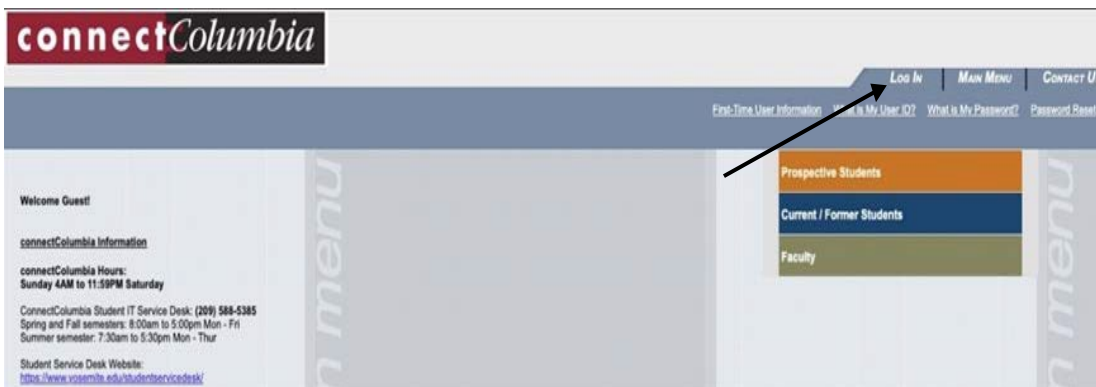
**Step 5: Log in to connectColumbia.** You will use connectColumbia to check your registration date and time, search for open courses, register for classes, view your class schedule, and pay any fees.



After clicking on the connectColumbia portal icon, click on “Current/Former Students” in the blue box.



Then click “Log In” at the top right of this page.



You will be prompted to enter your student email address and password you just created.

**Step 6: Check your registration date and time.** Once inside the portal you will see a link titled “Registration Date and Time” under the registration area on the right-side of the page. Click this link to check when you may register for classes for the upcoming term. You may register anytime on or after this date.

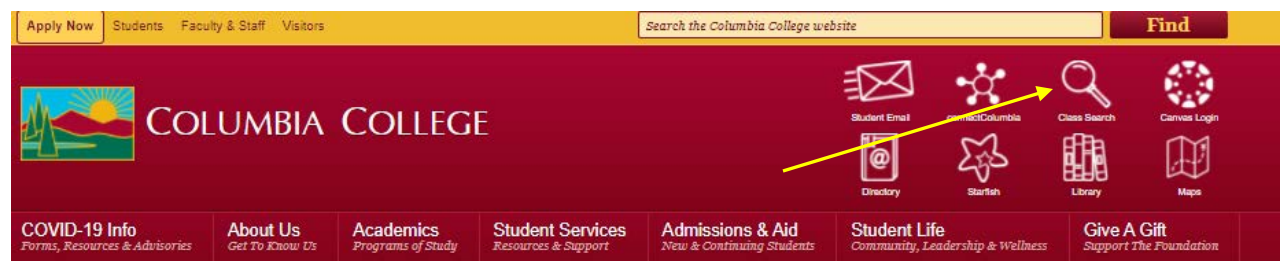
**ATTENTION: New Wait List-Watch!**

If you are placed on the wait list for a course, it is **IMPORTANT** to check your college assigned student email daily. You may receive a notification that a seat has opened up on the waitlisted class and you can enroll in the class. If you **do not register for that class within 5 days**, you will be dropped from the waitlist. For more information or if you do not have access to the Internet and would like to receive a phone call when a space becomes available, please call Admissions and Records: 209-568-5231 or [View Last Watch](#)

**Users must be logged in to view this page**  
Links on this page may display confidential information.

User Account	Online Courses
<a href="#">Change Password</a> <a href="#">Update Contact Information</a>	<a href="#">Log in to online classes</a>
Financial Information	Registration
<a href="#">My Account Statement</a> <a href="#">Account Summary</a> <a href="#">Optional Fees/Parking Permit</a> <a href="#">Pay on My Account</a> <a href="#">Online Refund Request Form</a> <a href="#">Student Tax Information</a>	<a href="#">Apply To Columbia College</a> <a href="#">Registration Date and Time</a> <a href="#">Search for Classes</a> <a href="#">Register for Classes/Build Class Schedule</a> <a href="#">Drop Classes</a> <a href="#">My Class Schedule</a> <a href="#">Manage My Waitlist</a> <a href="#">Add class with Access Code</a> <a href="#">E-ADD Card Request (For Online Classes)</a>
Financial Aid	Academic Profile
<a href="#">Financial Aid Information</a> <a href="#">My Documents</a> <a href="#">Financial aid award letter</a> <a href="#">Financial aid status by term</a> <a href="#">Financial aid status by year</a> <a href="#">Call Grant CDA</a>	<a href="#">Transfer Grades</a> <a href="#">Test Summary</a> <a href="#">My scores</a> <a href="#">Columbia Student Orientation</a>
Communication	Student Worker Info
<a href="#">Student Email Sign In</a> <a href="#">Vocational Survey</a> <a href="#">Questions &amp; Feedback</a> <a href="#">Online Forms</a> <a href="#">Student HelpDesk Website</a>	<a href="#">Time Entry</a> <a href="#">Time History</a> <a href="#">Time Entry Report</a> <a href="#">Position Summary</a> <a href="#">W-2 Statements - 2009 &amp; Earlier</a> <a href="#">W-2 Statements - 2010 &amp; Later</a> <a href="#">Earnout Statements</a>

**Step 7: Search and register for open courses.** Go back to our homepage at [www.gocolumbia.edu](http://www.gocolumbia.edu) and click on the class search icon:



Select the term you would like to search and register for. You can then search by course subject, which are listed in alphabetical order. Once you have chosen a subject, click on the submit button on the bottom of the page.

## Columbia Class Search

**COVID-19 Advisory** - Columbia College follows the most current health and safety guidance from the CDC (Centers for Disease Control), CalOSHA (California Occupational Safety and Health Administration), and TCPHD (Tuolumne County Public Health Department) regarding course offerings. We have increased on-campus and in-person summer and fall course offerings, particularly in courses where hands-on learning is essential. Face-to-face classes will use physical distancing, personal protective equipment, air purification units, and sanitation procedures to provide the safest learning environments possible, as required by the agencies noted above.

Note: "CCVS ZOOM" indicates that class sessions will use Zoom teleconference software during the times shown in the schedule. The Important Notes column will say whether you are required to attend during that time slot or if you can watch recordings later. Fill out and submit a "[Time Conflict Petition](#)" if overlapping classes allow watching recordings.

Need help navigating Class Search and Registration? Check out this [brief video](#).

Class Search: To limit your search, select additional criteria and press "Submit".

Term:

Subjects:   
 ANTHR: CC Anthropology  
 ART: CC Art  
 ASTRO: CC Astronomy  
 AT: CC Automotive Technology  
 BIOL: CC Biology  
 BUSAD: CC Business Administration  
 CHEM: CC Chemistry

[Video Tutorial - Finding Classes](#)  
[Can't find your subject?](#)

Course Number:

Section Number:

Title Keyword Search:   [Reset fields](#)

For example, if you want to search for English classes, you will select English from the subject area and click on submit. The results page will list all English courses being taught for the spring 2022 term:


## Results for Columbia Spring 2022 Term

**COVID-19 Advisory** - Columbia College follows the most current health and safety guidance from the CDC (Centers for Disease Control), Cal/OSHA (California Occupational Safety and Health Administration), and TCFPHD (Tulume County Public Health Department) regarding course offerings. We have increased on-campus and in-person summer and fall course offerings, particularly in courses where hands-on learning is essential. Face-to-face classes will use physical distancing, personal protective equipment, air purification units, and sanitation procedures to provide the safest learning environments possible, as required by the agencies noted above.

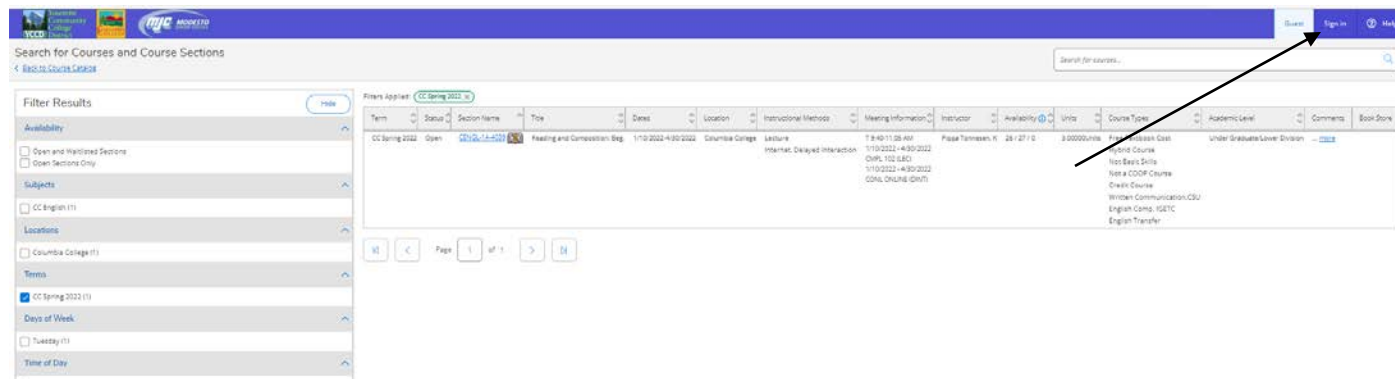
Note: "CCVS ZOOM" indicates that class sessions will use Zoom teleconference software during the times shown in the schedule. The important Notes column will say whether you are required to attend during that time slot or if you can watch recordings later. Fill out and submit a "Time Conflict Petition" if overlapping classes allow watching recordings.

Need help navigating Class Search and Registration? Check out this [brief video](#).

Name	Section	Title	Important Notes	Instructor	Units	Location	Type	Times	Days	Max/Avail	Status	Text Books	IGETC/CSU/GE/CC/GE
1	CENGL-10	<a href="#">4047</a> Creative Writing 01/19/22-04/30/22	This is an online class.	Pisa, Tennessee, Kimberly	3	CONL, Canvas	DNLT	Online	ARR	31/21	Open		
2	CENGL-149	<a href="#">4122</a> Reading and Composition Workshop 01/19/22-04/30/22	This is an online class. It is highly recommended that students take ENGL 1A with the same instructor teaching this support class.	State, Rebecca	2	CONL, Canvas	DNLT	Online	ARR	27/27	Open		
3	CENGL-149	<a href="#">4223</a> Reading and Composition Workshop 01/19/22-04/30/22	This is an online class. It is highly recommended that students take ENGL 1A with the same instructor teaching this support class.	Pisa, Tennessee, Kimberly	2	CONL, Canvas	DNLT	Online	ARR	27/27	Open		
4	CENGL-1A	<a href="#">4039</a> Reading and Composition: Beginning 01/19/22-04/30/22	This is a hybrid class. An optional support course (ENGL 149-4122) is available for this section.	Pisa, Tennessee, Kimberly	3	CMPL 102, Columbia CONL, Canvas	LEC DNLT	9:40A - 11:05A Online	T ARR	27/26	Open		1A, A2
5	CENGL-1A	<a href="#">4040</a> Reading and Composition: Beginning 01/19/22-04/30/22	This is an online class. An optional support course (ENGL 149-4122) is available for this section.	State, Rebecca	3	CONL, Canvas	DNLT	Online	ARR	27/27	Open		1A, A2
6	CENGL-1A	<a href="#">4042</a> Reading and Composition: Beginning 01/19/22-04/30/22	This is an online class.	Johnson, Cray	3	CONL, Canvas	DNLT	Online	ARR	27/27	Open		1A, A2
7	CENGL-1A	<a href="#">4043</a> Reading and Composition: Beginning 01/19/22-04/30/22	This is an online class. An optional support course (ENGL 149-4122) is available for this section.	State, Rebecca	3	CONL, Canvas	DNLT	Online	ARR	27/27	Open		1A, A2
8	CENGL-1A	<a href="#">4044</a> Reading and Composition: Beginning 01/19/22-04/30/22	This is an online class.	Rivera, Richard	3	CONL, Canvas	DNLT	Online	ARR	27/27	Open		1A, A2

If you want to read the description of the course and find out if the class requires any prerequisites, click on the title of the class in the third column. The important notes section will list the modality of the class or important dates to consider. The location area will display where the course meets. If on campus, you will see a building and classroom number. If you see "CONL, Canvas", this indicates the class is held online. If you notice this symbol  under the textbook's column, it means students are not required to purchase textbooks for the course.

If you see a class you want to register for, you may click on the course section number in the second column. You will automatically be redirected to connectColumbia. Click "sign in" on the top right-hand corner of the page.



The screenshot shows the connectColumbia search interface. At the top, there are navigation links for "Home", "Sign In", and "Help". Below the navigation is a search bar with the text "Search for courses...". The main content area is titled "Search for Courses and Course Sections" and includes a "Filter Results" sidebar on the left. The sidebar has sections for "Availability", "Subjects", "Locations", "Terms", and "Time of Day". The main table displays search results for "ENGL 1A" in the "CC Spring 2022" term. The table columns include Term, Status, Section Name, Title, Dates, Location, Instructional Methods, Meeting Information, Instructor, Availability, Units, Course Type, Academic Level, Comments, and Book Store. A single result is shown for "ENGL 1A-4039" with a status of "Open". An arrow points from the "Sign In" button in the top right corner to the search results area.

You will need to enter your student email address and password to log in.



SIGN ON

Sign On

[Recover Your Password or Username.](#)  
[Get information about setting up your account.](#)

Once you are logged in, you will now see an option to add the class you chose to your plan for the upcoming term:

Academics > Search for Classes

Complete your class registration in [Register & Drop Classes](#)

Search for Courses and Course Sections Search for courses...

Filter Results Hide

**Availability**

Open and Waitlisted Sections

Open Sections Only

**Subjects**

CC English (1)

**Locations**

Columbia College (1)

**Terms**

CC Spring 2022 (1)

Filters Applied: CC Spring 2022

Add to Plan	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Instructor	Availability	Units	Course Types	Academic Level
<span style="background-color: #2e7d32; color: white; padding: 2px 5px; border-radius: 3px;">Add to Plan</span>	CC Spring 2022	Open	ENGL 101	Reading and Composition: Beg.		1/10/2022-4/30/2022	Columbia College	Lecture Internet, Delayed Interaction	T 9:40-11:05 AM 1/10/2022 - 4/30/2022 ONLINE (LIVE) 1/10/2022 - 4/30/2022 ONLINE (DNT)	Pippa Tonnesen, K	26 / 27 / 0	3.00000Units	Free Textbook Cost Hybrid Course Not Basic Skills Not a COOP Course Credit Course Written Communication/CSU English Comp. /IGETC English Transfer	Under Graduate/Lower Div.

Page 1 of 1

If you select “add to plan”, a dialogue box will appear and ask you to add this section. Click “add section”.

**Section Details**

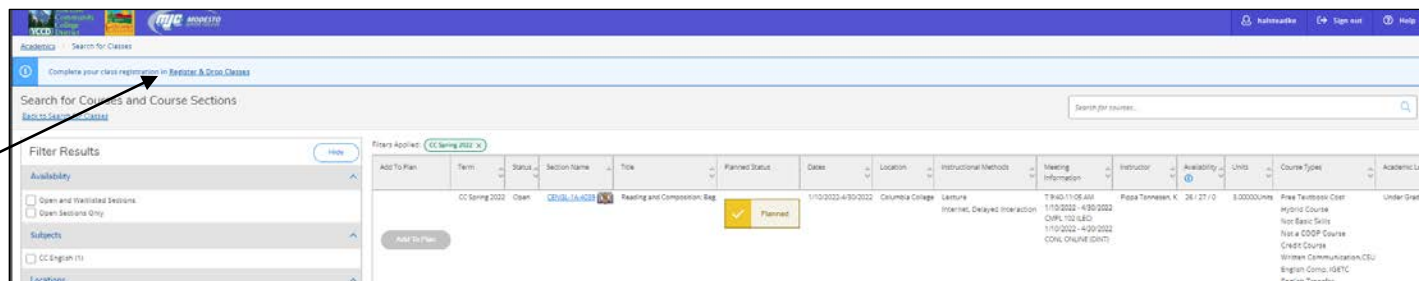
CENGL-1A-4039 Reading and Composition: Beg.

CC Spring 2022

<b>Instructors</b>	Pippa Tonnesen, K <a href="mailto:pjppattonnesenk@yosemite.edu">pjppattonnesenk@yosemite.edu</a>
<b>Meeting Information</b>	T 9:40 AM - 11:05 AM 1/10/2022 - 4/30/2022 Columbia College, Maple 102 (Lecture) 1/10/2022 - 4/30/2022 Columbia College, Online ONLINE (Internet, Delayed Interaction)
<b>Dates</b>	1/10/2022 - 4/30/2022
<b>Seats Available</b>	26 of 27 Total
<b>Credits</b>	3
<b>Requisites</b>	Prerequisite: ENGL 151 Preparation for College Composition or placement through the assessment process - Must be completed prior to taking this course.
<b>Course Description</b>	ENGL 1A - Reading and Composition: Beginning, 3 units Prerequisite(s): ENGL 151 or placement through the assessment process 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours Development of college-level reading and composition skills. Emphasis will be on applying techniques of critical analysis to reading, interpreting, writing, and conducting research. Writing emphasis will be on the expository essay, including the longer documented essay. Note: Students will complete writing assignments with a minimum of 8,000 words total by the end of the semester. Not repeatable. MJC equivalent: (ENGL 101) Transfer: (CSU/UC) (CSU-GE: A2) (IGETC: 1A) C-ID: (ENGL 100)
<b>Additional Information</b>	<p><b><a href="https://www.gocolumbia.edu/online_learning/default.php"> This is a hybrid class. </a></b></p> An optional support course (ENGL-149-4223) is available for this section.
<b>Transfer Status</b>	Transfers to both UC/CSU
<b>Books Total</b>	

Close
Add Section

**Note:** you have only “planned” this section but are NOT fully registered yet. To register for this class, you will want to click on “Register & Drop Classes” from the top of the homepage:



From here, make sure the term is set to the upcoming semester. If you register for classes while another term is in session, it will default to the current term. Make sure you click on the forward arrow to select the upcoming term. For this example, we need “CC Spring 2022”. Now you will see your planned course. To register click the “register” button at the bottom of the page:

Click here if term is set to current term and not upcoming semester.

### Register & Drop Classes

Schedule   Timeline   Petitions & Waivers

<
CC Spring 2022
>
-
+

Filter Sections
Save to iCal

**CENGL-1A-4039: Reading and Composition: Beg.** ✕

⚠ **Prerequisite:** ENGL 151 Preparation for College Composition or placement through the assessment process - Must be completed prior to taking this course.

✓ **Planned**

Credits: 3 Credits  
 Grading: Graded  
 Instructor: Pippa Tonnesen, K  
 1/10/2022 to 4/30/2022  
 Seats Available: 26

∨ Meeting Information

Register

∨ View other sections



Now this course shows as “Registered”. You will also automatically receive an email to your student email account letting you know you made changes to your schedule. Repeat this process as needed to register for additional courses.

To print your schedule, click on the “print” icon to the right of the screen. Your schedule will look something like this.

Status	Course Title	Time	Location	Instructor
Registered	CART-12-2581: Hist of Art: Renais/Baroq/Mod	TBD 5/10/2021 - 6/26/2021	Online, ONLINE	Accurso, L

**\*\*\*If any class you chose requires a math or English prerequisite, you will need to meet with a Columbia College counselor for assessment. STOP here and call the Counseling office at (209) 588- 5109 to schedule this virtual appointment.\*\*\***

For more detailed instructions on how to search and register for classes, please refer to this YouTube video [tutorial](#).

**Step 8: Log into Canvas to access any/all online courses.** **Note:** it will take 24 hours after registration for your classes to appear, or until the instructor publishes the course content. To log into Canvas, go back to the college [homepage](#) and click on “Canvas”.



You will be prompted to enter your student email address and password.

Once you log in, your dashboard should look something like this. If you do not see any courses, the full 24 hours after enrollment may not have elapsed, or the instructor has not “published” the course content yet. If you have any questions, call Kelsey Halstead at (209) 588-5054 for assistance. Good luck this semester!