Chapter 132I-160 WAC

ADMISSIONS AND REGISTRATION PROCEDURES

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.

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 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-
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WAC 1321-160-033 Admission requirements. There are some requirements in addition to the general admission policy (WAC 1321-160-025). 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.

WAC 1321-160-035 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 1321-160-025 and the requirements listed in WAC 1321-160-033. 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 registrar's 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.]

WAC 132I-160-060 Residency. Students who meet the definition of resident students according to RCW 28B.15.012 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

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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 appoint-
ments. It is a period of open enrollment. Fewer courses are
available during this period. Students register without
appointments. Any student eligible for admission (WAC
1321-160-030) 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 peri-
ods are listed in "The Quarterly."

(2) Evening and Saturday credit courses and continuing
education courses. Any student and any applicant eligible for
admission (WAC 1321-160-030) may register for evening,
Saturday, and continuing education courses at any time dur-
ing 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 peri-
ods are listed in "The Quarterly."

[Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and
28B.50.140. 92-15-115, § 1321-160-065, filed 7/21/92, effective 8/21/92.]

WAC 1321-160-090 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 sched-
ule (add/drop) form to the registration office. Instructors' sig-
natures 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 sum-
mer). 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 sched-
ule (add/drop) form after the first week of the quarter. Stu-
dents 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, § 1321-160-090, filed 7/21/92, effective 8/21/92;
Order 013, § 1321-160-090, filed 1/6/96.]

WAC 1321-160-100 Fees. (1) Tuition and fees are
based on residency requirements (WAC 1321-160-060) 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 sched-
ule 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 park-
ing fees, traffic rules and regulations is available at the cam-
(b) Some courses may have additional fees as listed in
the official quarterly course schedule. These fees are estab-
lished 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 ser-
vices 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 stu-
dents 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, § 1321-160-100, filed 7/21/92, effective 8/21/92;
Order 013, § 1321-160-100, filed 1/6/96.]

WAC 1321-160-110 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 sched-
ule.

(2) Cancelled courses. When Highline Community Col-
lege 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.

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 writ-
ing. 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 adminis-
tration. 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: 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.]