## Step 1 Admissions

Walla Walla Community College is an open-door, higher education institution. All qualified individuals are accepted who are at least 18 years of age or are graduates of an accredited high school or have an equivalent certificate, i.e., General Educational Development (GED). Applicants under the age of 18 at the time of registration and who are not high school graduates must complete the Under-Age Admission Policy paperwork available online at wwcc.edu/underage or be participating in a program designed for high school students.

Some programs have specific admission procedures and limited space; therefore, admission to the College does not guarantee availability of all programs or courses. Please review special admission procedures for workforce programs under entrance requirements for the specific program of interest.

### Explanation of Resident Classification

A resident student is one who is a U.S. citizen and has met specific requirements demonstrating permanent residence in the State of Washington. Two elements are necessary to establish permanent residence. The first element requires physical presence on the location claimed as a permanent residence. The second element requires the intent to permanently reside in that location. These two elements can be established by a variety of factors and documentation which should be dated one year and one day prior to the commencement of the quarter for which the student is applying for residency status.

Special regulations may apply to some eligible non-citizens, Washington higher education employees, and to military personnel and their dependents stationed in the State of Washington. For further information contact the Office of Admissions and Records at 509.527.4282.

### Student Responsibility to Register Under Proper Classification

The student is responsible to register under the proper classification. If there is any question regarding residency classification, the student (prior to or at the time of registration) must discuss it with the Registrar. Verification must be provided.

### Official Change of Status/Reclassification as a Non-Resident

All persons classified as residents of Washington State shall be reclassified as non-resident students whenever there is a change in legal residence to another state.

Students who have been erroneously classified as residents will be reclassified as non-residents and be required to pay the difference between the resident and non-resident tuition and fees for those quarters in which they were erroneously classified.

### Application for Reclassification

Students wishing to change their residency classification must complete a residency questionnaire found at wwcc.edu/residency and provide necessary documentation. Application for reclassification prior to registration into classes is preferred. Residency reclassification must take place within 30 calendar days of the first day of the quarter.

Students classified as non-residents will retain that status until the written application for reclassification has been approved. For more information call 509.527.4282 or 509.758.3339 in Clarkston.

### Non-Resident, U.S. Citizens

Tuition for non-resident U.S. citizens is listed online at wwcc.edu/tuition.

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### New Student Checklist

<table>
<thead>
<tr>
<th>Step 1 Admissions</th>
<th>You may apply online or submit an application to the Office of Admissions &amp; Records. Once your application has been processed, you will receive an acceptance email and letter that includes your Student ID number.</th>
</tr>
</thead>
</table>
| Step 2 Financial Assistance | For priority funding: Complete your FAFSA by March 1 of each year  
| | Provide supporting documents & WWCC information form by May 1  
| | Scholarships, Grants, Loans & Work-study programs are available  
| | Financial Aid applications are accepted year-round; however, funding priority will be given to students who meet early application deadlines noted above. |
| Step 3 Placement Testing/Assessment | Complete placement testing for accurate assessment of your current skill levels. Placement testing schedules are available online, at the Student Development Center, or in the Testing Center. Students may bring in a high school transcript for placement into math. |
| Step 4 New Student Orientation | For Fall Priority Registration, students must complete a New Student Orientation. Dates & sign up for orientation may be found online at wwcc.edu/nso beginning May 1. For subsequent quarters, New Student Information Sessions are also offered. |
| Step 5 Educational Advising & Career Exploration | Students are assigned an advisor based on their program of study and are required to meet quarterly for educational planning and to obtain their quarterly registration number. Career exploration services are available through the Student Development Center. |
| Step 6 Registration | Students may register online any time after their scheduled registration time through the first week of the quarter. Registration times may be found through MyWWCC student portal. |
| Step 7 Payment | Tuition & Fees are usually due 10 days prior to the first day of the quarter. An automatic Payment Plan is available online at wwcc.edu/pay. |

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For the most current information see: www.wwcc.edu
# How to Enroll in Classes at WWCC

<table>
<thead>
<tr>
<th>STUDENT CATEGORY</th>
<th>ENROLLMENT PROCEDURES</th>
</tr>
</thead>
</table>
| New students working on a degree or certificate | Submit the FREE application for admission at wwcc.edu/apply.  
Take Compass placement test  
Attend New Student Orientation for priority registration (Walla Walla campus only)  
Workforce Education programs: Contact the program of interest for specific Entrance Requirements and priority list procedures |
| Students working on a degree or certificate, transferring credits from another college | Submit the FREE application for admission at wwcc.edu/apply.  
Take Compass placement test (if necessary)  
Submit official transcripts from other colleges and complete a transcript evaluation form found in Office of admissions and Records, or online at wwcc.edu/traceval.  
Workforce Education programs: Contact the program of interest for specific Entrance Requirements and priority list procedures  
Attend New Student Orientation for priority registration (Walla Walla campus-required registration at wwcc.edu/nso available May 1.) |
| Students returning after an interruption in their enrollment at WWCC | Submit updated information to the Office of Admissions and Records including verification of program of study and contact information  
Take Compass placement test (if necessary)  
Attend New Student Orientation for priority registration (if necessary) |
| Students in the Running Start Program | Submit the FREE application for admission at wwcc.edu/apply.  
Take Compass placement test for eligibility determination  
Contact high school counselor for Quarterly Referral, Enrollment Verification Form, and transcript information  
Attend Running Start Student Orientation |
| Students in the Alternative Education Program (AEP) | Enrolled high school students contact WA-HI or Lincoln HS principal to obtain a referral; out-of-district applicants need an inter-district release from their school district superintendent.  
Non-enrolled and enrolled high school students contact WWCC Alternative Education Program Office for an AEP application.  
1. Submit the FREE application for admission at wwcc.edu/apply.  
2. Take Compass placement test  
3. Interview with the high school programs director.  
4. Advise with an AEP advisor, register for classes, and attend a mandatory AEP orientation |
| Students under age 18 not enrolled in Running Start, AEP or other specific age appropriate coursework who do not have a high school diploma or equivalent. | Download the Underage forms online at wwcc.edu/underage or pick up at the Office of Admissions and Registration  
Submit completed forms and supporting documentation to the Student Development Center in WW or the to the Clarkston Campus.  
Schedule appointment for student and parent/guardian for an interview and advising with the High School Programs Director, or Carol Bennett in Clarkston. |
| Students attending English as a Second Language (ESL), Adult Basic Education (ABE) or GED preparation courses | Contact the Transitional Studies Department at 509.524.4808 or 509.758.3339 in Clarkston for registration information |
| Students planning to take Extended Learning, Quest, Community Education | Extended Learning, Community Education & Quest students, please contact: 509.527.4561 or email quest@wwcc.edu |
| Students in High School Completion (HSC) who are 19 yrs of age and older | Submit the FREE application for admission at wwcc.edu/apply.  
Submit high school transcript(s) to the Student Development Center  
Take Compass placement test  
Meet with High School Completion advisor for transcript evaluation |
| International Students with F1 or F2 Visa | Submit application for admission (must be completed 90 days prior to the beginning of the quarter for reporting to ICE)  
Submit official transcripts from secondary and post-secondary academic institutions translated into English  
Submit financial affidavit of sufficient financial support for at least one year  
Submit official copy of TOEFL scores (minimum paper-based score is 500 / minimum computer-based score is 173 / minimum Internet-based score is 61)  
Students transferring from other U.S. institutions must provide documentation of good academic standing (2.0 GPA or better) AND verification from current US institution that the student is eligible for re-admission, financial affidavit and TOEFL scores |
Step 2 Financial Assistance

The Financial Aid Office at Walla Walla Community College encourages applications from all students seeking financial assistance. Financial support for students usually comes 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. For Financial Aid information call 509.527.4301 or 509.527.4329 for Walla Walla and 509.758.3339 for Clarkston.

Eligibility

- Be a citizen of the United States or an eligible permanent resident.
- Have a high school diploma, or GED certificate.
- Be enrolled in an eligible degree or certificate program offered by WWCC. Up to 45 credits of remedial coursework will be funded by financial aid if the student is accepted into an eligible program.
- Be registered with Selective Service if you are a male who is at least 18 years old, born after December 31, 1960, and not a current member of the active armed forces.
- Have financial need as determined by a federally-approved need analysis formula.
- Be in good standing on previous federal loans (not currently in default); be in good standing with previous federal or state grants (not currently in repayment).

How to Apply

Students must complete and submit the Free Application for Federal Student Aid (FAFSA) and the WWCC Financial Aid Information Form. Applications are available on the web at www.fafsa.ed.gov or at www.wwcc.edu.

Deadlines

Applications may be submitted at any time during the academic year; however, because of limited funds, the recommended application deadline for priority funding is March 1 for fall quarter enrollment. Applicants who have been admitted and have submitted all the required forms will be notified of award or denial of assistance.

A complete listing of the notification schedule for files completed can be viewed at the WWCC Financial Aid Office website.

Financial Aid Programs

### GRANTS

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>A federal grant program for students who meet federal financial eligibility criteria.</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant</td>
<td>A federal grant program for students with exceptional financial need.</td>
</tr>
<tr>
<td>Washington State Need Grant</td>
<td>A Washington state program for WA resident students who meet financial eligibility criteria.</td>
</tr>
<tr>
<td>State Tuition Waiver</td>
<td>A Washington state program for WA resident students with a demonstrated need.</td>
</tr>
</tbody>
</table>

### EMPLOYMENT PROGRAMS

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work-Study</td>
<td>A federal program which offers a job to financially qualified students. The student may work 10-15 hours per week.</td>
</tr>
<tr>
<td>State Work-Study</td>
<td>A state program which offers a job related to the student’s area of study to financially qualified students on or off campus. The student may work up to 19 hours per week depending on individual eligibility.</td>
</tr>
</tbody>
</table>

### LOAN PROGRAMS

<table>
<thead>
<tr>
<th>Loan Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Direct Loan</td>
<td>A federal loan program with deferred repayment and variable interest rates.</td>
</tr>
<tr>
<td>Federal Perkins Loan</td>
<td>A federal loan program established to make low interest, long term loans to students who meet financial eligibility criteria.</td>
</tr>
<tr>
<td>Federal PLUS Loan</td>
<td>Federal loan program for parents of dependent students. Variable interest rate with immediate repayment.</td>
</tr>
</tbody>
</table>

### SCHOLARSHIPS

<table>
<thead>
<tr>
<th>Scholarship Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWCC Foundation Scholarships</td>
<td>A variety of scholarships funded by the WWCC foundation. Foundation scholarship application is available online. For more information, contact: 509.527.4275.</td>
</tr>
<tr>
<td>General Scholarship Information</td>
<td>Various scholarship applications are available at the Financial Aid office.</td>
</tr>
<tr>
<td>Athletic Scholarships</td>
<td>All athletic scholarships are awarded by the head coach of each sport.</td>
</tr>
<tr>
<td>Activity Scholarships</td>
<td>Scholarships are available through ASB clubs and organizations and various campus activities such as theater, music and art.</td>
</tr>
</tbody>
</table>

For the most current information see: www.wwcc.edu
**Other Financial Resources**

- Bureau of Indian Affairs – available to qualified Native Americans. Information available at www.bie.edu
- Department of Vocational Rehabilitation 509.526.2590 or 1.877.501.2233
- Veterans Administration 509.527.1864, or 509.758.1718 in Clarkston
- WorkFirst – tuition and book assistance for qualified low-income working parents or TANF recipients seeking training to obtain employment. 509.527.1865, or 509.758.1711 in Clarkston
- Worker Retraining – financial assistance to qualified dislocated workers or displaced homemakers. 509.524.514, or 509.758.1711 in Clarkston
- Opportunity Grant – financial assistance to qualified students enrolled in high demand pathways. 509.527.4262
- Automatic Payment Plan. Call WWCC Business Services at 509.527.4208 or 509.758.3339 at the Clarkston campus for more information. Information available online at wwcc.edu/pay

**Satisfactory Academic Progress Requirements for Financial Aid Recipients**

Federal and state regulations require Walla Walla Community College to monitor the satisfactory academic progress of each student who receives financial aid. This is accomplished through a quarterly review by the Financial Aid Office before funds are disbursed to students. Satisfactory Progress means a minimum 2.0 quarterly GPA, cumulative pace of progression of 67% or higher in declared program, and the following credit completion rates:

<table>
<thead>
<tr>
<th>If you enroll as:</th>
<th>You must complete at least:</th>
<th>You will be placed on warning if you complete:</th>
<th>Aid will be suspended if you complete less than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time (12+ credits)</td>
<td>12 credits per quarter</td>
<td>6-11 credits per quarter</td>
<td>6 credits per quarter</td>
</tr>
<tr>
<td>¾ time (9-11 credits)</td>
<td>9 credits per quarter</td>
<td>5-8 credits per quarter</td>
<td>5 credits per quarter</td>
</tr>
<tr>
<td>½ time (6-8 credits)</td>
<td>6 credits per quarter</td>
<td>3-5 credits per quarter</td>
<td>3 credits per quarter</td>
</tr>
<tr>
<td>Less than ½ time (1-5 credits)</td>
<td>all credits enrolled for</td>
<td></td>
<td>total credits enrolled</td>
</tr>
</tbody>
</table>

Only grades of A, B, C, D, and P will count as completed credits. Grades of F, I, M, N, S, U, Q, Y, and Z do not count as completed credits.

When students withdraw or cease to attend classes, they may be required to repay financial aid funds received for that quarter. Financial aid, excluding work study, will be repaid by the student according to the Return to Title IV Funds Policy. A copy of this policy is available from the Financial Aid Office.

**Step 3 Placement Testing/Assessment**

WWCC offers the Compass placement test to assist in identifying the student’s skill levels in math, reading and writing. Students must have a student identification number prior to taking the placement test. It is not a test that can be passed or failed. The “score” simply indicates the appropriate starting point for each student enrolling in core subjects. A high school transcript may be used in placement for math courses.

The Walla Walla testing schedule is available online at wwcc.edu/testing or at the Student Development Center. Placement testing at the Clarkston Campus is scheduled Tuesday evenings at 5:15 p.m. and 12:30 - 5pm Monday - Friday.

Transfer students who submit official transcripts to the Office of Admissions and Records showing successful completion of college level math and English with a grade of 2.0 or above are waived from taking that portion of the placement test. As part of the statewide reciprocity agreement, WWCC will accept math, reading, and writing placements from all other Washington state community and technical colleges. 509.527.4555 or 509.527.4284

**Step 4 New Student Orientation**

New Student Orientation sessions will be offered several times throughout the year 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. For more information please contact the Student Development Center at 509.527.4262, or 509.758.3339 in Clarkston.

**Step 5 Educational Advising & Career Exploration**

WWCC provides assigned advisors to all degree seeking students. Advisors use a variety of tools and assessments to help students determine appropriate career and education plans, and develop quarterly class schedules. 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.

Career exploration courses, workshops, and individual consultations help students define their educational, personal, and career goals. A comprehensive career exploration tool is available online with a password available in the Student Development Center. Assessments relating to interest, abilities, personality, and special aptitudes are administered and interpreted by professional personnel in the Student Development Center. These assessments are specifically selected to fit the needs of the individual. Most tests are free to WWCC students. Call 509.527.4262 - Walla Walla • or 509.758.3339 - Clarkston for more information or an appointment.
Step 6 Registration

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 e-schedule online. After completing the advising process, students will obtain a quarterly registration number from their advisor. Students are then able to register online. Students are able to make schedule changes online through the fifth day of the quarter (fourth day in summer).

Students are not allowed to attend a class unless officially registered for either credit or audit. Some classes, such as ABE, ESL, HSC, and GED, have continuous enrollment.

Certain courses require prerequisite coursework at a minimum level of performance before a student can attend a particular class. Students who register for classes in which they have not met prerequisite requirements will be administratively withdrawn.

Step 7 Payment

The final step in the registration process is paying your bill. WWCC cashiers accept cash, checks, MasterCard, and Visa at Business Services or online. An automatic payment plan is available online using an SID and quarterly registration number. Set up the automatic payment plan with a bank account, MasterCard, American Express, or Discover. Information available at www.wwcc.edu/pay. Tuition and fees are usually due ten days prior to the beginning of the quarter.

Students planning to use financial aid to pay tuition will receive communication from the financial aid office when funds are available for payment. Students may track their financial aid status via the Financial Aid Portal at the WWCC website.

Students who register after the tuition due date or who pay their bill after that date will be charged a $35 registration fee.