Get Started at TCC

Apply

- Online by selecting Start Here at www.tacomacc.edu, or
- On campus in Enrollment Services in Bldg. 7 or at the Gig Harbor Campus
- Call 253.566.5325 to have an application sent to you

Assess your skills

If you are a first time college student, you will be required to take an assessment test. If you have attended TCC and tested within the past two years, your placement tests are still valid.

- For hours and information, go to www.tacomacc.edu/resourcesforstudents
- Call 253.566.5093 or the Gig Harbor Campus at 253.460.2424

Research financial aid options

- Go online at www.tacomacc.edu/resourcesforstudents for financial aid and scholarship information.
- Visit the Financial Aid office in Bldg. 18.

Orientation and advising

New students who have not completed classes at TCC or any other college must attend the New Student Orientation and Advising session.

Option 1: Reserve your seat at an on-campus orientation session by signing up online at www.tacomacc.edu (select Student Resources, then under Register for Classes, select Check out New Student Orientation, then click on Sign up for an on-campus orientation) or call 253.566.6091, or

Option 2: If you are planning to take online courses only, you may complete the online orientation. Go to www.tacomacc.edu (select Student Resources, then under Choices, select New Student Orientation). After completing the online orientation, you may email an advisor at online@tacomacc.edu for online advising and registration information.

Returning students who have not attended classes at TCC for one year or longer are advised to attend either an on-campus or an online orientation session. Orientation is optional for transfer students or students with a degree.

Option 3: Call the Gig Harbor Campus at 253.460.2424 for an advising appointment.

Register online & pay tuition and fees

Go to www.tacomacc.edu (select Student Resources, then under Choices, select My E-Services and then Registration Login). Use your six-digit birth date for your quarterly registration PIN. Tuition and fees must be paid by the published deadline. Unpaid tuition may result in cancelled enrollment.

Start Classes!
GETTING STARTED

ADMISSION TO TCC
The College has an open-door admission policy which reflects its commitment to access to higher education. Consistent with its open-door admissions policy, Tacoma Community College practices equal opportunity in its educational programs. No one is denied admission to the college because of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.

New student admission is a simple process. Simply submit an admissions application on the web (www.tacomacc.edu/futurestudents/starthere.aspx) or to Enrollment Services as early as possible. Admission to TCC is available to individuals who are high school graduates or at least 18 years of age. Applicants under 18 years of age who have not graduated from high school may be eligible to enter TCC through either the Running Start or Fresh Start programs. Other applicants age 16-18 must obtain a written release from the principal of the high school they last attended; admission of these applicants will be considered on a case-by-case basis.

Readmitting students who previously attended Tacoma Community College (including any of the off-campus sites) and who have not attended for one quarter or more (excluding summer quarter) must reapply to the college as early as possible. For more information, contact Enrollment Services at 253.566.5325.

Students with transfer work from other colleges or universities should have official transcripts sent to Enrollment Services for evaluation. These credits cannot be used to assign priority registration or to satisfy course prerequisite requirements at TCC until they have been evaluated. Evaluations usually take two to four weeks, and a copy will be mailed to the student. To learn more about transferability of credits earned from other institutions, see page 26 or contact the credential evaluator in Enrollment Services located in Bldg. 7, or call 253.566.5325.

Students who plan to enter a professional/technical program, the English for Academic Purposes program for international students, the Running Start, Fresh Start, or Worker Retraining programs; or take continuing education or personal enrichment courses and students not seeking a degree should check below for additional admissions information.

ADULT BASIC EDUCATION ADMISSIONS
The Adult Basic Education program at TCC offers instruction for adults wishing to improve basic reading, writing, math, and English-as-a-Second Language skills. These classes are designed for adults 18 years of age or older. Classes are $25 per quarter and offered at the Tacoma Campus, Gig Harbor, Key Peninsula and Madison School. ABE grants are available through the TCC Foundation for eligible students. Please see the Transitional Studies section for details.

For more information about placement testing, class location and registration, please call the Adult Learning Center at 253.566.5144.

FRESH START ADMISSIONS
Fresh Start is a scholarship program for young adults between the ages of 16 and 21 years who have dropped out of high school and want to resume their education in order to prepare for employment or college admission. The Fresh Start program offers assistance with goal clarification; training in life skills, study skills, and job search strategies; high school completion; and enrollment in TCC’s professional/technical certificate and degree programs.

INTERNATIONAL STUDENT ADMISSIONS
TCC welcomes international students from over 30 countries around the world. Whether you’re entering college for the first time, seeking specific skills for a career path, or upgrading your expertise to compete in today’s marketplace, TCC is a great place to learn and grow.

It is easy to apply to TCC! There are three convenient ways: 1) online; 2) by mail; 3) by fax. Along with the application form, you will need to submit original documents or certified copies of the following documents:
1. Original bank statement in English showing sufficient funds available for the first year of study – must be submitted by mail (sufficient funds for 07-08 academic year = $15,444).
2. Original high school transcript in English or GED score – only for students who will be under 18 years old and who have not graduated from high school when they start studying at TCC.
3. Applicable fees – includes mandatory $50 application fee and other fees for housing placement, etc. Fees payable by credit card, money order from the postal service (not Western Union), bank draft or check from an American bank.
4. Transfer Students – if you are currently studying at a different college/university in the U.S., you will also need to submit a transfer form after you have had it signed by the International Advisor at your current institution.

I-20 Form
After we receive a complete application from you, we will send you an I-20 form within two working days. The I-20 is a document that indicates you have been accepted to study at TCC. The U.S. consulate in your home country will require that you bring the I-20 to your F-1 visa interview. We will also send you a consular letter stating that we support your application to study in America.

F-1 Visa Interview
You will need to make an appointment for an interview at the U.S. consular office nearest your home. The U.S. government requires all F-1 visa applicants to interview and pay a SEVIS fee and a visa fee. Check out www.tacomacc.edu/internationalstudents/applynow.aspx for additional tips for your interview.

Arrival in the U.S.A.
As soon as you receive your F-1 visa, please inform us so that we can plan for your arrival. The Housing Coordinator will need to know your travel plans (including flight number, date and time) so an airport pickup can be arranged for you. Please plan on arriving no
more than one week before New Student Orientation begins.

**English Proficiency**
Upon arrival, students will be required to take TCC’s English proficiency exam for placement into the appropriate level of English instruction. TOEFL is not required. However, you are encouraged to submit current TOEFL scores to determine your eligibility for the college placement test.

**Other Visa Status**
Students with other visa status (non F-1 visa status) will need to contact the International Office directly.

**Congratulations!**
You have completed all the steps required to study in the U.S.A. We hope to see you soon!

For more information regarding the international student admission process, please contact the International Office 253.566.5190 or visit www.tacomacc.edu/internationalstudents/applynow.aspx.

**NON-DEGREE SEEKING STATUS**
Students with advanced degrees or students wanting to take course work for their own interest who do not plan to pursue a degree or certificate at TCC may be eligible for non-degree seeking status and an abbreviated registration process. Contact Enrollment Services for additional information.

**PROFESSIONAL/TECHNICAL PROGRAM ADMISSIONS**
Admission into a particular TCC professional/technical program is dependent upon an individual’s qualifications and the availability of space in the desired program. New TCC students must complete a college application and a program application if required. For program-specific information, contact the program chair listed with each program in the Professional/Technical section of the catalog.

**RUNNING START ADMISSIONS**
Running Start is a partnership between the community college system and public school districts in Washington, through which eligible high school juniors and seniors may enroll in TCC courses at no cost. The credits earned through Running Start apply toward high school graduation and satisfy college requirements. Students must have college-level reading and English skills. To apply, interested students should contact their high school counselor or the TCC Running Start program.

**WORKER RETRAINING ADMISSIONS**
Worker Retraining helps unemployed workers and people at risk of unemployment to get the training they need for better employment opportunities. The Worker Retraining program provides funding and services to eligible workers to build and enhance their job skills. You may be eligible for the Worker Retraining Program if, in the past 24 months you have:
- Collected unemployment benefits in Washington State;
- Separated from the military with an honorable discharge;
- Become a displaced homemaker, or;
- Ended self-employment.

This program can also help students in occupations that are in decline or when students need additional skills to maintain their current jobs. TCC offers retraining in 50+ professional/technical certificate and degree programs for worker retraining students.

Visit the Worker Retraining program in Bldg. 8 to learn more about eligibility and benefits or call 253.566.5188.

**WORKFIRST PROGRAM ADMISSIONS**
The WorkFirst program serves low income and Temporary Assistance for Needy family (TANF) recipients. Eligible students will receive assessment and career planning prior to beginning training to prepare them to enter the workforce in wage progression positions. WorkFirst offers:
- Educational assessment testing, including screening for learning disabilities.
- Training in basic skills, including GED preparation, reading, writing and mathematics.
- Customized job service training programs, including certificate programs in Office Assistant, Medical Office Clerk, and Customer Service and Sales.

Financial support and work-study positions are available for qualified students. Call 253.565.9610 for more information.

**INTEGRATED BASIC EDUCATION AND SKILLS TRAINING (IBEST) ADMISSIONS**
IBEST programs are for students who want to improve English language or basic skills and also want to earn a college-level certificate or two-year degree. IBEST students have two teachers in each class, one professional-technical instructor, and one English language or basic skills instructor. IBEST students receive additional support for each professional technical course. TCC offers the following IBEST programs:
- Integrated Case Aide, leading to entry level certificate in the Human Services field.
- Integrated Early Childhood Development Specialist certificate, to prepare for the Child Development Associate (CDA) credential examination process.
- Integrated Logistics, leading to short-term certificate/3-quarter program for entry-level employment in Logistics field.
- Integrated Medical Office leading to short-term certificate/3-quarter program for entry-level employment in medical office field.
- Integrated Office Assistant, leading to short-term certificate/3-quarter program as an entry-level receptionist-clerk.
- Integrated Accounting Office Associate, leading to short-term certificate/3-quarter program for entry level accounting positions.

For more information about how to enroll in IBEST programs, stop by the Basic Skills office in Bldg. 7, or call 253.566.5229.
YOUR ACADEMIC FUTURE

Tacoma Community College is committed to helping each student achieve his or her educational goals. The college’s services include computerized basic skills assessment, new student orientation, and academic advising.

ASSESSMENT

In an effort to provide effective educational services for students, Tacoma Community College’s entry skills assessment process helps identify each student’s strengths and weaknesses in reading, writing, and math. The assessment process may include basic skills testing or college transcript review. The results are used for academic advising, course placement, and program placement.

Assessment is required for any student who plans to register: In six or more credits; For English or math; In a course with a math, reading or English prerequisite which you have not met; In a degree, certificate or transfer program; In the Running Start or Fresh Start program.

International students take an English language placement exam upon arrival and are required to demonstrate proficiency in English before beginning college academic classes. Students whose English is not at college level take classes in TCC’s English for Academic Purposes (EAP) program.

Transfer students who have completed college-level math and English coursework with a grade of ‘C’ or higher may substitute a transcript review for the assessment process. Unofficial transcripts may be used for this step.

Special testing accommodations for students with disabilities may be requested by contacting the Access Services Coordinator in Bldg. 7, phone 253.566.5328.

NEW STUDENT ORIENTATION

To encourage student success, entering students attend a new student orientation session. At the orientation session, students are introduced to academic programs and services of the college. Students receive academic advising to help make the most of their educational plans. Orientation is also meant to help students build connections at TCC by interacting with faculty, staff and fellow students.

All students are required to complete a New Student Orientation unless they have successfully completed college-level courses at another college prior to attending TCC. To sign up for the next available orientation, go to www.tacomacc.edu/nsosignup. Students who are taking only online courses are allowed to complete New Student Orientation in an online format.

ADvising

Advising at Tacoma Community College is integrated and student-centered. TCC encourages students to make appropriate choices based on their abilities, interests and values and supports them in achieving their personal, academic, and career goals.

New students taking math, English or more than five credits meet with academic advisors during their orientation. Academic advisors assist new students with the planning and completion of class schedules consistent with the student’s educational goals. Students are encouraged to meet with their academic advisors each quarter to track their educational progress. Once students have identified an educational goal, developed a plan for achieving that goal and demonstrated progress, they are assigned a faculty advisor.

The Counseling and Advising Center in Bldg. 7 coordinates campus-wide advising services, provides referral services, and assigns faculty advisors to students. Academic advisors are available by appointment, or on a drop-in basis. The center also provides information on transfer requirements for students intending to pursue degrees at four-year colleges and universities. You may also call the Gig Harbor Campus at 253.460.2424 for advising information.

HUMAN DEVELOPMENT 101

REQUIREMENT FOR NEW STUDENTS

Students assessing at the developmental level in at least two subject areas are required to enroll in HD 101 during their first (or earliest possible) quarter. The HD 101 Student Success Seminar is recommended for all students.

DUAL ENROLLMENT PROGRAM between the University of Washington, Tacoma and Tacoma Community College

Students participating in the TCC/UWT dual enrollment program may:

- Be admitted to AND enroll at both schools with one dual enrollment application.
- Take classes on both campuses simultaneously.
- Receive coordinated academic advising from our Dual Enrollment Advisor.
- Use facilities and services of both institutions (libraries, computer labs, etc.).
- Participate in activities and student life at both TCC and UWT.

For additional information contact the Counseling and Advising Center, 253.460.4468.
TUITION AND FEES

Tuition rates are set by the Washington State Legislature. Current quarterly tuition and fee rates are published in the quarterly class schedule.

Tuition and fees are due by the date published in the quarterly schedule. Late payments may result in cancellation of registration. Payments may be made via:

- Cashier’s Office in Bldg. 11.
- VISA or MasterCard at TCC web site or by calling 253.566.5011.
- Automatic Payment Plan (FACTS).
- Financial Aid (see page 11 for more information).

SPECIAL FEES

The college charges course fees at registration for most courses. Additionally, the college charges facilities use and safety fees. Students are charged for individualized instruction and other incidentals. These fees are published in the quarterly class schedule.

SPACE-AVAILABLE TUITION WAIVERS

Tacoma Community College offers reduced or waived tuition for certain students enrolled in state-funded classes.

RESIDENCY

The State of Washington regulates residency determinations at Washington community colleges and public universities in accordance with RCW 28B.15.012-014. To be considered eligible for the lower resident-tuition rate, a student (or his/her parent or legal guardian in the case of a dependent student) must:

- Be a U.S. citizen or have permanent resident immigration status in the U.S. for at least one year, or hold an eligible visa classification (A, E, G, I or K).
- Be physically present in Washington for 12 continuous months prior to the beginning of the quarter (or his/her parent or legal guardian);
- Have established a bona fide domicile (or his/her parent legal guardian) 12 continuous months prior to the beginning of the quarter.

To determine if a bona fide domicile has been established, a variety of factors are considered. Simply living in Washington for 12 continuous months prior to the beginning of the quarter does not establish residency or your intent to become a permanent resident of Washington. Other factors include:

- Visa classification—some classifications will allow a student to establish residency, others do not;
- Residency status while enrolled at an out-of-state college or university;
- Financial assistance received from an out-of-state source where residency of that state is a requirement;
- Out-of-state driver’s license, vehicle registration, and voter registration;
- Students who enroll in six credits or more shortly after arriving in Washington state are presumed to have come to the state primarily for educational purposes and will need to overcome this presumption.

Applications to change residency status will be accepted up to the 30th calendar day of the quarter in which the change would apply. The residency questionnaire is available at Enrollment Services. The questionnaire and all supporting documentation will be reviewed by the residency officer. If a change to resident status has been substantiated, a refund for the difference between nonresident and resident tuition will be processed.

Some students may qualify, on a quarterly basis, for an exemption from all or a portion of the nonresident fees. Those who may qualify include:

- U.S. citizens, and immigrants who hold permanent resident alien status who have not yet established Washington residency may qualify for the nonresident on waiver tuition rate.
- In accordance with HB 1079, which became effective July 1, 2003, TCC complies with guidelines that allow individuals who are not permanent residents or citizens of the United States to pay resident tuition. These individuals must meet certain criteria, and sign and return the Washington Higher Education Residency Affidavit/Declaration/Certification form (available at Enrollment Services). These students are not eligible to receive need-based state or federal financial aid.
- Eligible visa classifications: A, E, G, I or K. A student (or his/her parent or legal guardian in the case of a dependent student) may be eligible to apply for the resident tuition rate if residency requirements are met (with the exception of registering to vote).
- Active duty military, Washington National Guard members, and their spouses and dependents are eligible for the resident tuition rate. The student’s military ID and orders showing the individual is stationed in Washington must be on file in the Enrollment Services office.
- A student on Refugee Status (or spouse or dependent children of such refugee) if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship may qualify for the refugee tuition rate. Appropriate documentation must be on file in Enrollment Services.
- A student domiciled for one year in one or a combination of the following states: Idaho, Montana, Oregon, or Washington, and who is a member of a qualifying American Indian tribe (for list contact Enrollment Services) may be eligible for resident tuition.
FINANCIAL ASSISTANCE

FINANCIAL AID
The primary responsibility for an education rests with students and their families. However, if financial resources are not sufficient to cover expenses, students may be eligible for financial aid. Aid programs include grants, work study, loans and scholarships.

Applying for financial aid takes time. Application materials are available online at www.tacomacc.edu or you may contact Financial Aid Services in Bldg. 18 to pick up application material. It is advisable to begin the application process in January or February for the upcoming academic year. The deadline for priority funding is typically mid- to late-March for the upcoming fall quarter. Specific deadlines for each quarter are available from Financial Aid and online at www.tacomacc.edu. Basic eligibility requirements for financial aid are as follows:

- Students must have a high school diploma or GED, or demonstrate through official testing an ability to benefit,
- Be in an eligible degree program or an eligible certificate program,
- Be a U.S. citizen or eligible noncitizen,
- Be making satisfactory academic progress as defined by the TCC satisfactory academic progress requirements,
- Be registered with selective service (if required),
- Provide a valid Social Security number, and not owe any repayments or be in default on any federal student loans.

Students advised into Adult Basic Education (ABE) will not be eligible to receive financial aid until they have successfully completed that coursework and are advised into an eligible college certificate or degree program.

Students are expected to successfully complete the credits for which they enroll with a grade point average (GPA) of at least 2.0. In doing so, students remain in good standing and can continue to receive financial aid. Students planning to drop credits after financial aid has been disbursed should discuss changes with a financial aid advisor first. Failure to successfully complete the credits may cause financial aid to be cancelled and may result in repayment of a portion of the aid received and all or a portion of tuition. A complete policy regarding these standards is available in Financial Aid upon request and is mailed to all aid recipients.

All potential financial aid applicants should note that previous academic performance will be reviewed prior to granting funds. All coursework from TCC is taken into consideration, even if aid was not received.

AUTOMATIC PAYMENT PLAN (FACTS)

Students owing $200 or more in quarterly tuition and fees may enroll in the automatic payment plan, which offers easy online enrollment, monthly payment plans, flexible payment options and no interest. Payment methods include automatic bank payment (ACH) and credit card/debit card payment. There are minimal costs to participate in this automatic payment plan. Follow these simple steps to enroll in the payment plan:

- Go to www.tacomacc.edu and click on My E-Services - Registration Login
- Enter your student ID (SID) and quarter PIN to login to Registration
- After registering for classes click Finish>>
- Click on the Pay by FACTS link on the left side
- Follow the on-screen instructions to enroll in the FACTS automatic payment plan.

Students with financial aid or coverage by a third party should not sign up for the automatic payment plan. Contact the Nelnet Business Solutions at 800.609.8056 or the TCC Business Office at 253.460.4311 for more information.

OPPORTUNITY GRANTS

Students in approved professional-technical programs may be eligible for emergency funding under the Opportunity Grant for books, childcare and other assistance. For more information, contact the Worker Retraining program in Bldg. 8 or call 253.566.5188.

PASSPORT TO COLLEGE PROGRAM

Students who have been in foster care in Washington State for a year or more since their 16th birthday may be eligible for this scholarship and grant. Contact your financial aid advisor for more information in Bldg. 18 or call 253.566.5080.

SCHOLARSHIPS

An information board listing scholarships is maintained in Bldg. 18 and online at www.tacomacc.edu. The posted information summarizes the scholarship criteria and application process. Application packets for individual scholarships are available at the Financial Aid counter and the TCC Foundation office.

STUDENTS IN SERVICE (SIS)

Students in Service is an AmeriCorps program that supports and promotes the engagement of higher education students in their communities by offering education awards to those who volunteer and provide service to the community.

The Students in Service program offers three term-of-service options for students. Awards vary according to the length of term. Enrolled members can serve in positions that fit within any of the five focus areas identified by AmeriCorps: education, the environment, human needs, public safety and homeland security.

For more information visit the Career Center in Bldg. 7 or www.tacomacc.edu/SIS.
VETERANS, ACTIVE DUTY MILITARY AND RESERVIST SERVICES

Tacoma Community College is approved for the education and training of veterans, the children and spouses of deceased or 100% disabled veterans, and eligible members of the select reserve. Veterans, reservists and dependents should contact Veterans Services at 253.566.5082 to apply for benefits.

Veterans attending TCC who expect to receive Veterans Administration benefits must meet three minimum standard requirements, in addition to those required by the college:
1. Veterans using benefits must declare a program of study or degree objective and will be paid only for those classes that apply toward the VA approved program of study.
2. Veterans must complete the course work paid for. Grades of ‘N’, ‘V’, ‘WT’, ‘U’, ‘R’, ‘S’, ‘Z’ or ‘W’ will result in overpayment; this means some or all the benefits received must be repaid.
3. Veterans must notify Veteran’s Services in Bldg. 18 when changing classes, withdrawing from the college or when deciding to stop attending classes.

Benefits may be terminated for unsatisfactory progress or conduct. If terminated, benefits may be reinstated by a certifying official upon establishing a reasonable likelihood that satisfactory progress and/or conduct will be sustained in the future. This can occur only after all other admission requirements have been met. Selected programs of study are approved by a Washington State Approving Agency for enrollment of those eligible for benefits under Title 28 and Title 10, U.S. Code.

WORKER RETRAINING PROGRAM

You may be eligible for TCC’s Worker Retraining program if you:
• Have collected unemployment insurance in Washington state within the last 24 months,
• Are separated from the military with an honorable discharge,
• Are a displaced homemaker,
• Have been self-employed.
• Are currently employed but meet two of the following:
  • Are in a declining occupation,
  • Need training to keep your current job,
  • Do not already have a year of college and a related certificate or degree

Train in one of many challenging career fields offered in the Professional/Technical section. Financial assistance may be available for those who qualify.

REFUND POLICY

CREDIT CLASSES

College procedures for the refund of tuition and fees to students are consistent with state statutes. A student must complete the official withdrawal procedure to receive a refund.

A student dismissed from the college for disciplinary reasons is not eligible for a refund. Instructional days are defined as days school is in session, not including weekends and scheduled holidays. Refunds will be made according to the following schedule:
• Withdrawal resulting from classes being cancelled by the college ....................100%
• Withdrawal prior to the first instructional day of the quarter .............................100%
• Withdrawal during the first five instructional days of the quarter .................80%
• Withdrawal from the sixth through the 20th calendar day of the quarter ..........40%
• Withdrawal after the 20th calendar day of the quarter .................................0%

For continuous enrollment courses which permit a student to register at any time after the beginning of the quarter, a student will be allowed an 80 percent refund for five instructional days after the course begins and a 40 percent refund from the sixth through the 20th calendar day. Summer quarter courses and courses which do not follow the regular college calendar will have prorated refund periods. Contact Enrollment Services for these dates.
REFUNDS – NON-CREDIT COURSES

TCC reserves the right to change or reschedule classes as needed. All classes are payable in advance. If a student elects to withdraw from a class and seeks a refund, then a written request must be made before a refund is issued. Refunds will be issued as follows:

- If the written request is received at least seven calendar days before the first day of class, the class fee minus a $20 processing fee will be returned to the student. Please allow three-four weeks for processing. The student may transfer the full class fee to another course within 90 days of submitting their written request.
- Enrollment in High Technology & Certification programs requires instructor permission. Tuition and fees are due in full at the time of registration and include a $200 non-refundable deposit. No refunds will be issued for High Technology or Certification classes without written notice of intent to withdraw at least two weeks prior to the first day of the class.

NEW AND READMITTING STUDENTS ENROLLING IN CREDIT COURSES

Students register using the college web site. New students taking math, English or more than five credits attend a mandatory New Student Orientation on campus before registering for classes. Exceptions include non-degree seeking students, students who are taking only online courses and students transferring in college-level courses from another institution.

Returning students registering for more than five credits are expected to meet with an advisor and will receive registration assistance during their advising appointment. New students registering for five credits or less may contact Enrollment Services at 253.566.5325 for additional options. Step-by-step instructions are also provided in the quarterly class schedule.

NON-CREDIT COURSE ENROLLMENT

Students may register by completing the mail-in registration form found in the Continuing Education quarterly class schedule. The completed form can be mailed with check or credit card payment to Corporate and Continuing Education at TCC; or dropped off at Continuing Education in Bldg. 6. (Cash payments must be made to the cashier in Bldg. 11). For credit card payments only, the student may enroll in continuing education courses by phoning 253.566.5020 and charging their course fees to Visa or MasterCard.

CURRENTLY ENROLLED STUDENTS

Students in credit courses register for their next quarter using the college web site. Detailed instructions are printed in the quarterly class schedule. Students may also use the web to check the status of a financial aid award, tuition and fees owed, wait list status, and final grades at the end of a quarter. Specific instructions for these functions are in the quarterly class schedule.

LATE REGISTRATION

Students who have been admitted may register through the third instructional day of the quarter. From the fourth instructional day through the tenth instructional day of the quarter, students may register with the written permission of the instructor. Registration requests after the tenth instructional day of the quarter, with the exception of continuous enrollment or late-starting classes, must be petitioned and are subject to a $36.50 per class late add/reinstatement fee if approved.

SCHEDULE CHANGES

Students may add or drop a course using the college web site through the third instructional day of the quarter. Changes made after this date must be made on an add/drop form and submitted to Enrollment Services in Bldg. 7. The effective date of the transaction is the date the completed form is received at Enrollment Services.

To Add a Class:

- Add transactions completed on or before the third day of the quarter can be done on the college web site. Follow directions in the quarterly class schedule.
- An add/drop form is required for transactions from the fourth through the tenth day of the quarter. The instructor’s signature approving entry into class is required. Submit add/drop form to Enrollment Services no later than the tenth instructional day of the quarter. Adds will not be accepted after the tenth instructional day of the quarter with the exception of continuous enrollment or late-starting classes.
To Drop a Class:

- Drop transactions completed through the third day of the quarter can be done on the college web site. There will be no entry regarding this class on the transcript.
- An add/drop form is required for transactions from the fourth through the tenth instructional day of the quarter (instructor's signature is not required for a drop during this period). Submit form to Enrollment Services on or before the tenth instructional day of the quarter. There will be no entry regarding this class on the transcript.
- While faculty permission is not required, a completed add/drop form must be submitted to Registration and Records to complete drops from the 11th instructional day through the 55th calendar day of the quarter. The instructor must sign the form or provide an email acknowledging the withdrawal. If the instructor is not available, a signature from a full-time advisor in the Advising center is an acceptable substitution. A grade of ‘W’ will appear on the transcript indicating official withdrawal from the course.
- After the 55th calendar day of the quarter, students no longer have the option to withdraw from a course. An instructor may grant a grade of ‘WT’ or any other letter grade appropriate.

Students who register for a quarter and then do not attend must complete an official withdrawal. Failure to complete fee payment may not result in a cancellation of registration or tuition and fees. A failing grade may be assigned and be posted to the student’s permanent record. The consequences of dropping a course vary depending upon both the time frame in which the drop occurs and any special obligations the student may have relating to financial aid awards, veteran benefits or U.S. Citizenship and Immigration (USCIS) status. Students are advised to review possible consequences before proceeding with withdrawal from a class or all classes (see also Refund Policy, page 12).

Withdrawals

Medical or military withdrawals may be granted in cases where a student experiences a serious unanticipated illness or medical emergency or is called up for active-duty military service. Petition forms are available at Enrollment Services in Bldg. 7. Written documentation must be provided at the time the petition is submitted. Refunds will not be granted for requests received after the quarter has ended.

Administrative withdrawals are initiated by the college to withdraw a student for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Students who are administratively withdrawn for disciplinary reasons or failure to meet academic standards are not eligible for a refund of tuition. (See Grade Policies for Course Repeat and Course Audit options.)

No-show Instructor Withdrawal

Students registered in regular quarter-length classes who fail to attend the initial class session and who fail to make arrangements with the instructor for an excused absence may be subject to an instructor withdrawal.

This withdrawal is at the discretion of the faculty and can be completed only if the section of the class has students waiting for an opportunity to add the class.

Wait Lists

Some classes have automated wait lists. When students attempt to register for these full classes, they are offered the opportunity to be placed on a wait list. Students are placed on the wait list on a first-come, first-served basis. Students cannot add themselves to a wait list if they are already enrolled in another section of the same course, but they may enroll in another section while on a wait list. Students can be on a total of two different wait lists at a time.

Once a class has an active wait list, all regular registration activity for that class stops. As other students drop these classes, wait listed students are registered into available class openings from the wait list in the order they were received.

It is the student’s responsibility to track their status to see if they have been moved from the wait list into the class.

Wait lists are frozen the last business day prior to the start of a quarter. Students who have not been registered into a class by this point are encouraged to attend the first day of class to see whether the instructor will permit an overload. See the quarterly class schedule for more detailed information.