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Walla Walla Community College supports equal employment and educational opportunities regardless of race, religion, color, national origin, age, gender, veteran status, or disability in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Washington State laws against discrimination.

This handbook contains selected policies and practices of Walla Walla Community College. It is not meant to be all-inclusive or address all policies or practices of the College. It is simply an effort to highlight what we feel are some very important policies and stress their importance to students, staff, instructors, and administrators at Walla Walla Community College. Additional policies can be found in the Catalog and on the WWCC website at www.wwcc.edu.
Welcome and Introduction

Welcome from the Vice President of Student Services

Welcome to WWCC. You have likely made significant sacrifices to continue your education at our college, and we are honored that you have chosen to come here and pursue your educational vision with us. WWCC is a place where you can grow in many ways. Our classrooms will challenge your mind. The relationships that develop here may last for a lifetime. Our intramurals, athletic teams, and clubs and organizations will offer the chance for you to grow outside the classroom as well. Throughout your experience here, there will be many people ready and waiting to support you in your dream. I encourage you to make connections with those around you – fellow students, staff, educators, and administrators. We are all pulling for your success and will help you in any way we can. Again, welcome. You are making a wise decision for your future and we wish you the best.

Dr. Clint Gabbard

Message from the Director of the Clarkston Center

Welcome to the Clarkston Center- Walla Walla Community College! You have taken an important step toward achieving your academic goals by enrolling for college. We know that you will find challenge, excitement, and a means to achieve your academic goals while attending the Clarkston Center. The faculty, the staff, and even your fellow students are here to help you in your quest. To enhance your college experience, I encourage you to take advantage of the student organizations and activities as well as the wonderful classes offered at the Clarkston Center. Gaining the experience that comes from student leadership roles and activities will give you a firm step into your future. We are here to help you create your future. Welcome to the Clarkston Center.

Dr. Janet Danley
GETTING STARTED

New Student Checklist

1. Complete Admissions Application.
2. Send transcripts from previous colleges attended to WWCC.
3. Complete financial aid process, including all funding sources, if this applies.
5. For early registration, attend a New Student Orientation.
6. If interested in a professional technical program, check admissions requirements with program advisor.
7. Schedule an advising appointment with your assigned advisor.
8. Register for classes online at: https://www.wwcc.ctc.edu/kiosk/webreg/entrance.html.
9. Pay tuition and fees 10 days prior to the first day of the quarter.
10. Have ID picture taken.
11. Purchase textbooks & supplies.
12. Attend first day of class!

Admission Policy

WWCC is an open door higher education institution. We accept all qualified individuals who are at least 18 years of age, are graduates of accredited high schools, or have a GED. Applicants who are under the age of 18 at the time of registration who are not high school graduates or participating in the Running Start or Alternative Education Program must complete the underage admission policy process. Some programs have specific admissions procedures and limited space; therefore, admission to the college does not guarantee availability of all programs or courses. Students who previously attended WWCC should update their admissions application.

Application to WWCC may be made online at: https://admissions.ctc.edu/applicant/welcome.cfm, by phone in Walla Walla at 509.527.4283, and at Clarkston at 509.758.3339 or by submitting a written application available at the Office of Admissions and Records at either campus. After WWCC receives your application, you will receive an acceptance letter from the college.
Residency
509.527.4283 (Walla Walla)  509.758.3339 (Clarkston)
A number of factors are used to determine residency. Residency questionnaire forms and further information about residency requirements are available in the Office of Admissions and Records. See WWCC Catalog for further information.

Financial Aid
509.527.4301 (Walla Walla)  509.758.1772 (Clarkston)
The Office of Financial Aid at WWCC accepts applications from all students seeking financial assistance. Financial support for students should come from three sources: the student, the student's family, and financial aid programs. The Financial Aid Office is available to assist eligible students for specific college programs when their personal or family resources are not adequate to meet educational expenses.

WWCC offers the following types of financial aid: Grants, Work study, Loans and Scholarship opportunities. For additional information on financial aid resources, check the college website at: http://www.wwcc.edu/finaid/

To begin the financial aid application process:
1. Apply for admission to WWCC.
2. Complete the Free Application for Federal Student Aid (FAFSA) or apply online at http://www.fafsa.ed.gov/.
3. Complete a WWCC Information sheet.
4. Submit signed copies of federal tax returns.
For further information on eligibility requirements, contact the Financial Aid Office.

Testing
509.527.4267 (Walla Walla)  509.758.1772 (Clarkston)
Tests relating to interest, abilities, personality, and special aptitudes are administered and interpreted by professional personnel. These tests are specifically selected to fit the needs of the individual. Most tests are free to WWCC students.
GED Test Administration
509.527.4267 (Walla Walla) 509.758.1625 (Clarkston)
Walla Walla Community College is an official GED (General Educational Development) center for administering GED tests. The GED testing service is available to persons 19 years and older or to persons 16 to 18 years who are released by their local high schools. After passing the GED tests, a certificate is issued by the state of Washington for Washington residents. The GED testing fee is $15.00 per test. GED service is also available at the Clarkston Center.

Testing Lab
509.527.4680 (Walla Walla)
The Testing Lab is located in Room 287 on the second floor, and provides testing services for distance learning students, make up exams and other testing accommodations. The Testing Lab is open Monday through Friday. For hours, please call the number listed above.

Placement Testing
509.527.4267 (Walla Walla) 509.758.1772 (Clarkston)
Prior to registering for classes, degree seeking students are required to take a placement test. The purpose of this test is to assist your advisor in placing you in the right courses for your abilities. The current Walla Walla testing schedule is available on the website at http://www.wwcc.edu/student_services/PlacementTest.pdf or at the Student Development Center. Placement testing at the Clarkston Center is scheduled Tuesday evenings at 5:15 p.m. and Thursday mornings at 8:15 a.m.

New Student Orientation
509.527.4262 (Walla Walla)
New Student Orientation sessions will be offered to familiarize students with WWCC programs and degrees, education and career planning, online tools, the advising and registration process, as well as information on campus and community resources.
509.758.1718 (Clarkston)
New Student Orientation is held the Friday before the beginning of each quarter. New students are highly encouraged to attend. WWCC ID cards are made available during the orientation.

**Advising**

**509.527.4262 (Walla Walla) 509.758.1718 (Clarkston)**

WWCC provides assigned advisors to all degree seeking students. Advisors provide assistance in education, career and life planning and use a variety of tools and assessments to help students determine appropriate career and education plans, including quarterly class advising. A quarterly advising day is set aside for students to meet with their assigned advisor to plan their schedule and review their progress toward degree completion. However, the final responsibility for meeting all graduation requirements rests with the individual student.

**Registration**

**509.527.4283 (Walla Walla) 509.758.3339 (Clarkston)**

Registration is the process of enrolling in classes each quarter. Detailed information and procedures for registration, as well as important dates and deadlines, are published in the quarterly class schedule. After completing their advising process, students will obtain a quarterly registration access number from their advisor.

**Pay Tuition & Fees**

**509.527.4208 (Walla Walla) 509.758.3339 (Clarkston)**

Tuition may be paid at Business Services office by cash, check or credit card or online with a credit card at: [https://www.wwcc.ctc.edu/wccba/waci600.html](https://www.wwcc.ctc.edu/wccba/waci600.html). Students may also enroll in the STEPP program, a tuition payment plan for students beginning prior to the tuition deadline. **Tuition and fees are due 10 days before the first day of the quarter.**
Student ID card

509.527.4261 (Walla Walla) 509.758.1718 (Clarkston)

To obtain a student ID card, pay tuition and fees at Business Services and bring the receipt to the office of Student Activities (ASB) in Walla Walla or to the ASB office, room 114 in Clarkston, along with one piece of photo ID (i.e., driver’s license). Student ID Cards must be validated each quarter and allows students to attend WWCC athletic events, plays, musical events, etc. free or at a reduced charge. A student ID card is also necessary to check out library materials and pick up financial aid checks.
GETTING INVOLVED

Associated Student Body (ASB)/ Student Government
509.527.4257 (Walla Walla)  509.758.1718 (Clarkston)

Elections for student body officers are held each spring. Contact the Director of Student Activities or ASB President for details. Volunteers are also needed to help ASB officers in planning student activities, tours, recruitment, high school career fairs, and visitations.

Athletic Events

All events are posted in the Warrior Weekly and on WWCC bulletin boards and most are listed in the calendar section of this handbook. WWCC ID cards will admit students to all WWCC athletic events.

Cultural Events

509.527.4261 (Walla Walla)

Free tickets are available for:

• Walla Walla Little Theater
• Walla Walla Symphony
• WWCC Drama Tickets are on a first-come, first-serve basis!

Clubs & Organizations

509.527.4261 (Walla Walla)  509.758.1718 (Clarkston)

Any group of students can form a club to promote their common interests. Contact the Director of Student Activities for more information. The following includes clubs on both campuses:

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Cultural Club (Clarkston)  Nursing (Clarkston)—1st Year  TRiO (Clarkston)
Diesel Mechanics  Nursing (Clarkston)—2nd Year  Turf Equipment
Drama  Nursing—1st Year  Turf Management
Ecology  Nursing—2nd Year  Vocal Music
Energy Systems  Parent Co-op  Warrior Dance Team
Engineering  Phi Beta Lambda  Warriors for Christ
Farrier  Phi Beta Lambda (Clarkston)  Welding

Fitness Center

509.758.3339 (Clarkston)

The Fitness Center, located to the north of the main building, is available to all enrolled Clarkston Center students free of charge after signing a waiver. The hours of operation are posted each quarter and may change without notice. The Fitness Center is equipped with various exercise machines and equipment.

509.527.3670 (Walla Walla)

The Fitness Center on the Walla Walla campus may be accessed by enrolling in the Tone Zone (HPER 107-109) course.

Honors Program

509.527.4212 (Walla Walla)

The Walla Walla Community College Honors Program offers successful and highly motivated students the chance to advance both their learning and their prospects for college and career advancement through uniquely challenging course work. Honors students may work toward graduation with honors or may work only for honors in specific subject areas. Transcripts of Honors graduates announce their special achievement and list the specific courses they took for Honors credits. Students may enroll in the Honors Program if they enter WWCC with a 3.5 high school g.p.a., or if they have earned at least 15 college-level credits at WWCC with a 3.5 g.p.a.
Intercollegiate Athletics

509.527.4306 (Walla Walla)

WWCC is a member of the Northwest Athletic Association of Community Colleges and the National Intercollegiate Rodeo Association, fielding a variety of men’s and women’s teams. Women may compete in volleyball, soccer, basketball, golf, and softball. Men may compete in basketball, baseball, soccer, and golf. Additionally, WWCC has highly successful men’s and women’s rodeo teams that compete throughout the Northwest.

Intramurals

509.527.4311 (Walla Walla)  
509.758.3339 (Clarkston)

Intramurals is an extracurricular and leisure program designed for students and employees at WWCC Walla Walla campus. Programming reflects a broad spectrum of activities in order to meet the recreational needs and interests of the student population. Information is available on the website and on bulletin boards located throughout the campus and in the Dietrich Center. The Clarkston Center Sports Club provides students with the opportunity to pursue individual and team sports.

Student Activities

509.527.4261 (Walla Walla)  509.527.1718 (Clarkston)

Students at Walla Walla Community College are encouraged to participate in many programs and activities beyond the classroom. Events and activities are provided to assist students in pursuing a great variety of interests, often at no cost.

Student Ambassadors

509.527.4635 (Walla Walla)
The Walla Walla Community College Student Ambassadors is an honorary group of students who are nominated by faculty and staff to represent the college at special events on campus and in the community. The WWCC Student Ambassadors serve as liaisons between incoming and perspective students, staff, alumni, distinguished guests of the university, and the general public.

Theatre

509.527.4317 (Walla Walla)

The drama department presents four productions annually. Productions are open to anyone who wishes to audition or participate in the production as technical or support personnel.
RESOURCES: A Survival Guide

ATM Machines
An ATM machine is available for your convenience in the hallway between the Business Services office and the Bookstore.

Battery Charger/Jump Starter
509.527.4261 (Walla Walla) 509.758.3339 (Clarkston)
A Portable battery charger is available at no charge for use during regular business hours. On the Walla Walla campus, equipment is available in the Director of Student Activities’ office in the ASB area, 2nd floor, main building. On the Clarkston campus, equipment is available during business hours in the Business office.

Bookstore
509.527.4255 (Walla Walla)
509.758.3339 (Clarkston)
In Walla Walla, the Bookstore is open daily from 7:30 a.m. to 4:30 p.m., Monday through Friday, and during the first two evenings of each quarter. In Clarkston, the Bookstore is open from 8:00 a.m. to 4:30 p.m., Monday through Friday with extended hours during the first three days of each quarter. Summer hours may vary. Textbook refunds are available with a receipt within the first 10 days of each quarter.

Other services include:
- Text books, supplies, software, snack items, change
- Clothing, gifts, prepaid phone cards, greeting cards (Walla Walla)
- Warrior Espresso Bar (Walla Walla)
- Campus Ticket Office (Walla Walla)
- Post Office, fax machine service (Walla Walla)

Bulletin Boards
509.527.4261 (Walla Walla) 509.758.1772 (Clarkston)
To place materials on boards, contact the phone numbers above.
Child Care
509.527.4544 (First Flight, Walla Walla)
509.758.1779 (Tender Care, Clarkston)
The childcare centers are open weekdays for children from one month to five years old. Hours and costs within the operating day are flexible to accommodate varying schedules.

Child Care Resource & Referral
509.527.4333 (Walla Walla) 1.877.527.4333 (Walla Walla County)
1.800.440.2277 (Asotin County)
Child care referral for Walla Walla, Columbia, Garfield and Asotin Counties. Assistance is provided for locating affordable quality child care. Families, licensed care providers, and community agencies work together to provide consistent, high quality and developmentally appropriate care for all children.

Computer Lab
509.527.1818 (WW Tech Center)
509.529.5858 (WW- Main Bldg)
509.758.1772 (Clarkston)
IBM compatible computers are available for student use. In Walla Walla, computers are also available in the Library and the Academic Support Center. Walla Walla lab hours for Room 221 are: Monday – Thursday 7:30am to 9:00pm, Friday 7:30am to 4:30pm, Saturday 9:00am to 3:00pm, and Sunday 1:00pm to 5:00pm. Lab hours for Room 1204 are Monday – Friday 7:30am to 4:30pm. In Clarkston, computer lab hours are 7:30 am to 7:00pm Monday through Thursday and 7:30 to 4:30 Fridays. Summer hours vary at both campuses.

Copy Machines
509.527.4294 (Walla Walla) 509.758.1714 (Clarkston)
Copies are available for 10 cents per copy.

Crisis
Student Development Center/ Student Services
Counseling and referral for crises: family, marital, interpersonal and parenting problems. All sessions are private and confidential. No charge for students.

Walla Walla County Mental Health Center
509.527.3278
509.522.4278 (Crisis Unit)

WWCMHC provides Individual counseling, 24-hour crisis intervention, community consultation and education on a sliding fee scale.

Child Protective Services
509.527.4385 (Walla Walla) 509.758.4666 (Clarkston)

CPS investigates complaints of child abuse and neglect, adolescent reconciliation services, counseling, community referrals. Child care is provided for eligible people under specific guidelines

YWCA
509.525.2570 (Walla Walla) 208.746.9655 (Clarkston)

The YWCA provides information, support, counseling, advocacy, and referrals for victims of sexual and domestic violence

Disability Support Services
509.527.4262 (Walla Walla) 509.758.1718 (Clarkston)
509.527.4412 (TDD)

Students with physical, learning or other disabilities should contact the Coordinator of Disability Support Services. After receiving documentation of the disability, the Coordinator will determine the type of assistance needed; e.g., classroom accommodations, interpreters, room accessibility information, specialized equipment and alternative testing arrangements

Displaced Homemaker Program / IMPACT!
509.524.5166 (Walla Walla) 509.758.1716 (Clarkston)
1.888.922.1716 (Toll Free)

The IMPACT! Displaced Homemaker program is a Washington grant for displaced homemakers. IMPACT! provides assistance during a time of transition from dependence to independence, allows participants to develop job-search skills, offers instructional services geared toward realistic and appropriate job
opportunities, and provides comprehensive curricula focusing on aptitude and skill assessment.

**Educational Talent Search/TRiO**

**509.524.5157 (Walla Walla)**

The ETS program is a federal grant program that provides academic, career, and financial advising to its participants from area middle and high schools. The program encourages students to graduate from high school and continue on to the postsecondary school of their choice.

**Email Accounts**

**509. 527.4357 (Walla Walla) 877.471.6629, ext. 4357 (Clarkston)**

All WWCC students registered in one or more classes have been provided with an email account. This virus protected, spam filtered 50 MB email account will be used by faculty and staff to contact students regarding important class and college announcements. Email accounts for students remain active as long as a student is enrolled at WWCC. Student email accounts are web-based and can be accessed from any computer with an Internet connection. For further information or password retrieval, please contact the numbers listed above.

**To access your STUDENT email account:**

1. From WWCC’s home page, [http://wwcc.edu/](http://wwcc.edu/), click on the “Student Email” link.
2. Enter your Username:
   a. firstname.middleinitial.lastname@wallawalla.cc
   b. The username is based on the name you used to complete your application for admission.
   c. Enter your password. It is the last 4 digits of your Student ID number.

**Emergency Assistance**

**Walla Walla**

**Help Line 509.529.3377**

Community network organization providing emergency assistance including transportation, food bank, clothing, shut off notice, financial assistance and other crisis referral services.

**Blue Mountain Action Council 509.529.4980**

Community organization providing energy assistance, weatherization,
outreach, gleaning, food distribution, Pro Bono legal services for low income, Ombudsman program, and home improvement services to community members in need.

**Employment**

**Work Study Positions**

**509.527.4301 (Walla Walla) 509.758.1772 (Clarkston)**

Work-study positions are part-time jobs available to students who qualify to receive workstudy funds through the Financial Aid office.

**Work Source 509.527.4279 (Walla Walla)**

[http://www.wa.gov/esd/ws/walla2](http://www.wa.gov/esd/ws/walla2)

*Services include:*  
- Placement and referral  
- Job listings  
- Job development and job seeking skills  
- Self Service computers with internet access and online labor market information

**Dial-A-Job**

**509.527.1835 (Walla Walla)**

A recorded message of local job listings

**Washington’s largest employment website**

[www.go2worksource.com](http://www.go2worksource.com)

**Job Training Center/ BMAC  509.529.4980 (Walla Walla)**

*Services include:* Employment and training programs, classroom training and on-the-job training provided for low-income youth and adults.

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**Food Service**

**Culinary Café**

**509.527.4272 (Walla Walla)**

Breakfast and lunch are prepared and served by students in the Culinary Arts Program Monday through Friday between 7:00 a.m. and 1:30 p.m. Fast food items and snacks are also available at these times. Students and college staff may purchase meal tickets in amounts of $50, $25, or $15 at the Business Services counter.
The Steamery  
509.758.3339 (Clarkston)  
A local vendor, The Steamery, provides coffee services, snacks, light breakfast and lunch items from 7:00 a.m. to 2:00 p.m. Monday through Friday at the Clarkston Center.

Haircuts, Highlights, Colors, Manicures, Perms, etc.  
509.527.4227 (Walla Walla)  
Appointments and drop-ins welcome. Haircuts for students cost $5.00 - other services are also available at a reduced rate.

Handicapped Parking Permit  
509.527.4262 (Walla Walla)  
Temporary permits can be obtained on the Walla Walla campus at the Student Development Center with appropriate medical documentation for no charge.  
509.758.7611 (Clarkston)  
Students requiring a handicapped parking permit should contact the vehicle licensing office at 914 6th St. in Clarkston.

Health Insurance  
509.527.4208 (Walla Walla) 509.758.1718 (Clarkston)  
Reduced rates are available for student accident and medical insurance policies. Claim forms are available from the Student Activities Director.

Health Services  
There are no health services available on campus. However, various clinics (including walk-in clinics), doctors, and hospitals are available.  
Walla Walla County Health Dept. 509.527.3290  
WWCHD provides free immunizations for children up to age 18, testing for sexually transmitted diseases, T.B., and H.I.V. Services are also available for children with special health care needs.  
Asotin County Health Dept. 509.758.3344  
ACHD provides free immunizations for children up to age 18, testing
available for sexually transmitted diseases, T.B., and H.I.V. testing.

Planned Parenthood
509.529.3570 (Walla Walla) 509.334.1525 (Pullman)
Planned Parenthood of WW provides information, contraceptive care, physical exams, pap smears, pregnancy testing, infection checks and breast exams, mid-life services, male exams and HIV testing. Counseling and referrals are also available.

Walla Walla Family Medical Center
509.525.6650
Medical and dental care services are available on a sliding fee based on income.

Housing
509.527.4262 (Walla Walla) 509.758.1718 (Clarkston)
Walla Walla Community College does not have on-campus housing or a housing director. However, Walla Walla campus has compiled a list of local apartment complexes and various housing opportunities (i.e., roommates, rooms in private homes, etc.) and Clarkston has information on local real estate and property management firms in the Lewiston-Clarkston Valley.

Instructional Support Services
Individual Tutoring
509.529.5511 (Walla Walla) 509.758.1772 (Clarkston)
WWCC provides individual and group tutoring services in many, but not all, subject areas to students who have demonstrated a need for assistance, and currently have a C grade or lower in the course for which they are requesting tutoring. Students must have an instructor recommendation to be eligible for tutoring.

Academic Support Center (ASC)
509.527.4624 (Walla Walla) 509.758.1772 (Clarkston individual)
509.758.3339 (Clarkston Math & Science Ctr)
On the Walla Walla campus, the Academic Support Center (ASC) is located on the 2nd floor of the main building. The Math, Writing and Science Labs are located in the Academic Support Center. Students needing assistance with math may drop in or make an appointment to work with a member of the math lab staff. The writing center staff provides writing assistance to all registered students. Students may visit
on a “drop-in” basis or by appointment, and may be referred from an instructor. On the Clarkston campus, the Math and Science Learning Center is located in Room 153. The hours for each quarter are posted on the door.

**Bilingual Language Assistance Program**  
**509.527.3684 (Walla Walla)**  
This program offers individualized instructional support and tutoring in a variety of subjects. Instruction can be tailored to your specific needs. If you need a tutor for a college-level class see the tutor coordinator in the Student Development Office.

**Library**  
**509.527.4294 (Walla Walla) 509.758.1714 (Clarkston)**  
On the Walla Walla Campus during the academic year, library hours are from 7:30 a.m. to 9:00 p.m., Monday through Thursday; 7:30 a.m. to 4:30 p.m., Friday; and 1:00 p.m. to 5:00 p.m., Sunday. Evening and weekend hours are not provided when classes are not in session. A variety of computer services offer library users materials through interlibrary loans and database searches. The library is a member of the Walla Walla Area Library Network (WALNET). Library patrons may also access information through several online databases. The Clarkston Campus library is a member of the VALNet system, which links the Clarkston Center to other libraries and their collections in the Lewiston-Clarkston area. Hours are 7:30am to 8:30pm, Monday through Thursday; 7:30 a.m. to 4:00 p.m., Friday. The library is closed during breaks. Summer hours vary.

**Lockers**  
**509.527.4208 or 509.527.4261 (Walla Walla)**  
**509.758.3339 (Clarkston)**  
Lockers are available for $10.00 annually with WWCC I.D. card. On the Walla Walla campus, lockers are located next to the college library and in the academic building. On the Clarkston campus, lockers are located on the 2nd floor.

**Lost and Found**  
**509.522.2500 (Walla Walla) - Main Information Desk**  
**509.758.3339 (Clarkston) - Business Office**
Individuals may turn in and pick up lost items at lost and found.

**Multicultural Services**  
509.529.4440 (Walla Walla)  
WWCC is committed to helping ALL students succeed and insures support through programs that enhance academic and cultural skills. The Multicultural Center provides student advising, mentoring, and leadership training. With the Center’s support, students develop diversity awareness and learn to appreciate all cultures on campus. The goal of Multicultural Services is to help students and staff cope successfully with the challenges of a diverse campus life.

**Parking**  
509.527.4261 (Walla Walla)  509.758.3339 (Clarkston)  
There is no charge for parking on either campus; however, fire zone and handicap parking regulations will be enforced.

**Post Office**  
509.527.4255 (Walla Walla)  
Stamps, outgoing mail (including packages), money orders, etc are available in a Postal Annex station in the Walla Walla Bookstore. No Postal services are available at the Clarkston Center.

**Publications**  
509.527.4261 (Walla Walla)  509.758.1718 (Clarkston)  
The Walla Walla Campus ASB produces a publication called *The Warrior Weekly* featuring student news and events. The Clarkston Center publishes a monthly newspaper, *The Campus Informer*, featuring locally written articles and news information.

**Student Development Center**  
509.527.4262 (Walla Walla)  509.758.1718 (Clarkston)  
Counselors and advisors in the Student Development Center help students identify and successfully achieve their academic, career and personal goals. Staff members also assist students with the development of problem-solving skills, and advocate for students when appropriate.

**Student Support Services/TRiO**  
509.527.4258 (Walla Walla)  509.758.1721 (Clarkston)  
The Student Support Services program aims to increase student retention, graduation and transfer rates for 250 enrolled participants.
Students must either be a first generation college student (neither parent has graduated from a four-year college), low income, or a student with a disability, and enrolled in six or more college-level credits. Some of the services provided by SSS/TRiO are:

- **Personal, career, and academic advising**
- **Free one-to-one math tutorial services**
- **Scholarship and financial aid planning/monitoring**
- **Transfer planning to four-year colleges including campus visits**
- **Educational tools such as: laptop computers, textbooks, tape recorders, calculators**

The program application is available at the SSS/TRiO office or on the web at [http://wwcc.edu/trio/trioapplication.pdf](http://wwcc.edu/trio/trioapplication.pdf).

**Substance Abuse**

**Counseling and Treatment Programs**

Drug and alcohol dependency is a very serious problem for abusers and their families. Confidential help is available from College counselors located in the Student Development Center. Information on referral, assessment, support groups, and treatment is also available in the community.

For students at the Walla Walla campus, the following resources are available:

- Student Development Center ................................ (509) 527-4262
- Alcoholic Anonymous ......................................... (509) 522-5059
- Alcohol and Drug 24-hour Help Line ...................... (800) 996-3784
- Help Line ................................................................ (509) 529-3377
- Narcotics Anonymous ........................................... (509) 522-7842
- Serenity Point ....................................................... (509) 529-6037
- VA Medical Center .............................................. (509) 525-5200
- Walla Walla County Human Services Department.... (509) 527-3278
- ADA .................................................................... (509) 527-4262
- TDD..................................................................... (509) 527-4412

For students at the Clarkston campus, the following resources are available:
Student Services ..................................................... (509) 758-1718
Alcoholics Anonymous ............................................ (509) 758-2821
Narcotics Anonymous ............................................. (208) 746-7632
Rogers Counseling .................................................. (509) 758-3341
St. Josephs Medical Center ..................................... (208) 743-2511
Tri-State Hospital .................................................... (509) 758-5511
YWCA Crisis Center................................................. (208) 746-9655
ADA ........................................................................ (509 ) 758-1718
TDD......................................................................... (509 ) 758-1714

Telephone, Student Use

Walla Walla Campus
Walla Walla Campus has a student phone located in the lobby of the main building (near the Information Desk) and in the lobby of the Technology Center. Pay phones are located across the hall from the art gallery and in the Technology center.

Clarkston Campus
Public telephones for students to use for pay calls or to contact the Walla Walla campus free of charge are available in the lobby of the Clarkston Center.

Transportation
509.525.9140 (Walla Walla)
208.743.8545 or 509.758.3339 (Clarkston)
509.527.3779 (Walla Walla Dial-A-Ride)
The Valley Transit bus system in Walla Walla provides transportation throughout the city and College Place to the college. Dial-A-Ride arrangements can be made for students with mobility disabilities. The Clarkston Campus is on the Valley Transit line with a stop on Bridge Street in front of the Center. Contact the numbers above for route and schedule information.

Veteran’s Information
509.527.1864 (Walla Walla) 509.758.1772 (Clarkston)
A veteran’s education benefit specialist is available on the Walla Walla
campus.

**Voter Registration**

509.527.4261 (Walla Walla) 509.758.1718 (Clarkston)

For information, please contact the above numbers.

**Women’s Center**

509.527.4554 (Walla Walla)

The Women’s Center, located between the administration building and the Dome, is open Monday through Thursday, 8:00 – 4:00, and provides support and referral services to students at WWCC. The Center addresses the obstacles and special needs of individuals with personal, professional, and/or educational barriers, including the returning adult learner, single parent, and the displaced homemaker. They provide a women’s support group, free coffee, tea, and the Serendipity Closet for students.
MAKING PROGRESS

Alternative Education Program
509.527.4262 (Walla Walla)
The Alternative Education Program provides students an educational opportunity outside the traditional high school system. Selected students between 16 and 20 years of age, who have not earned a high school diploma, but have a sufficient amount of time to complete high school requirements, may be eligible to participate. The program, which is a joint venture with the local school districts, covers the cost of tuition and books for program participants.

Career Planning
509.527.4262 (Walla Walla)  509.758.1718 or 509.758.1711 (Clarkston)
Courses, workshops, and individual consultations help students define their educational, personal, and career goals.
Services include:
  • Computerized career exploration with E-Discover
  • Assessments to determine other interests and strengths.

C.L.E.P.
509.527.4680 (Walla Walla)
C.L.E.P. (College Level Examination Program) tests are given on an arranged basis in the testing lab.

Degrees and Certificates
509.527.4283 (Walla Walla)  509.758.3339 (Clarkston)
A description of WWCC's degrees and programs are available in the catalog and on the website at: http://www.wwcc.edu/cat/program_listing.cfm?CC=200.

Dropping and Adding Classes
509.527.4283 (Walla Walla)  509.758.3339 (Clarkston)
Check the Class Schedule each quarter for the deadlines for registration, tuition payment, and for tuition refunds. It is YOUR responsibility to complete the add/drop process either online or at the Admissions
office. Washington Online (WAOL) courses have different deadlines—see schedule.

**Educational Counseling**  
509.527.4262 (Walla Walla) 509.758.1718 (Clarkston)  
Advisors are available to help students with goal setting, educational planning, transfer planning and reviewing degree and certificate requirements.

**GED Preparation**  
509.527.4304 (Walla Walla) 509.758.1707 (Clarkston)  
Classes are available for GED preparation

**Graduation**  
509.527.4283 (Walla Walla) 509.758.3339 (Clarkston)  
All graduating students MUST complete the graduation application form available at the Admissions Office one to two quarters before they plan to graduate. See “Transcript Evaluation” for more information. The graduation ceremony is held at the end of spring quarter.

**High School Completion Program**  
509.527.4262 (Walla Walla) 509.758.1718 (Clarkston)  
The high school completion program provides another alternative for students needing to complete their high school diploma. In order to enroll in the program, students must bring transcripts from all high schools they have attended. Students must complete a placement test prior to meeting with their advisor. Washington residents enrolled in high school completion classes who are under 19 years of age pay full tuition and must have a release from their high school to participate in the program. Residents who are 19 or older pay $11 per credit. Non-residents need to inquire about the fee schedule at the Student Development Center.

**Running Start Program**  
509.527.4262 (Walla Walla) 509.758.1718 (Clarkston)  
“Running Start,” a program created by the Washington State legislature, provides an opportunity for juniors and seniors in public high schools to enroll in courses at Walla Walla Community College. This program provides academically qualified students an opportunity to attend college courses and earn college credits, tuition-free, while
completing high school graduation requirements. Home-schooled and private school students must enroll in a public high school to participate in this program.

Transcripts
509.527.4285 (Walla Walla)
Transcript request cards are available. Only students may request a copy of their transcripts. Unofficial transcripts may be printed off the WWCC website free of charge. There is a $5.00 charge (or $15 for same day processing) for official transcripts; transcripts will be mailed within three to five days.

Transcript Evaluations
509.527.4284 (Walla Walla)
The Admissions Office will review your transcript to evaluate how many classes you must take to graduate. This can be done at any time, but **should** be done at least 1-2 quarters before you plan to graduate. An unofficial degree audit can be done by students and advisors using Degree Works (available on campus computers).

Transfer Center
509.527.3679 (Walla Walla) 509.758.1718 (Clarkston)
The WWCC Transfer Center is located in the Student Development Center on the Walla Walla campus and in Student Services on the **Clarkston campus**. Students wishing to access information on how to successfully transfer to other colleges and universities should make an appointment to meet with a transfer advisor. College catalogs, software, and equivalency guides help students in developing transfer plans. The Transfer Center also hosts a Fall College Transfer Fair, offers classes and workshops, maintains up-to-date information on the WWCC website, and arranges for visits from four-year institutional representatives.

WSU Learning Center
509.529.5959 (Walla Walla)
Washington State University’s Learning Center is located in Room 73 on the Walla Walla Campus. WSU offers a Bachelors and Masters degree in Nursing and a Bachelors degree in Elementary Education. Class modalities vary including onsite courses and ITV. Information is also available for students wishing to transfer to WSU or complete a Bachelors degree through Distance Learning.
IMPORTANT POLICIES

“STUDENT RIGHTS AND RESPONSIBILITIES”

To improve our collegiate learning environment, the ASB Senate will enlist the support of the entire campus population in an exercise to interpret, teach, promote and enforce our position on “Student Rights and Responsibilities.” It is our belief that behavior can be influenced through education, role modeling, intervention, and by building on the many positives already in place.

Furthermore, each WWCC student must share in the responsibility to promote an outstanding collegial learning environment wherein mutual respect and trust is fostered among all students and college personnel.

Each student has the right to expect a campus climate in which all students:

- are given the opportunity and encouragement to succeed
- are treated with dignity and respect
- demonstrate good manners and courtesies
- are safe from sexual harassment and discrimination
- are free to ask for help, anytime

In addition to rights, each student has a responsibility to:

- support a learning environment that provides opportunities for all students to succeed
- prepare mentally and physically to be the best you can be
- treat all students and staff with dignity and respect
- exhibit good manners and common courtesies at all times
- serve as a positive role model for less experienced students
- respect the property and space of others
- help keep the campus litter free
- refrain from swearing and using any inappropriate communication
- read and abide by the college rules in the Student Handbook
- be accountable for your own actions

Academic Standards Policy
Honor Roll
Students eligible for the President's Honor Roll or the Dean's Honor Roll must meet the following minimum criteria:

1. Be a full-time student enrolled for 15 credits or more within a program area exclusive of remedial courses.
2. Achieve a 3.85 g.p.a. for the President's Honor Roll.
   --OR--
3. Achieve a 3.50 g.p.a. for the Dean's Honor Roll.

Students with grades of I (Incomplete), Y (In-Progress), Z (No Credit), or an F are not eligible for honor roll recognition.

Academic warning, probation, and suspension
The academic warning and suspension policy is intended to promote successful learning. With this help, students will be alerted to potential problems in time for them to take corrective action. The following guidelines have been established to ensure that academic standards are maintained:

1. At the conclusion of each quarter, the grades of all students enrolled in that quarter will be reviewed.
2. Students who have attempted twelve or more credits in the quarter and whose grade point average that quarter is less than 2.0 will be notified of their situation.
3. a. Warning (Level 1) - The first time a student's cumulative or quarterly grade point average falls below 2.0, the college notifies the student that they have been placed on warning status.
   b. Probation (Level 2) - The second consecutive quarter of enrollment that the cumulative or quarterly grade point average falls below 2.0, the college will notify the student that he or she is on probation status. Students will be advised that they are required to meet with their advisor to develop an educational plan and implement strategies to correct this condition.
   c. Academic Suspension (Level 3) - When students fail to earn a 2.0 GPA for three consecutive quarters, they are suspended from attendance at the College for a period of one academic quarter (exclusive of summer) until a successful appeal is completed. The student may appeal this suspension (see process below). After academic suspension of one quarter a student may appeal to the Academic Standards Review Board for re-instatement to the College. If re-admission is allowed, the student will remain on academic probation.
   d. Appeals – Students placed on academic suspension may appeal to the Academic Standards Review Board if they felt that unusual circumstances were the cause of their low academic achievement.
4. Any student whose g.p.a. is under 2.0 will be encouraged to take advantage of the assistance provided by the College to enhance student success.
5. Students placed on academic probation or suspension must appeal to the Academic Standards Review Board for a re-assessment if they feel
that unusual circumstances beyond their control were the cause of their low academic achievement.

6. After academic suspension of one quarter (fall, winter, spring), a student may appeal to the Academic Standards Review Board for reinstatement to the College. If re-admission is allowed, the student will remain on academic probation until achieving a quarterly 2.0 g.p.a.

Admission Policy & Procedures for underage students (under age 18)
On the web at www.wwcc.edu/admiss/underage.cfm

Confidentiality of Student Records (FERPA)
In accordance with the Family Educational Rights and Privacy Act (FERPA), Walla Walla Community College enforces guidelines concerning information about the student’s permanent educational record, and governs the conditions of its disclosure. Except as otherwise indicated, the College will not provide information contained in student records in response to inquiries unless the student has given consent to the College in writing. Exception will be made if knowledge of the information is necessary to protect the health or safety of the student or other individuals or disclosure is required by law. The following information may be released without notification to the student on a need to know basis, as it is representative of public directory information: student’s name, field of study, athletic information, date of completion, degrees and awards earned. The college provides additional information to military recruiters in compliance with federal Solomon Act requirements. Students wishing to be excluded from the student directory information as defined in PL.93-380, must file a quarterly non-disclosure request with the Registrar to seal their records. Walla Walla Community College assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure. By sealing your records, WWCC will be unable to verify degrees, graduation, or any other requested information.

Code of Conduct
(For complete text of the Student Code of Conduct, see the website at: www.wwcc.edu)

Rules of Conduct and Procedures of Enforcement
PURPOSE
Walla Walla Community College, as a state supported institution of higher education, has a mission of providing excellence of instruction, responsiveness to community and individual needs, and open communication in a collegiate atmosphere to citizens of Walla Walla, Garfield, Asotin, and Columbia counties. Sharing responsibility for this common mission, students and college personnel are joined in a voluntary college community.
Walla Walla Community College students are both citizens and members of
the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college community, they are subject to those responsibilities which accrue to them by virtue of this membership.

Admission to Walla Walla Community College carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the College, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community.

Walla Walla Community College expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the College.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes, the College is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

Plagiarism/ Cheating

(1) Plagiarism is defined as the buying, borrowing, or stealing of written material for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the student’s program of instruction at the College. Any student who plagiarizes shall be subject to disciplinary action.

(2) Any student who aids or abets the accomplishment of such activity as defined in subsection (1) above shall also be subject to disciplinary action.

(3) An instructor may take reasonable action against any student who is deemed to have been guilty of plagiarism or cheating. Course of action might include but not be limited to:

(a) student receive warning and lowered grade;
(b) student receive failing grade for the course;
(c) student dropped from course;
(d) student be recommended for suspension or dismissal from the College;
(e) case referred to civil action.

An instructor taking action against any student for an act of academic misconduct shall report such action to the Vice President of Instruction and the Vice President of Student Services, as soon as possible, but no later then five working days after the incident. Any student subject to action of an instructor for a violation of this section may seek review of that action by the Vice President of Student Services, if such request is submitted in writing.
within five working days from the date of the complained-of action.

**Abusive Language**
Any student who shall use abusive language towards any person while on college facilities or participating in college-related programs may constitute disorderly conduct and shall be subject to disciplinary action. Examples of abusive language may include but are not limited to, maligning, coarse insulting speech, use of lewd, indecent and/or obscene language.

**Disorderly Conduct**
Any student whose conduct obstructs or disrupts educational processes or other activities of the College shall be subject to disciplinary action. In the case of disorderly conduct in the classroom, the instructor may take reasonable action against any student and recommend disciplinary action by the Vice President of Student Services.

**Sexual Harassment**
Students must abide by the College’s Sexual Harassment Policy. Any student who engages in behaviors such as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct or written communication of a sexual nature directed toward another person shall be subject to disciplinary action.

**Malicious Harassment**
Any person is guilty of malicious harassment if he/she maliciously and with intent to intimidate or harass another person because of, or in a way that is reasonably related to, associated with, or directed toward that person’s race, creed, color, religion, gender, sexual orientation, ancestry, national origin, age, marital status, or mental, physical, or sensory handicap, and/or disabled veteran status may be subject to disciplinary action.

**Liquor**
The possession, consumption, furnishing of, or being demonstrably under the influence of any unauthorized alcoholic beverage by any student on college facilities or at college-related activities shall be the cause for disciplinary action.

**Drugs**
Any student who shall use, possess, sell, or be under the influence of any drug on college facilities or at college-related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed as medication by authorized medical personnel. For purposes of this regulation, the term “sell” shall include its generally accepted meaning and as defined in RCW 69.50.410.

**Suspension from Athletic & Intramural Participation**
Students engaged in varsity athletic or intramural activity programs, found to have violated Chapter 69.41.030 ROW (legend drugs including anabolic steroids) shall, upon conviction, be immediately suspended from any participation in school sponsored athletic or intramural events by the Vice President of Student Services. The period of suspension will be determined by the Vice President of Student Services in consultation with the Director of Athletics. Within three working days following receipt of the written notification of suspension from the Vice President of Student Services, the student against whom the charge has been made may request, in writing, a formal hearing from the Vice President of Student Services.

**Computer Trespass**
Any student that violates college information, without authorization, intentionally gains access to a computer system or electronic data owned or used by Walla Walla Community College shall be subject to disciplinary action according to the College’s Information Resources Acceptable Use Policy and chapters 9A.52.110 through 9A.52.130 RCW.

**Initiation of Disciplinary Action**

Any student violating any provision of the Rules of Student Conduct will be subject to discipline.

(1) A request for disciplinary action shall be referred in writing to the Vice President of Student Services within twenty days of the discovery of the facts. All such requests must be signed by the individual making the request.

(2) The Vice President of Student Services will meet informally with the accused student and discuss the allegations with him/her within five working days of receipt of the request.

(3) After considering the evidence in the case and interviewing the accused, the Vice President of Student Services may take any of the following actions:

   (a) Terminate the proceeding, exonerating the accused.
   (b) Dismiss the case after whatever counseling and advice may be appropriate.
   (c) Impose minor sanctions directly such as, but not limited to, a warning, reprimand, community service, restitution, and/or disciplinary probation.
   (d) Refer the matter to committee composed of faculty and students for a recommendation to the Vice President of Student Services, as to appropriate action.
   (e) Impose summary suspension.
   (f) Recommend to the President or designee that student be dismissed.

(4) The Vice President of Student Services shall notify the accused student of his/her decision as to whether a cause for disciplinary action exists. If discipline is to be imposed, the notification will be in writing.

(5) Within five working days following notification from the Vice President of Student Services, the accused student may request in writing a formal hearing.

**Hearing Procedure**

(1) Following the informal meeting with the Vice President of Student Services, the accused student may request a formal hearing with the Vice President of Student Services, the Student Conduct Committee, or the President of the College or designee.

(2) In all hearings, whether heard by the Vice President of Student Services, the Student Conduct Committee, or the President or designee, the following procedures shall apply:

   (a) A written record of all hearings shall be kept, including a statement
of charges against the accused student, a conclusion as to the
truth or falsity of each charge and a decision as to whether or not a
violation of the Rules of Student Conduct has occurred and, if a
violation found, the disciplinary action taken.

(b) The accused student may call witnesses on his/her behalf and may
confront witnesses called to testify against him/her.

(c) The Vice President of Student Services, the chair of the Student
Conduct Committee, or the President or designee, will be
considered the person in charge of the meeting. The person in
charge of the meeting shall examine and weigh all evidence
presented at the hearing. They may call and question any and all
witnesses. They shall prepare the record, including findings of fact
supporting the decision.

(d) All hearings shall be conducted within twenty days of receipt of the
request for a formal hearing. All decisions of the Vice President of
Student Services, the Student Conduct Committee, or the
President or designee shall be made within ten days of the
conclusion of the hearing and shall be submitted in writing to the
Vice President of Student Services, the accused, and the person(s)
making the allegation(s).

(3) The accused student may, at any time during the disciplinary process,
waive any further proceedings by submitting to the Vice President of
Student Services in writing a request for termination of the proceedings
and agreeing to the imposition of discipline recommended by the Vice
President of Student Services.

Composition of Student Conduct Committee

(1) Should a Student Conduct Committee be requested, the Committee
shall be composed of seven members on an ad hoc basis as needed.
Members shall be selected as follows:

(a) The President or designee shall appoint three members and an
alternate from the faculty.

(b) The ASB President shall appoint three members and an alternate
from the ASB Student Senate.

(c) The President or designee shall appoint one member and an
alternate from the college administration.

Facts, Regulations, and Programs Relating to Crime,
Drugs, & Alcohol
Walla Walla Community College cares about the safety and welfare of all
its students and staff. The College is committed to maintaining an environment free of crime, illicit drug use, and abuse of alcohol. While it is the policy of the College to assist students and employees to seek treatment for drug or alcohol dependency, any student or employee committing criminal acts or participating in the unlawful use of drugs or alcohol on any property under the control of Walla Walla Community College or participating in any sponsored activity shall immediately be subject to the rules and regulations concerning such acts and shall be referred to appropriate authorities.

The above information is published in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Chapter 28B.10 Revised Code of Washington and the Student Right to Know and Campus Security Act, 1990. (Public Law 101-542.)

### Grading Policies

#### GRADES AND GRADE REPORTING

The WWCC grading system provides a permanent record of grade evaluations which reflect the student's course achievement. The following grades are used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outstanding Achievement</strong></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td><strong>High Achievement</strong></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td><strong>Average Achievement</strong></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7*</td>
</tr>
<tr>
<td><strong>Minimum Achievement</strong></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>Unsatisfactory Achievement</strong></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Grades not included in g.p.a. calculation**

- **I** Incomplete (see description below)
- **N** Audit—course not taken for credit (does not appear on transcript.)
- **P** Passing (Used for short courses, workshops and where deemed appropriate by the Vice President of Instruction.)
- **W** Withdrawal (see description below)
- **Y** In progress (not a final grade). Used in courses that allow enrollment on a continuous basis. Students who enter such courses after the quarter has begun and need additional time to complete course requirements may be given time in the subsequent quarter to the equivalent of a quarter. Students do not re-enroll for the time allowed in the subsequent quarter. The “Y” grade will be changed to an appropriate letter grade at the end of the equivalent quarter through the grade change process. Students needing more than the...
equivalent of a quarter must be given a grade and be required to re-
register for the course.

Z No credit—student has not met minimal objectives due to extenuating
circumstances (accident, illness, death in family, etc.). The faculty
member initiates this grade. This grade is not computed in the grade
point average and cannot be changed unless instructor error has
occurred.

S/U Satisfactory/Unsatisfactory. Used in a limited number of courses
where students will not have their work recorded on their
transcripts.

* Some departments do not consider a C- grade as sufficient to satisfy
course requirements or to progress to next level.

THE INCOMPLETE (I) GRADE

The grade of "I" may be assigned only upon the request of the student and
with the concurrence of the instructor. It is given to the student who is
doing passing work and has completed at least two-thirds of the course
when a circumstance arises that prevents normal completion. Neither
lateness in completing work nor the desire to do extra work to raise a poor
grade is considered an extenuating circumstance. A student must obtain
an Incomplete Grade Contract from the Admissions Office and negotiate a
formal agreement with the instructor specifying the work done, the work
remaining to complete the course and the time allowed to do the work.

If the incomplete is to be made up in any other than the subsequent quarter,
excluding summer quarter, the student must re-register for the course. If a
student does not make up the incomplete grade, the instructor will change
the incomplete grade to the grade and credits agreed to in the Incomplete
Grade Contract. If the instructor has not specified the grade and credits that
the incomplete grade will revert to and the student does not honor the
Incomplete Grade Contract, the incomplete grade will remain permanently
on the student record and “0” grade points are earned.

Prerequisite Course Incompletes. A student may enroll in a course that has
a prerequisite course for which the student has negotiated an incomplete
grade. However, the student must successfully complete the required work
for the requisite course and replace the incomplete with a grade that meets
the prerequisite requirement during the first three days of the subsequent
quarter. If the student does not complete the prerequisite course in the first
three days of the subsequent quarter, the College will withdraw the student
from the current course.

THE WITHDRAWAL (W) GRADE

If students feel that they are improperly enrolled in a course, they should
initiate withdrawal as soon as possible. See the quarterly class schedule for
the last day to withdraw. Withdrawals after the 10th day of the quarter will
become part of the student’s transcript. Students are not eligible to receive
the Withdrawal (W) grade after the last day to drop (see quarterly course
schedule). Also see the section on adding or dropping courses.

GRADE POINT AVERAGE (g.p.a.)

The grade point average indicates the general achievement of a student.
It is calculated by multiplying the number of credit hours for a course
attempted by the grade points assigned
to the grade for that course, taking the sum of products calculated and dividing by the total credit hours attempted. The calculation does not include courses in which the student received grades I, Z, N, Y, W, S or P.

QUARTERLY GRADES
At the end of each quarter, grades are processed for each student enrolled for credit. Students may get their quarter grades and grades for the previous quarters by getting an unofficial copy of their transcript at any web browser http://wwcc.edu/kiosk or by leaving a self-addressed and stamped envelope at the Admissions Office.

GRADE CHANGE
Once a grade has been filed with the Admissions Office, it is regarded as final. Except for the conversion of Incomplete (I) and In-Progress (Y) marks, grade changes are accepted only under restrictive circumstances. These circumstances include:
1. Clerical error in transcription or recording of grade
2. Instructor error in computation
3. Decision as the result of a grievance procedure
4. Grade resulted from academic dishonesty
At the end of each quarter, grade reports are available on the web for each student enrolled for credit. If an error or omission should occur on a student’s grade report, the registrar must be notified no later than the last day of the subsequent quarter.

REPEATING A COURSE—GRADE FORGIVENESS
A student may repeat any course for which a grade of “C-” and lower was received. When such a course is repeated, the second grade is substituted for the first grade in computing the grade point average. Both grades remain as part of the student’s permanent record. All courses repeated for which a grade of “C” or better was earned will remain as part of the student's record, and an average of those grades will be reflected in the cumulative grade point average. The course must be repeated at Walla Walla Community College or the repeat will not be shown on the WWCC transcript, and the grade point average will not be recalculated. See the Admissions Office for instructions on grade forgiveness.

Grievance Procedure
Student Services (509.527.4300/Walla Walla)
Any student who feels he/she has been treated unfairly by either the College or individual members of the College community should contact the Vice President of Student Services. See Code of Conduct for Disciplinary Process.

Rules of Conduct Regarding Drugs, Alcohol, Tobacco, & Firearms
Pursuant to RCW 28B.50.140, the Board of Trustees is empowered to adopt rules and policies regarding the operation of Walla Walla
Community College. Over the past several years, the Board has adopted policies and rules regarding drugs, alcohol, and tobacco, and mandated strict compliance with both the letter and intent.

**Drugs**
Walla Walla Community College has a drug abuse prevention program with procedures ensuring that all employees and students are notified of its drug-free policy and bound by its terms.

In accordance with the Code of Conduct, any student who shall use, possess, or sell any drug on college facilities or at college-related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed as medication by authorized medical personnel. Employees or students engaging in such prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination.

All students engaged in athletic or intramural activity shall upon conviction be immediately suspended from participation in college-sponsored athletic or intramural events.

**Alcohol**
The possession or consumption, or being demonstrably under the influence of any form of alcohol by any student on college facilities or at college-related activities shall be cause for disciplinary action.

**Tobacco, RCW 70.160.030**—Smoking in public places except designated smoking areas is prohibited. Use of tobacco products is restricted to areas outside college facilities and vehicles.

**Firearms**—No person or group may use or enter onto college facilities having in their possession firearms, even though licensed to do so, except commissioned police officers as prescribed by law.

**Criminal Violations**—Any student who shall commit theft, assault, acts of forgery, or any other act on college facilities which is punishable as a gross misdemeanor or a felony under the laws of the state of Washington and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action.

**Security**
Facility Services employees are alert to any breaches of security observed during the normal course of their duties. The buildings and grounds are periodically patrolled, and breaches of security are reported to Facility Services. Close coordination with local law enforcement agencies is maintained on a 24-hour basis.

**Student Complaints**
Vice President of Instruction (509.527.4289/Walla Walla) or
Vice President of Student Services (509.527.4300/Walla Walla)
The Vice Presidents are available to help you resolve any of the following or related problems. Policies are also available for your review. See Code
of Conduct, Grievance Procedures.

- problems with teachers
- grade appeals
- discrimination
- sexual harassment
- academic misconduct
- damaging property
- criminal violations
- plagiarism

Student Participation in College Governance
Walla Walla Community College recognizes the special role that students play in the development and maintenance of student programs. Students shall be represented by the recognized student governmental organization. The constitution of the associated students of Walla Walla Community College and the college’s administrative procedures provide clear channels for student participation in the formulation and application of institutional policy. Student representation can be found on several college committees including: college council, tenure review committee, dismissal review committee, curriculum committee, academic standards and athletic advisory committee.

Student Right to Know
509.527.4283 (Walla Walla)  509.758.3339 (Clarkston)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus disciplinary
procedures and campus crime statistics for the most recent three-year period is noted below and can also be found on-line at [http://www.wwcc.edu/righttoknow&;safety/](http://www.wwcc.edu/righttoknow&safety/), or can be requested from the Admissions, Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362. Information concerning registered sex offenders in the Walla Walla Valley can be obtained at the Walla Walla County Sheriff’s web site: [http://www.co.walla-walla.wa.us/departments/sheriff/htm/sex_offenders_level3.htm](http://www.co.walla-walla.wa.us/departments/sheriff/htm/sex_offenders_level3.htm), or [http://ml.waspc.org/](http://ml.waspc.org/) for information concerning all Washington counties on the Washington State Sex Offender Information Center’s website. Any questions can be directed to the Walla Walla County Sheriff’s Office at (509) 527-3268.

### Summary of Crime Reported at WWCC

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<td>Hate Crimes</td>
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<td>Motor Vehicle Theft</td>
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<td>Robbery</td>
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<td>Sex Offenses/Nonforcible and/or Forcible</td>
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<td>20 1</td>
<td>14 2</td>
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</table>
FREQUENTLY ASKED QUESTIONS...

✔ What is the difference between my Global PIN and my quarterly PIN?

Your Global PIN (Personal Identification Number) is used to access general information about yourself such as grades, financial aid records and unofficial transcripts from the WWCC website. Your global PIN number is initially assigned as your date of birth in six digits. Your Quarterly PIN, which can be obtained through your assigned advisor, is a number allowing you to register for, add and drop classes each quarter. This number changes each quarter.

✔ How do I get a transcript?

To access an unofficial transcript, a student may log onto the WWCC website at: www.wwcc.edu with their Student ID number and Global PIN. There is no charge for unofficial transcripts. To access an official transcript, a student may download and print a transcript request form from the WWCC website at www.wwcc.edu or pick up the form at the Office of Admissions and Records. After completing and signing the form, it must be mailed or faxed in with the $5.00 processing fee. (For same day service, the fee is $15.00.)

✔ What is the cost of tuition and fees?

Tuition and fees for one year for a Washington resident enrolling in 12 credits per quarter, the cost is approximately $2520.00. Books, supplies and tools are an additional cost, depending on classes and program.

✔ When is tuition due?

Tuition is due 10 days before the first day of each quarter.

✔ How long do I have to withdraw and still get a 100% refund?

You have until the 5th business day of the academic quarter to withdraw and receive a 100% refund for credit courses. See quarterly schedule for 100% refund dates for WAOL courses, which may have different dates.
Do I have to enroll full time to receive financial aid?

You do not have to be enrolled full time (12 or more credits) to receive aid. However, if you enroll for less than full time, your grant award may be pro-rated for part time attendance. Your student loan amount remains the same as long as you enroll and complete at least 6 credits. If you have a student loan and enroll for less than 6 credits, you will not be eligible for the loan portion of your financial aid. However, you may still be eligible and able to receive a small amount of grant aid.

What is the application fee at Walla Walla Community College?

Nothing, nada, it's FREE!!!

When and how do I get my Student Identification Number?

When you apply for admission, you will be assigned a 9 digit student ID number. It is not your social security number.

How do I sign up for the WWCC placement test?

On the Walla Walla Campus, if you have submitted your application for admission, and been assigned a Student ID number, you may attend a FREE placement testing session on a first come first serve basis. Placement test schedules are available online at: http://www.wwcc.edu/student_services/online_adv/readiness/placement.cfm or at the Student Development Center. On the Clarkston campus, FREE placement testing is by appointment only.

How do I get disability services at Walla Walla Community College?

Students with physical, learning or other disabilities should contact the Coordinator of Disability Support Services. On the Walla Walla campus, appointments may be made at the Student Development Center. On the Clarkston campus, appointments may be made at the Student Services office.

How and when can I start using my student email account?

24 hours after a student enrolls, their email account is generated. You can access your account by following
the instructions on the website at: http://www.wwcc.edu/complab/pre_email.cfm.

✔ How will I know if I’ve completed my certificate or degree?

Print a degree audit and take it to a meeting with your assigned advisor. If you have questions or concerns about your degree audit, request an official evaluation by completing and submitting the transcript evaluation form found on the web at: http://www.wwcc.edu/admiss/trans_eval.cfm to the Office of Admissions and Records.

✔ How do I get my degree posted on my transcript?

You must complete and submit a degree application to the Office of Admissions and Records one to two quarters prior to your anticipated graduation date. It is critical to provide the correct quarter of graduation, permanent address, and name you wish to appear on your diploma.

✔ When will I receive my diploma indicating my completed degree or certificate?

You will receive your diploma approximately 6 – 8 weeks after the end of your final quarter.

✔ When is the graduation ceremony/ commencement at WWCC?

The graduation ceremony and reception is held the weekend prior to the end of spring quarter. Students graduating during other quarters are welcome to
participate. Please note that participation in the graduation ceremony does not imply that a degree or certificate will be awarded. Final verification is made by the Credentials Evaluator in the Office of Admissions and Records.

✓ Who do I see if I have questions about transferring to another college or university?

Make an appointment to meet with your advisor and visit the Transfer Center (located in the Student Development Center in Walla Walla or the Student Services office in Clarkston).

✓ Is there childcare available on campus?

Yes! First Flight Child Care center is available on the Walla Walla campus and Tender Care Child Care center is available on the Clarkston campus. The Child Care centers are open weekdays for children from one month to five years old.

✓ Where can I go for help planning my career?

On the Walla Walla campus, the Career Center is located in the Student Development Center. On the Clarkston campus, career information is available in the Student Services office. Both provide career planning and labor market information to students at WWCC. Students may request passwords to E-Discover, an online career exploration program.
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