

# Chapter 132I-160 WAC

## ADMISSIONS AND REGISTRATION PROCEDURES

### WAC

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### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

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| 132I-160-025 | Admission policy. [Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-025, filed 7/21/92, effective 8/21/92.] Repealed by WSR 12-16-111, filed 8/1/12, effective 9/1/12. Statutory Authority: RCW 28B.50.-140.  |
| 132I-160-030 | Basic policy of admissions. [Order 013, § 132I-160-030, filed 1/6/76.] Repealed by WSR 92-15-115, filed 7/21/92, effective 8/21/92.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-160-031 | Admission policy for applicants who are not able to demonstrate they are competent to profit from the college's courses. [Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-031, filed 7/21/92, effective 8/21/92.] Repealed by WSR 12-16-111, filed 8/1/12, effective 9/1/12. Statutory Authority: RCW 28B.50.-140. |
| 132I-160-040 | Nonmatriculant policy of admissions. [Order 013, § 132I-160-040, filed 1/6/76.] Repealed by WSR 92-15-115, filed 7/21/92, effective 8/21/92.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-160-047 | Admission procedures for applicants who are currently enrolled in a common school district or private high school. [Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-047, filed 7/21/92, effective 8/21/92.] Repealed by WSR 12-16-111, filed 8/1/12, effective 9/1/12. Statutory Authority: RCW 28B.50.140.        |
| 132I-160-050 | Additional admissions procedures for special programs. [Order 013, § 132I-160-050, filed 1/6/76.] Repealed by WSR 92-15-115, filed 7/21/92, effective 8/21/92.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 Repealed by WSR 92-15-115, filed 7/21/92, effective 8/21/92.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 Repealed by WSR 92-15-115, filed 7/21/92, effective 8/21/92.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

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Office, Highline Community College, 2400 South 240th Street, P.O. Box 98000, Des Moines, Washington 98198-9800 or see the college web site. For registration information contact the registrar's office at the same address.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-010, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 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:

- (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 attend Highline Community College on a student visa.
- (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.
- (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: Students who meet the definition according to 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) Registration by appointment: The initial period of registration for each quarter. Currently enrolled students are assigned days and times to register based upon the number of credits earned at Highline Community College.
- (12) Late registration: Enrollment after the tenth class day.
- (13) Open enrollment: Class registration for which no appointments are necessary.
- (14) GED: The General Educational Development test of the American Council on Education.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-020, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-020, filed 7/21/92, effective 8/21/92; Order 013, § 132I-160-020, filed 1/6/76.]

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**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. WSR 92-15-115, § 132I-160-032, filed 7/21/92, effective 8/21/92.]

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

(1) Highline Community College recommends, but does not require, that new students with less than forty-five transferable college-level credits take placement tests for advising, placement, and retention purposes.

(2) Specific courses may require demonstration of proficiency by assessment test scores or previous college course work.

(3) Some programs have selective admission requirements and procedures due to limited space or other requirements. These requirements and procedures are updated annually and may differ for each program. Contact the Highline Community College office of admissions, for specific information.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-033, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-033, filed 7/21/92, effective 8/21/92.]

**WAC 132I-160-035 Admission procedures.** Applicants become newly admitted students by completing and submitting a Highline Community College application form, either on the web or in person. Students who wish to transfer credit from other accredited institutions to Highline Community College should have official transcripts mailed to the records office.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-035, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 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:

(1) 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) Take the entire placement test.

(3) Demonstrate college level skills on the placement test;

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

(5) Be in good standing at their high school (may not be on academic or disciplinary warning, probation, suspension, or dismissal status);

(6) Enroll for classes at the designated time; and

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(7) Pay any outstanding charges such as, but not limited to, tuition, fees, books and supplies.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-045, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-045, filed 7/21/92, effective 8/21/92.]

**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.

Students who have questions about their classification must complete a residency questionnaire and submit the necessary documentation to the admissions office. The admissions director or designee will review the questionnaire and notify the student in writing of the decision.

Students are responsible for registering under the proper residency classification.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-060, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 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 to matriculated students, the other to those enrolled in continuing education courses. In both cases, registration is not completed until the student submits all required registration materials and pays all tuition and fees in full.

(1) The college provides a schedule of dates and times to register.

(2) Currently enrolled and returning students are assigned the first set of registration appointments based on the number of credits earned at Highline Community College.

(3) Newly admitted students register during open enrollment.

(4) Late registration occurs after the tenth day of classes.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-065, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 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 available online and on campus.

(2) Dropping a course: Students may drop courses as indicated in the registration calendar available online. Classes dropped during the first three weeks of the quarter will not appear on student transcripts. Classes dropped after the third week of the quarter will appear on the student transcript with the designation "W" for withdrawal.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-090, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 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. Tui-

tion is set by the Washington state legislature and is subject to change. The current tuition and fee schedule is available online.

(2) Special quarterly fees:

(a) Students who park on-campus must pay a parking fee.

(b) Courses may have additional fees as listed on the web site.

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

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-100, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. WSR 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 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 available from the college web site.

(2) Canceled courses. When Highline Community College cancels a course, the college will refund the total amount paid for the course unless the student enrolls in a course to replace the canceled course. If the new course is for fewer credits, the college 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 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 on the college web site.

(4) Continuing education classes. To obtain refunds for continuing education 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 continuation education director.

(5) Fees considered "nonrefundable" will be so designated in college materials and/or web sites.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-110, filed 8/1/12, effective 9/1/12. Statutory Authority: RCW 28B.50.140(13). WSR 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. WSR 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 deadlines and decisions. All appeals must be in writing. Admission and registration appeals are submitted in writing to the registrar after the student has consulted with the admissions director. Students may expect a written response to an appeal within thirty business days. The registrar's decision is final.

[Statutory Authority: RCW 28B.50.140. WSR 12-16-111, § 132I-160-120, filed 8/1/12, effective 9/1/12. Statutory Authority: Chapter 34.05 RCW et

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seq., RCW 28B.50.100 and 28B.50.140. WSR 92-15-115, § 132I-160-120, filed 7/21/92, effective 8/21/92.]