

# Chapter 132G-160 WAC

## ADMISSION AND REGISTRATION PROCEDURES

### WAC

132G-160-010	Availability of information.
132G-160-020	Admissions.
132G-160-030	Registration—Appointments.
132G-160-040	Registration—Change of program.
132G-160-050	Residency status.
132G-160-060	Matriculation fee.
132G-160-075	Refund of tuition and fees.
132G-160-080	Advanced registration payment—Foreign students.
132G-160-500	Graduation requirements.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132G-160-070	Advanced registration fee. [Order 5-13:74, § 132G-160-070, filed 4/26/74.] Repealed by Order 11-12:77, filed 5/23/77.
--------------	---

#### WAC 132G-160-010 Availability of information.

Information concerning specific qualifications, requirements, deadlines and dates for admission, registration, and residency status, may be secured from the office of admissions and registration, Shoreline Community College, 16101 Greenwood Avenue North, Seattle, Washington 98133.

[Order 1-35:72, § 132G-160-010, filed 11/29/72, effective 1/1/73.]

#### WAC 132G-160-020 Admissions.

Students who are eighteen years of age or high school graduates are admitted on a first-come, first-served basis in accordance with state law. Notwithstanding the foregoing, certain special procedures must be followed for: Special programs, former students, veterans, and foreign students. These special procedures are established from time to time by the board of trustees and are on file in the admissions office for examination during regular college business hours.

[Order 1-35:72, § 132G-160-020, filed 11/29/72, effective 1/1/73.]

#### WAC 132G-160-030 Registration—Appointments.

Appointments to register are issued upon completion of designated preregistration procedures as described in the current college catalog. Continuing students register first, followed by former students, then new regular students, and finally special students (having incomplete files). Open late registration (no appointment needed) takes place during designated times after completion of all regular registration.

[Order 1-35:72, § 132G-160-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-160-040 Registration—Change of program.** Classes may be changed or added only during times and under procedures specified by the college in the current college catalog. Classes may be dropped during most of the quarter as outlined in the current college catalog, but refunds (complete or partial) as allowed only in cases of complete withdrawals within a predetermined framework of time which is specified in the current college catalog.

[Order 1-35:72, § 132G-160-040, filed 11/29/72, effective 1/1/73.]

(11/7/95)

**WAC 132G-160-050 Residency status.** In determining tuition and fee charges, students are considered to be residents if they have lived in the state for one year and also meet the requirements as outlined in chapter 28B.15 RCW.

Students wishing to appeal nonresidency classification may:

- (1) Contact the registrar for clarification
- (2) Obtain change in residence status form from the registrar
- (3) Submit completed form to the registrar for classification

(4) If resident status is denied and further appeal is desired, submit the appeal in writing to the registrar with a request that the entire file be referred to the college's attorney, whose decision will be final.

[Order 1-35:72, § 132G-160-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-160-060 Matriculation fee.** Applicants for admission who wish credit are to submit the standard application for admission to Washington community colleges to the director of admissions and registration, along with a nonrefundable matriculation fee of five dollars.

[Order 4-12:74, § 132G-160-060, filed 4/26/74.]

**WAC 132G-160-075 Refund of tuition and fees.** It shall be the policy of Shoreline Community College that students shall receive refunds of tuition and fees in a fair and equitable manner in accordance with policy expressed in state law. Further, all applicable federal laws and regulations will be observed and implemented when doing so is necessary to maintain eligibility for federal funding of programs, as allowed by state law.

The board delegates to the president of the college or his/her designee(s) the authority and responsibility to develop, maintain, and implement procedural guidelines to effectuate this policy.

[Statutory Authority: RCW 34.05.320 and 1995 c 36. 95-23-015, § 132G-160-075, filed 11/7/95, effective 12/8/95.]

**WAC 132G-160-080 Advanced registration payment—Foreign students.** Upon acceptance by the foreign student academic committee, foreign students must remit tuition for their first quarter and the nonrefundable five dollars matriculation fee. In the event that a foreign student does not complete registration or withdraws from the college forty-five dollars of this first quarter tuition is nonrefundable except when the student has been refused a visa by the American embassy or consulate, the entire forty-five dollars is refundable. The forty-five dollars may be applied to fees for any future quarter registration within two years of the original quarter of acceptance.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 82-24-027 (Order 40:82), § 132G-160-080, filed 11/23/82; Order 6-14:74, § 132G-160-080, filed 4/26/74.]

**WAC 132G-160-500 Graduation requirements.** A student seeking to graduate from Shoreline Community College may elect to meet the requirements in the current catalog or one for any prior year of his/her attendance. The student must secure an application for a degree from the graduation window in the registration office during normal business hours and fill it out as instructed.

Any deviation from graduation requirements must be requested by petition to the registrar, who has final decision-making authority in these matters.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-160-500, filed 6/6/79.]