

from the cashier in the Administration building, and from the Student Life Office in the Campus Center.

### **PARKING**

Umpqua Community College provides ample parking spaces near and around all campus buildings. All part- and full-time students receive a yearly parking permit. Parking permits are available from the Information Desk in the Campus Center. A student ID card is required.

Disabled person parking is available throughout campus. Special stickers are required for disabled parking spaces. These spaces are marked in blue with signs. All stickers and placards required to park in these spaces are issued by the Oregon Division of Motor Vehicles.

Traffic citations will be issued for improperly parked vehicles. For more information, call Security at 541-440-4671 or go to [www.umpqua.edu/parking](http://www.umpqua.edu/parking).

### **SMOKING**

Smoking and tobacco use are not permitted inside the perimeter of any Umpqua Community College property. Designated smoking areas are provided near parking lots on the outside perimeter of campus.

### **BUS SERVICE**

UCC students can ride the bus at a reduced cost. The "U" pass can be purchased from the Cashier in the Welcome Center/Administration building.

For more information, call Umpqua Transit at 541-440-3587.

### **ONLINE COURSES**

Online courses appeal to students who need a more flexible schedule, are self-motivated, and able to accomplish much of the required course work independently. Interested students are encouraged to visit [www.umpqua.edu/ucconline](http://www.umpqua.edu/ucconline) or contact an academic advisor at 541-440-4610 or [ucconline@umpqua.edu](mailto:ucconline@umpqua.edu) to determine if online classes are right for them.

### **CAMPUS SECURITY POLICY**

Campus security coverage is maintained weekdays by four full-time security officers and weekends by three part-time security officers. Security staff may be contacted 24 hours a day, seven days a week, by calling 541-440-7777 or dialing 7777 from any campus extension. In addition to providing a safe working and learning environment, Campus Security enforces traffic and parking regulations, promotes crime prevention and secures the college buildings and facilities. Campus crime information is collected annually and available upon request.

# GETTING STARTED

## NEW TO UCC

**IF YOU ARE NEW TO UCC, WE RECOMMEND THE FOLLOWING STEPS TO GET YOU OFF TO A SUCCESSFUL START:**

1. Complete an Application for Admission online at [www.umpqua.edu/apply](http://www.umpqua.edu/apply), or in person at the Welcome Center in the Administration building
2. Submit a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) by April 1 for priority consideration.
3. Students who have completed coursework at another college or university and are seeking a degree, must submit official transcripts from the previous schools.
4. Take the college placement tests. Please call 541-440-4610 for available times.
5. Attend mandatory New Student Orientation session. Call 541-440-4610 to register.

## RETURNING TO UCC

**REGISTRATION IS AVAILABLE FOR ADMITTED, ENROLLED AND RETURNING STUDENTS ONLINE OR IN PERSON.**

Please refer to pages 9-11 in this Schedule, which provides additional information with regard to dates, tuition rates, policies and academic regulations. The following is a suggested checklist for students to complete their registration

- Update your student record with the Registration Office if your name, address, phone number and/or program of study have recently changed.
- Returning students who have taken college credit classes at UCC in the past, but have been absent for a year or more, need to complete a new application for admission (no fee) to update their records.
- Review your education path with an advisor in the Advising and Career Service Center.
- Review the current Schedule of Classes and select the courses you wish to register for.
- Clear outstanding debt or prior term balances with Student Accounts.
- Register online at [www.umpqua.edu/register-for-classes](http://www.umpqua.edu/register-for-classes) or in person at the Registration Office at the Welcome Center in the Administration building.
- Make arrangements for payment with Student Account.

GETTING  
STARTED

CREDIT  
SCHEDULE

ADULT BASIC  
SKILLS DEVELOPMENT

COMMUNITY &  
WORKFORCE TRAINING

SMALL BUSINESS  
DEVELOPMENT CENTER

# CREDIT SCHEDULE IS NOW ONLINE

Details for the classes offered for the term are listed on the following pages. For the most current information on class details (days, times, location, etc.) please check the online class schedule. Follow the instructions to the right to view what's available and then to register.

## TO VIEW OR BROWSE SCHEDULE

1. Go to [www.umpqua.edu/class-schedule](http://www.umpqua.edu/class-schedule)
2. Click on the **Browse the Online Class Schedule** button
3. **Search by Term:** Select Term
4. Click on **Submit**
5. Select Subject
6. Click on **Class Search**
7. For more information on any class, including additional fees, space availability, etc. click on course title

# ONLINE REGISTRATION

Listed to the right are instructions for web registration. If you encounter any problems, call 541-440-7808 Monday through Friday, 7 a.m. - 4 p.m., fall, winter and spring terms. Once you have applied for admission and been admitted to UCC, then seen an advisor, the registration process is easy! Simply click through the lists of options, enter the #s for the courses you wish to take and you're done! To complete the process, you will need to have your user ID and password ready.



 *Scan here  
with your smartphone  
for info on how to apply*

## WEB REGISTRATION STEPS

1. Go to: [www.umpqua.edu/register-for-classes](http://www.umpqua.edu/register-for-classes)
2. Click on the **Register online now!** button
3. Review online instructions, then click on **Go to your student account now** button
4. To login:  
Enter User ID: Student ID # (8xxxxxxx)
5. Enter PIN Number (6-15 characters)
6. Click on: **STUDENT**
7. Click on: **REGISTRATION**
8. Click on: **SELECT TERM;** choose the term & click **SUBMIT**
9. Click on: **ADD OR DROP CLASSES**
10. Add classes by entering the **CRN in the Add Classes Worksheet** and click **SUBMIT CHANGES**, or click **CLASS SEARCH** to find classes to add
11. When you are done, click on: **RETURN TO MENU**
12. Click on: **CONCISE STUDENT SCHEDULE** to see your registration
13. Be sure to click the **EXIT** when finished

# YOUR FINAL EXAM TIME

YOUR FIRST DAY OF CLASS & TIME: ↓	Monday	Tuesday	Wednesday	Thursday	Friday
Mon 8 a.m.	8-10				
Tue 8 / 8:30		8-10			
Mon 9			8-10		
Tue 9 / 9:30				8-10	
Mon 10	10-12				
Tue 10 / 10:30		10-12			
Mon 11			10-12		
Tue 11 / 11:30				10-12	
Mon 12 p.m.	12-2				
Tue 12 / 12:30		12-2			
Mon 1			12-2		
Tue 1 / 1:30				12-2	
Mon 2	2-4				
Tue 2 / 2:30		2-4			
Mon 3			2-4		
Tue 3 / 3:30				2-4	
Mon 4	4-6				
Tue 4 / 4:30		4-6			
Mon 5			4-6		
Tue 5 / 5:30				4-6	
Mon 6	6-8				
Tue 6 / 6:30		6-8			
Mon 7			6-8		
Tue 7 / 7:30				6-8	

## HOW TO READ THIS

Read the chart down the side to find the first day of the week your class meets. Next find the starting time of your class. Go across the column for the time of day of your final. Read to the top for the day of the week of your final.

## EXAM NOTE

Day classes that begin at times other than those listed, or when the first weekly class session is on Wednesday, Thursday or Friday — the instructor will arrange for a final exam time that is open for all of the students in the class. Exams will be held in regular classrooms.

All examinations are to be given as scheduled. Only in emergency situations will student requests be granted for times

other than those listed on this schedule and then only by permission from the Division Director. Night classes which meet only one night per week will have the final on that night.

Saturday classes will have their final exam at the regularly scheduled class time on the last Saturday prior to finals week.