

Chapter 132I-160 WAC

ADMISSIONS AND REGISTRATION PROCEDURES

WAC

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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132I-160-030	Basic policy of admissions. [Order 013, § 132I-160-030, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132I-160-040	Nonmatriculant policy of admissions. [Order 013, § 132I-160-040, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132I-160-050	Additional admissions procedures for special programs. [Order 013, § 132I-160-050, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132I-160-070	Appointments to register. [Order 013, § 132I-160-070, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132I-160-080	Registration. [Order 013, § 132I-160-080, filed 1/6/76.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.

WAC 132I-160-010 Purpose. The purpose of these policies and procedures is to establish a standard set of admission and registration practices that are necessary and appropriate for the administration of Highline Community College. For admission information contact the Admission Office, Highline Community College, 2400 South 240th Street, P.O. Box 98000, Des Moines, Washington 98198-9800. For registration information contact the registrar's office at the same address.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-010, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-010, filed 1/6/76.]

WAC 132I-160-020 Definitions. The following terms are defined below:

(7/11/95)

(1) Applicants: Persons seeking admission to Highline Community College.

(2) Students: Applicants granted admission to Highline Community College.

(3) Veterans: Applicants or students who are eligible to receive Department of Veterans' Affairs Educational Benefits.

(4) Vietnam veterans: Veterans who have documented service in Cambodia, Laos, Thailand, or Vietnam during the period of August 5, 1964, to April 11, 1975.

(5) International students: Applicants or students who are not United States citizens and who need F-1 or J-1 visas to attend Highline Community College.

(6) Newly admitted students: Students who have not previously attended Highline Community College.

(7) Currently enrolled students: Students who are registered in credit courses in the current quarter who wish to register for the following quarter. Students may skip summer quarter and maintain this status.

(8) Former students: Students who were registered in credit courses in a previous quarter but who are not currently enrolled in credit courses.

(9) Resident students: Resident students are applicants who can prove they have lived in Washington state for the entire year before the start of the quarter in which they register. Resident status may also be extended under certain conditions to Washington state higher education employees, federal employees, military personnel, and some veterans. These rules may extend to spouses, minor children, and dependents under most circumstances. More detailed definition is available in RCW 28B.15.012. A copy of the Revised Code of Washington is available in the Highline Community College library.

(10) Nonresident students: Students who meet the definition according to RCW 28B.15.012(3). A copy of the Revised Code of Washington is available in the Highline Community College library.

(11) Not regularly admitted students: Students who are eighteen years old or older and who do not have a high school diploma or GED.

(12) Registration by appointment: The initial period of registration for each quarter. Students and applicants are assigned days and times to register based upon the number of credits earned at Highline Community College. Students and applicants who wish to register for evening, Saturday, or continuing education courses do not require registration appointments. Those students register on a first-come, first-served basis during open enrollment.

(13) Late registration: The period of registration after registration by appointment. It continues through the end of the first week of the quarter. Few courses are available.

(14) Open enrollment: Class registration for which no appointments are necessary. Registration occurs on a first-

come first-serve basis. Open enrollment occurs any time during the registration period for applicants or students who wish to register for evening, Saturday, or continuing education courses. It occurs during late registration for applicants or students who wish to register for daytime credit courses.

(15) GED: The General Educational Development test of the American Council on Education.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-020, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-020, filed 1/6/76.]

WAC 132I-160-025 Admission policy. Highline Community College will admit applicants who:

(1) Are competent to profit from the college's courses; and

(2) Would not by their presence or conduct create a disruptive atmosphere within the college; and

(3) Are at least eighteen years old, or who have an approved high school diploma or GED certificate, or who are juniors or seniors in high school with college level academic skills and who have the written permission of the principal of the high school the applicant attends; provided that such admission is not inconsistent with the best interests of the applicant, other students, or the orderly operation of the community college, public or private secondary schools, or other institutions of higher education.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-025, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-031 Admission policy for applicants who are not able to demonstrate they are competent to profit from the college's courses. Applicants, regardless of age, who have either a high school diploma or a GED credential are assumed to be competent to profit from the college's courses. Applicants who are eighteen years old or older without a high school diploma or GED credential are provisionally admitted in keeping with the open door policy. However, these students may not necessarily be competent to profit from the college's courses. Therefore, these students are considered not regularly admitted students.

Provisional admission for these not regularly admitted students may be revoked if prior school records or professional testing or evaluation determines that the student is not competent to profit from the college's courses. The college may request such information on an as-needed basis. A review committee consisting of the director of admissions, a professional counselor, and the section 504 compliance officer shall review such documentation and make any determination of revocation.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-031, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-032 Admission policy for applicants who are currently enrolled in a common school district or private high school. Highline Community College admits applicants who are concurrently enrolled in a common school district or accredited private school and Highline Community College. These applicants must meet the requirements in WAC 132I-160-045.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-032, filed 7/21/92, effective 8/21/92.]

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WAC 132I-160-033 Admission requirements. There are some requirements in addition to the general admission policy (WAC 132I-160-025). These are:

(1) Highline does not require specific test scores for admission to the college. However, assessment for advising, placement, and retention is required for all new students with less than forty-five transferable college-level credits and for entry into selected courses and programs. The college uses the ASSET system for this purpose. It is given at frequent intervals in the Highline Community College testing center.

(2) The following programs have special admission requirements and procedures: Dental Assistant, Diving Technician, Medical Assistant, Registered Nursing, Respiratory Care, GED, and High School. These programs have specific selection procedures due to limited space or special requirements. The requirements and procedures differ for each program. They are updated annually. Contact the Highline Community College office of admissions, for specific information.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-033, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-035 Admission procedures. Applicants can become newly admitted students in two ways: Formal and informal. Both methods require applicants to meet the policy listed in WAC 132I-160-025 and the requirements listed in WAC 132I-160-033. The formal method is used for applicants who wish to register for daytime credit courses and who want the earliest possible registration appointment. The informal method is used by applicants who wish to register for evening or Saturday credit courses. The informal method is also used by all applicants during late registration. Persons granted admission by either process are newly admitted students.

(1) These are the formal application procedures:

(a) Complete and return either a state of Washington uniform community college application form or a Highline Community College application form to the admission office. These forms are available at any community college and at most high schools. Contact the admission office at Highline Community College to request an application form. There is no admission fee.

(b) Highline does not require transcripts from other colleges or high schools for admission to the college. Admission to some special programs requires transcripts. Students who wish to transfer credit from other accredited institutions to Highline should have official transcripts mailed to the registration office. Students wishing transcript evaluations must also complete a transcript evaluation request form which is available from the registration office. The registration office will notify students in writing of the evaluation. Transcript evaluation is a service and is not required for admission to the college.

(c) Falsification of documents for admission may result in disciplinary, civil, or criminal proceedings.

(2) These are the informal application procedures:

(a) Register for any credit course during open enrollment. No appointment is necessary during open enrollment. No application form is required. There is no admission fee.

(b) Highline does not require transcripts from other colleges or high schools for admission to the college. Admission

to some special programs requires transcripts. Students who wish to transfer credit from other accredited institutions to Highline should have official transcripts mailed to the registration office. Students wishing transcript evaluations must complete a transcript evaluation request form which is available from the registration office. The registration office will notify students in writing of the evaluation. Transcript evaluation is a service and is not required for admission to the college.

(c) Falsification of documents for admission may result in disciplinary, civil, or criminal proceedings.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-035, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-045 Admission requirements for applicants who are currently enrolled in a common school district or private high school. Applicants who are currently enrolled in a common school district or accredited private school and Highline Community College must meet the following requirements:

(1) Applicants must be currently enrolled as juniors or seniors in a common school district or accredited private school. Students enrolled in a home school are not eligible for admission.

(2) Applicants must take the entire ASSET assessment process and score at college level.

(3) Applicants must not be on academic or disciplinary warning, probation, suspension, or dismissal status in their high school.

(4) Applicants must have permission from their high school principal; applicants under the age of eighteen must also have permission of a parent or legal guardian.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-045, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-047 Admission procedures for applicants who are currently enrolled in a common school district or private high school. Applicants who are currently enrolled in a common school district or accredited private school and Highline Community College must perform the following procedures:

(1) Demonstrate college level skills on the ASSET placement test.

(2) Submit an official "authorization to register." This form is available from Federal Way, South Central, and Highline high schools and the admission office of Highline Community College.

(3) The authorization to register form must have the signature of the high school principal, a college curriculum adviser, and, for students under the age of eighteen, a parent or legal guardian.

(4) Pay for tuition, books, fees, and supplies.

(5) Enroll only during open enrollment.

(6) Enroll only in college level courses (numbered 100 or above). The college may limit access to some college level courses for these students.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-047, filed 7/21/92, effective 8/21/92.]

(7/11/95)

WAC 132I-160-060 Residency. Students who meet the definition of resident students according to RCW 28B.15.012 (2) shall be classified as resident students. Students not eligible for residency classification will be classified as nonresident students. A copy of the Revised Code of Washington is available in the Highline Community College library.

Students who have questions about their classification must complete a residency questionnaire and submit the necessary documentation to the registrar. This questionnaire is available in the registration office. The registrar will review the questionnaire and will notify the student in writing of the decision within one week. Appeals of the decision of the registrar are referred by the registrar to the office of the attorney general. A written response is generally available to the student within thirty days.

Students are responsible for registering under the proper residency classification. Students who are not sure of their residency status should fill out and then submit a completed residency questionnaire to the registrar.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-160-060, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-060, filed 1/6/76.]

WAC 132I-160-065 Registration procedures. There are two categories of registration procedures. One category applies only to daytime credit courses while the other category applies to evening and Saturday credit courses and all continuing education courses. In both cases, registration is not completed until the student completes and submits all registration material, pays in full for all tuition and fees, and has all these items accepted by the registration office.

(1) Daytime credit courses. The college prints the schedule of dates and times to register in "The Quarterly," which is Highline Community College's quarterly schedule of course offerings. One to two weeks before the start of registration, "The Quarterly" is available on campus in Building 6 and by mail. The registration office schedules currently enrolled, former, and newly admitted students, in that order, into three sets of registration appointments according to these rules:

(a) Currently enrolled students are assigned the first set of registration appointments on the basis of the number of credits earned at Highline Community College. Students with the highest number of earned credits are assigned the first block of appointments. Subsequent blocks of appointments are assigned on the basis of descending number of credits. Appointments are by date and students may register at any time on or after that date. Appointment dates are only found in registration appointment books located in the registration area, faculty buildings, the library, the Federal Way center, and the advising resource center. Appointment dates are listed by name. These appointment books are available two weeks before registration begins.

(b) Former students are assigned a date to register after currently enrolled student appointments. This date is announced in "The Quarterly." Former students may register any time on or after this date.

(c) Newly admitted students who complete the formal application process described in WAC 132I-160-030 are assigned the last set of appointments. The admissions office will notify these students by mail of their specific appointment time and date. Newly admitted students may register at

their scheduled date and time, may reschedule with the admissions office for a later appointment, or may register during late registration.

(d) Late registration occurs after the period of appointments. It is a period of open enrollment. Fewer courses are available during this period. Students register without appointments. Any student eligible for admission (WAC 132I-160-030) may register during late registration. Mail-in registration is accepted during this period. Forms for mail-in registration are in "The Quarterly." Telephone registration is accepted during specific time periods only. These time periods are listed in "The Quarterly."

(2) Evening and Saturday credit courses and continuing education courses. Any student and any applicant eligible for admission (WAC 132I-160-030) may register for evening, Saturday, and continuing education courses at any time during the registration period without an appointment. Mail-in registration is accepted during this period. Forms for mail-in registration are in "The Quarterly." Telephone registration is accepted during specific time periods only. These time periods are listed in "The Quarterly."

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-160-065, filed 7/21/92, effective 8/21/92.]

WAC 132I-160-090 Changes in registration. (1) Changes in schedule: Students may change their course schedule after initial registration. Deadlines for changes are announced in "The Quarterly." Submit the change of schedule (add/drop) form to the registration office. Instructors' signatures are required after the first week of the quarter. This form is available in the registration area and educational planning center. Students may wish to talk with an advisor first.

(2) Dropping a course: Students may drop courses until the end of the ninth week of the quarter (except during summer). Instructors' signatures are required after the first week of the quarter. Classes dropped during the first three weeks of the quarter will not appear on student transcripts. Instructors have the option of assigning either a withdrawal grade (W) or, if the student is performing failing work at the time of withdrawal, a failing grade (0.0) to students who withdraw from a course after the third week of the quarter. Students may wish to talk with an adviser first. Check "The Quarterly" for the deadline to drop (withdraw) from courses.

(3) Withdrawal from college: Students who wish to withdraw from Highline Community College use the same procedures as for dropping a course. The signature of the instructor of each course is required on the change of schedule (add/drop) form after the first week of the quarter. Students who do not officially withdraw and simply cease to attend courses may be assumed by the instructor to have not met minimum course requirements and therefore may be graded as having failed (0.0) the course.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-160-090, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-090, filed 1/6/76.]

WAC 132I-160-100 Fees. (1) Tuition and fees are based on residency requirements (WAC 132I-160-060) and upon chapter 28B.15 RCW, College and university fees. Tuition and fees are set by the Washington state legislature

and are subject to change. The current tuition and fee schedule is available in "The Quarterly."

(2) Special quarterly fees:

(a) Parking: Students who park on-campus must pay a parking fee. On-campus parking rates vary according to the number of credit hours. Information about on-campus parking fees, traffic rules and regulations is available at the campus Security Office, Building 6, 878-3710, extension 218.

(b) Some courses may have additional fees as listed in the official quarterly course schedule. These fees are established by the board of trustees and are listed as "special instructional fees." Further information is available through the registration office.

(c) Some testing services charge a fee. A list of these services and fees may be obtained from the testing center.

(d) Some laboratory courses may assess a breakage fee.

(e) Processing fees: No processing fee will be charged for registration changes initiated by the college or for students wishing to add credits. Changes resulting in a reduced number of credits will be charged a two-dollar processing fee. All changes after the end of the third week of the quarter will result in a two-dollar processing fee. There is no charge for a complete withdrawal.

(f) An explanation of fees may be obtained under the "Quarterly Tuition and Fee Schedule" section of the Highline Community College catalog.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-160-100, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-100, filed 1/6/76.]

WAC 132I-160-110 Refunds. Refunds resulting from official withdrawal from courses will be computed as follows for state supported courses:

(1) One hundred percent. The refund will be one hundred percent of the amount paid if an official withdrawal form is received in the registration office or at the Highline College Federal Way Center before the sixth day of instruction of the quarter for which the fees have been paid. The deadlines vary for summer quarter courses, late-starting courses, or short courses. Deadlines are published in the quarterly class schedule.

(2) Cancelled courses. When Highline Community College cancels a course, Highline will refund the total amount paid for the course unless the student enrolls in a course to replace the cancelled course. If the new course is for fewer credits, Highline will refund the difference.

(3) Forty percent. Highline Community College will refund forty percent of the total amount paid if an official withdrawal form is received in the registration office or at the Highline Community College Federal Way Center on or after the sixth day of instruction, provided such withdrawal occurs within the first twenty calendar days following the beginning of instruction. The deadlines vary for summer quarter courses, late-starting courses, or short courses. Deadlines are published in the quarterly class schedule.

(4) Summer quarter, late starting, and short courses. Refunds for these courses will be determined by the registrar.

(5) Continuing education classes. To obtain refunds for self-support courses, withdrawals must be received forty-eight hours before the first scheduled course meeting. Other

refunds, except for course cancellation, will be made at the discretion of the director of continuing education.

(6) There is no refund of the nonrefundable fall quarter registration deposit to students who did not pay the total amount of their tuition and fees before the deadline. This deadline is published in the quarterly class schedule.

(7) A processing fee will be withheld from all refunds issued, except when Highline Community College cancels a course, in accordance with chapter 131-28 WAC and under regular college fiscal processes.

[Statutory Authority: RCW 28B.50.140(13), 95-15-026, § 132I-160-110, filed 7/11/95, effective 8/11/95. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-160-110, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-110, filed 1/6/76.]

WAC 132I-160-120 Appeals. Students have the right to appeal admission and registration decisions. Students are entitled to two levels of appeal. All appeals must be in writing. Admission decisions are appealed at the first level to the director of admissions and at the second level to the dean of students. Registration decisions are appealed at the first level to the registrar and at the second level to the dean of administration. The student must initiate an appeal at the first level. If the student is not satisfied with the decision at the first level, the student may appeal at the second level. The results of a second level appeal are final. Students may expect a written response to an appeal within ten working days.

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140, 92-15-115, § 132I-160-120, filed 7/21/92, effective 8/21/92.]