

STATE OF WASHINGTON

CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 3

(1) I, Edward J. Harrington, Vice President for Academic Affairs of Central Washington State College of the state of Washington, by virtue of the authority vested in me under chapter 28B.19 RCW (1971 1st ex.s. c57), chapter 28B.40.120 RCW, Central Washington State College Board of Trustees Resolution No. 71-16, and Letter of designation from President, do promulgate and adopt the annexed rules and regulations, to wit:

Graduate Catalog, Undergraduate Catalog,
and Summer Session Catalog--Admission and
Registration Procedures--WAC 106-160-001
through WAC 106-160-099

as permanent rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c57) 1-13 WAC.

APPROVED AND ADOPTED Feb 25 1972

By

Edward J. Harrington

Vice President for Academic Affairs

Chapter 106-160

ADMISSION AND REGISTRATION PROCEDURES

WAC 106-160-001 ADMISSION AND REGISTRATION PROCEDURES AND CATALOG REQUIREMENTS. The provisions of WAC 106-160-001 through 106-160-099 shall contain admission and registration procedures and catalog requirements of Central Washington State College.

WAC 106-160-002 -----CHANGES IN CATALOG. The Board of Trustees reserves the right of the Board of Trustees or President to make changes in any of the provisions of the College's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the President and other appropriate College offices and placed with the appropriate catalog in the reference area of the Library.

WAC 106-160-005 FINANCES. Each applicant for admission to Central Washington State College must pay the tuition and fees as established by the Board of Trustees or the President prior to the dates for payment as designated by the Board of Trustees or the President.

WAC 106-160-006 -----TUITION REFUND SCHEDULE. The Prepayment is a non-refundable fee. (1) A student will receive a 50% refund of his tuition and general fees (less Prepayment) if his withdrawal from the College occurs by the last day of the "Change of Schedule" period as designated by the Board of Trustees or the President of the College.

(2) A student will receive a 25% refund of his tuition and general fees (less Prepayment) if his withdrawal from College occurs between the end of the "Change of Schedule" period and the time established for such final withdrawal as designated by the Board of Trustees or President and published in the catalog.

(3) There is no refund of tuition and general fees after the final date for withdrawal as established by the Board of Trustees or the President.

(4) Students may receive a full refund (less Prepayment) only if notification of withdrawal from College is received by the College prior to the first day of classes.

(5) Part-time students are not eligible for a refund (less Prepayment) of tuition unless they cancel their registration before the first day of classes or unless they show extenuating circumstances.

WAC 106-160-007 -----SANCTIONS. Admission to or registration with the College, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the College.

WAC 106-160-010 GRADUATING STUDENTS. Students shall submit their applications for the appropriate degrees on or before the date designated for that purpose by the Board of Trustees or the President, which shall be published in the appropriate College catalog. No application shall be accepted after the designated dates, provided that the President or his designee may waive this requirement.

WAC 106-160-015 REGISTRATION. Currently enrolled students and all other individuals desiring to enroll in Central Washington State College shall do so on or before the pre-registration or registration dates designated by the Board of Trustees or President, which shall be published in the appropriate College catalog. No registration or pre-registration shall be accepted after the designated dates, provided that the Registrar may, whenever possible, waive this requirement within the time designated by the Board of Trustees or President for late registration.

WAC 106-160-016 -----DEADLINES. All students registering with the College must meet those deadlines as established by the Board of Trustees or the President for registration.

WAC 106-160-017 -----CHANGES IN REGISTRATION AND WITHDRAWAL. Students who wish to change their registration or withdraw from a particular course or the College after having completed their registration must do so on or before the dates established for such changes or withdrawal by the Board of Trustees or President and by the completion of the "Change in Registration" or "Withdrawal" forms maintained by the College. Students who leave the College and do not withdraw shall receive failing grades for work not completed.

WAC 106-160-020 ADMISSION REQUIREMENTS--TO FRESHMAN STANDING. Applicants who have had no college work may apply for admission under one of the following provisions:

(1) Applicants who have graduated from a Washington State high school and whose records show a cumulative high school grade point average which meets the minimum requirements for admission as established by the College will be considered for admission to the College. These applicants may apply for admission to the College under the "Early Admissions Plan" at the close of their sixth semester if their records show a cumulative high school grade point average at or above the minimum established and required by the College for admission. The "Uniform Application for Admission to Colleges and Universities in the State of Washington" should be filed with the Office of Admissions at the close of the sixth semester but not before that date occurring in the applicant's senior year as established by the Board of Trustees or the President after which applications for admission will be accepted by the College. An applicant under the "Early Admissions Plan" is not officially admitted to the College until his graduation records are on file with the Office of Admissions and indicate that he has fulfilled the general requirements for admission to the College. Applicants whose cumulative grade point average is below that required by the College for admission may be considered for admission to the College only if space and facilities permit. Such applicants are encouraged to file the "Uniform Application for Admission to Colleges and Universities in the State of Washington" at the close of their sixth semester but not before that date occurring in their senior year as specified by the Board of Trustees or President after which applications for admission to the College will be accepted.

(2) Applicants who have graduated from a high school in other states must meet the standards of admission as established by the Board of Trustees or the President as published in the appropriate College catalog and may be considered for admission to the College only if space and facilities permit and must file their application for admission on or after the date established under (1) above.

(3) Applicants who have not graduated from a high school may be considered for admission to the College on the basis of the results of the "General Education Development Examination" which they may be required to take after having conferred with the appropriate College officials, provided they are at or over the age established by the Board of Trustees or President for admission of such applicants; all other applicants are encouraged to complete high school requirements before applying for admission.

WAC 106-160-021 -----PROSPECTIVE STUDENTS. All prospective students applying for admission to the College or to any program of the College must file appropriate applications for admission and other required documents not later than the established deadline. Applicants must be officially admitted to the College to enroll in classes.

WAC 106-160-022 -----ADMISSION TO ADVANCED UNDER-GRADUATE STANDING. (1) Applicants who meet the requirements for admission to freshman standing and who have earned credit in one or more accredited community or junior colleges, colleges, or universities may be admitted to advanced undergraduate standing if they have attained the cumulative grade point average as established by the Board of Trustees or the President and required for admission to advanced undergraduate standing in the total program attempted at such colleges and universities.

(2) Applicants who meet the requirements for admission to freshman standing and who have earned credit in a non-accredited college or university will be considered for admission to advanced undergraduate standing on a probationary basis if they have attained a cumulative grade point average in their college work as is required by the Board of Trustees or the President for admission to advanced undergraduate standing on a probationary basis.

WAC 106-160-023 -----ADMISSION OF INTERNATIONAL STUDENTS. (1) All international students applying for admission to Central Washington State College must submit those forms and meet the requirements established by the Board of Trustees or President for admission of International Students to Central Washington State College to the Office of Admissions.

(2) All international students applying for admission to Central Washington State College for whom English is not a native tongue are required to demonstrate proficiency in the English language by submitting the results of the "Test of English as a Foreign Language" to the Office of Admissions.

WAC 106-160-024 -----READMISSION OF FORMER STUDENTS. A student previously enrolled in the College, planning to return after an absence of one or more quarters (not including summer session), must file a re-enrollment application with

the College Office of Admissions not later than the established deadline.

WAC 106-160-025 -----ADMISSION OF TRANSIENT STUDENTS.

An applicant in good standing in any college or university may be admitted as a transient student. A letter or transcript from the applicant's college or university must be sent directly to Central's Director of Admissions attesting to the applicant's good standing. Transient students are not eligible to become candidates for any degree until all the requirements for admission to regular standing have been fulfilled.

WAC 106-160-026 -----ADMISSION OF NON-MATRICULATED

STUDENTS. A non-matriculated student does not enroll in the College to follow the requirements for the bachelor's degree or any other program leading to a degree, credential, or certificate. A non-matriculated student will be permitted to register for classes and earn credit that may later be applied to a program of studies should he be formally admitted to the College; however, no more than forty-five credits earned as a non-matriculated student may ever be applied to a program of studies. If the applicant is admitted to non-matriculated standing, it is with the understanding that his standing will be reviewed each quarter, and that registration for any class will occur after regularly enrolled students are registered. No applicant will be admitted to non-matriculated standing if he has ever been admitted to any college or university.

WAC 106-160-027 -----ADMISSION OF VETERANS. Central

Washington State College has established an open enrollment policy to the College regarding eligible veterans, war widows, war orphans, and others drafted for alternative services. This preferential treatment will be given to those qualified above-mentioned persons regardless of any enrollment limitations set by this institution.

WAC 106-160-028 -----ADMISSION OF PART-TIME STUDENTS

AND AUDITORS. Applicants wishing to be admitted as Part-Time Students and Auditors must meet the same requirements for admission as fully matriculated students.

WAC 106-160-029 -----APPLICATION AND ADMISSION TO

GRADUATE STUDY. (1) Each prospective graduate student must submit a formal application and receive a formal letter of admission before registering for courses. A graduate student is expected to have a bachelor's degree from a college or university of recognized standing. Prospective graduate students must submit their formal applications on or before those dates specified by the Board of Trustees or the President for such admission.

(2) Applicants for graduate assistantships should have their admission and assistantship applications completed and filed with the College on that date specified by the Board of Trustees or President for the filing of such applications.

(3) All prospective graduate students must apply for admission either in a degree program, fifth year program, or non-degree study (professional improvement, scholarly development), or other study.

WAC 106-160-030 -----APPLICATION FOR STUDY LEADING TO

A MASTER'S DEGREE. Applicants for admission to graduate study must make application on the "College Admission Form" and the "Application for Admission to Graduate Study" provided by Central Washington State College. Both forms must be returned to the Office of Admissions prior to the dates established by the Board of Trustees or President for such application. Each applicant for graduate study is required to have two (2) official transcripts of all undergraduate and graduate study sent directly to the Office of Admissions. Three (3) letters of recommendation should be sent to the Graduate Office directly from the persons making the recommendations. Two of the letters should come from instructors familiar with the applicant's academic preparation. Scores on the Aptitude Test and appropriate Advanced Test of the Graduate Record Examination must be submitted to the Graduate Office before admission to graduate study will be considered.

WAC 106-160-031 -----APPLICATION FOR FIFTH YEAR OR

NON-DEGREE STUDY. The "College Admission Form" and the "Application for Admission to Graduate Study" supplied by the College must be filed with the Office of Admissions prior to the deadlines as established by the Board of Trustees or the President for the submission of such applications for admission to the College. In addition to the filing of the application, two (2) official transcripts of all undergraduate and graduate study must be sent directly to the Office of

Admissions. (1) An applicant for Fifth Year Certification must contact the Office of Teacher Education Advisement and Certification to organize an approved program.

(2) Admission to Non-Degree Study is subject to the approval of the Graduate Office.

(3) An applicant admitted to Non-Degree Study desiring to apply for degree study must re-apply for admission to graduate study.

WAC 106-160-032 -----ADMISSION PROCEDURE. Applicants for graduate study may not be admitted where they have not completed all the application requirements. Admission to master's degree study is determined by the Graduate Office upon the recommendation of the department involved. A formal letter of admission will be directed to the student from the Graduate Office. Applicants not meeting the scholastic requirements may be admitted on probation provided the department to which admission is requested recommends admission to master's degree study. If admitted, the student must meet those requirements as established by the College for his progress in the College. Upon the recommendation of the appropriate department, applicants may be admitted to masters' programs with additional conditions stipulated.

WAC 106-160-033 -----PROCEDURES FOR HIGH SCHOOL GRADUATES. All high school graduates must file the "Uniform Application for Admission to Colleges and Universities in the State of Washington" together with a transcript of all high school work with the Office of Admissions prior to registration. The results of the "Washington Pre-College Test" may be filed in lieu of the transcript until the high school program is complete.

WAC 106-160-034 -----PROCEDURES FOR ADVANCED UNDERGRADUATE STANDING. Resident and nonresident students making application for advanced standing must file the "Uniform Application for Admission to Colleges and Universities in the State of Washington" and two official transcripts of all previous scholastic work from each school or college attended with the Office of Admissions of the College. Applicants who have completed less than thirty-five transferable college credits are also required to file the results of the "Washington Pre-College Test" and their high school transcript with the Office of Admissions.

WAC 106-160-035 -----ADMISSION TO CREDENTIAL PROGRAM.

Admission to the College as a student does not constitute admission to the Teacher Education Program. Students who plan to work toward a Teaching Certificate must apply to the Director of Teacher Education Advisement and Certification.

WAC 106-160-036 -----MEDICAL HISTORY. All applicants

are required to submit a Medical History to the Office of Admissions at least thirty days prior to registration.

WAC 106-160-040 SUMMER SESSION ADMISSION AND REGISTRATION

PROCEDURES. Students registering for Summer Session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the Summer Session Bulletin. Students planning to attend the entire summer session, the first or second term only must complete admission procedures by the date so specified and register on the date so specified by the Board of Trustees or President for such purposes, as published in the Summer Session Bulletin. All summer session students must pay fees and tuition to the appropriate College office as established by the Board of Trustees or the President, as published in the Summer Session Bulletin.

WAC 106-160-041 -----WORKSHOP REGISTRATION. Workshop

registration shall be permitted and must be completed in the manner established by the Board of Trustees or the President, as published in the appropriate catalog.