



Columbia College of Missouri

established 1851

LAKE COUNTY

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Dates to Remember

Nov. 26

January Session registration begins

Nov. 30

Last day to withdraw from October Session courses and receive a W

Dec. 15

October Session ends

Dec. 24-25

Christmas holiday; offices closed

Dec. 31-Jan. 1

New Year's holiday; offices closed

Jan. 11

Last day to register for January Session graduate in-seat and online courses

Jan. 14

January Session begins

Jan. 18

Last day to add January Session undergraduate courses

Jan. 21

Martin L. King, Jr.'s Birthday; offices closed, no classes

Jan. 22

Last day to drop January Session courses without academic or financial liability

Feb. 18

Registration begins for March Session

Feb. 22

Last day to withdraw from January Session courses and receive a W

March 9

January Session ends



Making Math Changes

Why is math important? We use our math skills every day and many times don't realize how important they are. We use measurements

and calculations when we're completing home projects, figuring our average mileage, and even trying to assist children with their homework.

How many gallons of gas can I afford today? What's the cost of eating lunch at McDonald's instead of making my lunch? What's my daily limit of sugar, and how much caffeine, sugar or fiber is in my energy drink? How do I divide my time making dinner, helping children with homework and attending math tutoring, and still get enough sleep to function at work tomorrow? We use our math skills to answer these questions every day. Math affects everything we do, and improving math skills helps our daily decision making.

Our campus math program is going to change in the March session. We'll offer the algebra series of MATH 104 – Beginning Algebra; 106 – Intermediate Algebra; and 150 – College Algebra instead of the MATH 104 and MATH 170 – Finite Math combination. Our math faculty, tutors and I believe this series provides a more successful route for completing the

college math requirements. The Math 104 and 170 option is still available to any student through our online campus. We'll occasionally offer Math 170, but it will not be offered every term.

Our instructors will transition to the same math texts currently used in our online math courses. Changing textbooks benefits our students and math tutors. Our campus math tutors can assist classroom and online students more easily using the same textbook. Using the same text allows students to drop an online algebra course during week one and register for the classroom course without making a text change.

Our student success and degree completion goals are the main reason for these changes. Math skills diminish for most of us after high school. Offering Beginning and Intermediate Algebra provides the necessary foundation to successfully pass College Algebra. We have outstanding math faculty at our campus. Their goal is to assist in the successful completion of the course, but your instructor can't pass the course for you. The ultimate responsibility for passing the course falls on the student. Student success is always higher for those that attend class, use college tutoring resources and bring a "can do" attitude to the classroom.

Lyndon Russell

Director, Columbia College-
Lake County

Lake County Campus Scholarship

Need money for classes? Apply for the Lake County Campus scholarship. Please return a completed application and essay (topic listed on application) to the Lake County Campus by 5 p.m., Friday, January 25. Two winners are awarded \$500 toward classroom tuition costs at the Lake County Campus for the spring session that begins March 25, 2013. Student qualifications are located on the applications, which are available at the Lake County campus.



Applications due for Frank S. Westling Scholarship

Students can now apply for the Frank S. Westling Scholarship for the 2013-14 academic year. In 2012, the \$500 award was given to 39 students from 23 campuses. The scholarship is non-renewable and awarded to new students each year. The deadline to turn in applications to your campus director is February 15, 2013.

To qualify for the scholarship, recipients must:

- Be an online, evening or nationwide campus student pursuing a degree with Columbia College.
- Have attended Columbia College during the 2012-13 academic year.
- Have a minimum GPA of 3.0.
- Have at least 15 credit hours with Columbia College.
- Provide evidence of leadership and service to their community, school or country.
- Write a 400-500 word essay about their achievements and career goals.

To complete a scholarship application, please visit www.ccis.edu/westling.

Frank S. Westling was a highly decorated infantry officer and former dean of the college's Extended Studies Division, now Adult Higher Education. Before joining the college, Westling served in the U.S. Army for 31 years, fighting in World War II, Korea and Vietnam. He was awarded the Purple Heart, Bronze Star and Silver Star medals and earned parachutist and glider badges. During the Vietnam War, he commanded the Army's 4th Psychological Operations Group in Saigon and retired as colonel.

Financial aid available through FAFSA

To receive financial aid for the 2013-14 academic year, current and prospective students can complete the Free Application for Federal Student Aid (FAFSA) beginning on January 1. Students are encouraged to apply as soon as possible: Columbia College's priority deadline for the FAFSA is March 1.

To apply, go to www.fafsa.ed.gov and complete the form indicating Columbia College's school code, 002456. For more information, visit the Columbia College Financial Aid website at www.ccis.edu/financialaid/, or contact Registration and Financial Services at (800) 231-2391, ext. 7390.

FATV answers tough financial aid questions

Financial aid might seem confusing, but it doesn't have to be. Learn more about financial aid through short videos on Financial Aid TV. Topics include:

- How to apply for financial aid
- Military service benefits
- Financial aid basics

You can watch the videos any time through the financial aid website at <http://ccis.financialaidtv.com/>.



Your library online

The Stafford Library has recently created an online guide to library resources specifically for your campus. From this guide, you can directly search library resources such as electronic books, journal articles and streaming videos. You can also see a list and map of local libraries.

To access the guide, go to your campus home page and click on "library online." If you have any questions about the new guide or anything else regarding library services, please contact the library at (800) 231-2391, ext. 7381, or reference@ccis.edu. You can also chat with staff through the library website, <http://web.ccis.edu/Offices/Library>, or text (573) 535-5449.

SALUTE honor society begins accepting applications in January

Beginning January 1, student veterans and military can apply to be accepted in the SALUTE Veterans National Honor Society chapter at Columbia College. The SALUTE chapter, which was established at Columbia College last year, is open to honorably discharged veterans, active-duty military, National Guard, and reservists.

Applicants should: be degree-seeking undergraduates; have a 3.0 minimum cumulative Columbia College GPA; have a minimum of 12 semester hours from Columbia College; and be at least junior-level academic standing. The cost to apply to the society is \$25. No charge is applied if membership is denied for any reason. Once accepted, students receive a membership certificate as well as a military-style challenge coin. Inductees will also have the opportunity to purchase a red, white, and blue honor's cord to wear in graduation ceremonies.

The deadline for applications is March 1. To apply, visit <http://web.ccis.edu/military/salute>.

Pride Point

For the eighth year in a row, Columbia College has been ranked in the top tier of “America’s Best Colleges” by U.S. News & World Report. Columbia College earned the No. 58 spot as one of America’s “Best Regional Universities-Midwest” and also ranked No. 2 for “Least Debt Load,” a newer category listing schools whose class of 2010 graduated with the least amount of debt.

Columbia College’s online bachelor’s degree programs, the MBA and the Master of Arts in Teaching were recognized in the first-ever edition of Top Online Education Programs by U.S. News & World Report, released January 2012. Recognition was based on teaching practices and student engagement, faculty credentials and training, and student services and technology. In order to be considered for the rankings, online degree programs needed to have at least 80 percent of their course content available online.

CougarTrack set for debut this winter

Say goodbye to eServices and hello to CougarTrack in late December. CougarTrack, an innovative one-stop-shop for your college web resources, will:

- Offer a more user-friendly design
- Decrease the number of emails received on a daily basis
- Be a central location for all necessary resources
- Be customized with new features that suit individual needs, whether you’re a day, evening or online student

“We’ve been getting lots of positive feedback from students and staff during usability testing,” says Cathy Eatherton, director of project management and information security. “They’re commenting that it’s much more user-friendly because of its organization and functionality.”

Watch your email for more information about making the switch to CougarTrack in the coming weeks.



Ten ways to ace your interview

Maybe you’re getting ready to apply for an internship. Or you’re preparing for that first job interview after graduation. To help you give your best interview, the Grossnickle Career Services Center offers these tips:

- 1) Complete research prior to your interview.**
Research the organization, their mission statement, products and services. Many interview questions come directly from the position description, so be sure to review it beforehand.
- 2) Focus on what you can do for the organization.**
Many candidates make the mistake of saying how the position could help them. Remember, the organization is interested in what you can do for them.
- 3) Dress professionally.**
First impressions are extremely important, so dress for the job you are applying for.
- 4) Arrive to the interview early.**
You’ll want to provide yourself ample time for travel, parking and locating your interview room. Try to arrive 10-15 minutes before your scheduled interview time.
- 5) Practice answering common interview questions.**
Look on the Grossnickle Career Services Center website (<http://www.ccis.edu/careercenter>) for common interview questions and think about how you would answer them. Try to prepare three to five specific examples from your past experience that you can apply to a variety of questions.
- 6) Use your resources.**
The Grossnickle Career Services Center offers two free services to students/ alumni to help them brush up on interview skills: in-person or telephone mock interviews, and InterviewStream, an online interviewing practice system in which students/alumni can record themselves answering interview questions and evaluate their answers.
- 7) Utilize the S.T.A.R. technique when answering behavioral interview questions.**
Behavioral interview questions require candidates to come up with specific examples of their past behavior. (For example: “Tell me about a time when you went above and beyond what was required of you.”) Give a specific example and describe the situation (S) or task (T) in depth, the action (A) you took, and the results (R) of your actions.
- 8) Know your strengths and be able to communicate them during the interview.**
Don’t just tell the employer that you are good at something; show them your talents by using specific examples from your past experience.
- 9) Watch your non-verbal cues.**
Eye contact, posture and appropriate facial expressions to questions are all extremely important. All of these actions are indicators of your interest in the company and the position.
- 10) Ask appropriate questions at the end of the interview.**
Asking questions shows that you are interested in learning more about the position. Questions like “How would you describe the ideal candidate?” or “What challenges will the person selected for this position face?” are both appropriate questions.

January Session course schedule

Registration begins Nov. 26 and courses begin Jan. 14. To access the on-campus schedule, visit www.ccis.edu/lakecounty. For a complete list of online classes, go to www.ccis.edu/online/schedule.



Schedule for January Session

Jan. 14 – March 9, 2013

Registration Opens Nov. 26, 2012

For a complete list of online classes, please visit www.ccis.edu/online/schedule.

Mondays 5-10 p.m.

+ACCT 485 Fund & Govt. Accounting
AFCS 102 African Culture & Society II
BIOL 108 Human Biology
ECON 294 Microeconomics
INCC 123 Strategies for Success
PSYC 304 Personality Theory
SOC 111 General Sociology (NSGL)

Tuesdays 5-10 p.m.

ACCT 280 Accounting I (Financial)
CISS 170 Introduction to Computers
COMM 203 Human Communication
MECS 101 Middle East Culture & Society I (NSGL)
PSYC 101 General Psychology
PSYC 325 Quantitative Research Methods

Wednesdays 5-10 p.m.

CISS 430 Database Systems
CJAD 101 Introduction to Criminal Justice

CJAD 315 Private Security & Loss Prevention
ENGL 112 English Composition II
+HIST 101 Western Civilization I
HIST 121 American History <1877 (NSGL)
MATH TUTORING
+MGMT 367 Business Law II

Thursdays 5-10 p.m.

CISS 234 Visual Basic
CJAD 451 Mgmt. of Criminal Justice Agencies
ENGL 112 English Composition II (NSGL)
HUMS 325 Case Management
MGMT 479 Strategic Management
+MKTG 310 Principles of Marketing

Saturdays 8:30-1:30 p.m.

ENVS 115 Intro. Environmental Science
FINC 350 Business Finance
HUMS 300 Exploring Research
MATH 250 Statistics

+MGMT 254 Business Communication
+RELI 101 Religion & Human Experience

Tuesdays/Thursdays 5-7:30 p.m.

ENGL 107 English Composition
MATH 104 Beginning Algebra
MATH 170 Finite Mathematics

Tuesdays/Thursdays 7:30-10 p.m.

ENGL 111 English Composition I

+Hybrid course. Class meets 3 hours.