GETTING STARTED

Admission to TCC................................................................. 253.566.5001

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 to Admissions as early as possible, but at least three working days before the quarter begins (see Academic Calendar, page 2). Note: New applicants who plan to start in a later quarter must contact Admissions to update their admissions information. 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, but at least three working days before the quarter begins (see Academic Calendar, page 2). Note: Readmitting students who reapply within the first four weeks of the current quarter may be eligible to meet with an advisor on mid-quarter Advising Day which is generally held during the eighth week of each quarter.

Applying (or reapplying) for admission to TCC may be completed:

- Online at www.tacomacc.edu.
- By telephone at 253.566.5116.
- In person at the Admissions office in Bldg. 18.
- By mail.

Students with transfer work from other colleges or universities should have official transcripts sent to Registration and Records 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 24 or contact the credential evaluator in Registration and Records located in Bldg. 18 or call 253.566.5325.

Students who plan to enter a professional/technical program, the English as a Second Language 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.

Outreach Services.......................................................... 253.566.6042

The purpose of Outreach Services is to provide information to prospective students, parents and community members throughout Tacoma and Pierce County. Staff communicate with secondary schools and community service organizations to promote the academic programs at Tacoma Community College and the importance of lifelong education. Services offered include:

- Campus tours.
- Workshops on financial aid and enrolling in college.
- The Educational Enhancement program
  (offered at area high schools).
- College/career awareness nights.

Please see the web page at www.tacomacc.edu/stuonline/outreach/links.shtml.

Adult Basic Education Admissions........................................ 253.566.5144

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 main TCC campus (Adult Learning Center), Madison School, Sacred Heart Church, James Center (WorkFirst), Pierce County Jail and other community sites. ABE grants are available through the TCC Foundation for eligible students. For more information about placement testing, class location and registration, please call the Adult Learning Center at 253.566.5144.

Fresh Start Admissions ....................................................... 253.566.5086

Fresh Start is a tuition-free 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. 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....................................... 253.566.5190

International students are admitted to TCC according to federal regulations under the guidance of the college’s International Student Advisor in Bldg. 11. TCC is authorized by the United States Bureau of Citizenship and Immigration Services to accept and enroll foreign, nonimmigrant students, provided the students are in compliance with immigration regulations.

Applicants should allow several weeks prior to the beginning of the quarter for which they desire admission for processing of their application and related documents. Each international student making application must provide the college with:
Evidence of academic preparation by submitting official transcripts providing proof of high school graduation.

Evidence of financial responsibility by submitting documents which verify that the applicant has sufficient financial resources for tuition, fees and living expenses for a period of at least one year. (Students on F-1 visas are not eligible for financial aid.)

Evidence of student status (for new transfer students only) by submitting a letter to TCC concerning their status at a previous school.

All documents must be originals or certified copies. International students with F-1 (foreign student) visas who are issued I-20 forms by Tacoma Community College must comply with immigration regulations listed on the college International Student Information Sheet.

Non-Degree Seeking Status ................................................. 253.566.5001

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. Students with non-degree seeking status are generally limited to five credits or less each quarter. Contact Admissions for additional information.

Professional/Technical Programs

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 (call 253.566.5116 to apply to the college). For program-specific information, contact the program chair listed with each program in the professional/technical section of the catalog.

Running Start Admissions ................................................. 253.566.6061

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.

WorkFirst Program Admissions ............................................ 253.565.9610

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 screening for learning disabilities, and training in basic skills as well as customized job training. Financial support and work-study positions are available for qualified students.

Worker Retraining Admissions .............................................. 253.566.5188

Students who wish to enroll in TCC Worker Retraining programs should contact the Worker Retraining advisor to determine eligibility and benefits.

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 program 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, Fresh Start, or High School Completion 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. 18, 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. This orientation is required for students who register for six or more credits; however, all students are encouraged to participate.

All students taking six credits or more are required to complete a New Student Orientation. 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.......................................................... 253.566.6091

Advising at Tacoma Community College is an integrated, student-centered system of services that 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 six credits are expected to meet with an academic advisor prior to registering for classes. 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 on a regular basis to track their educational progress.

The 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.

HUMAN DEVELOPMENT 101 REQUIREMENT FOR NEW STUDENTS

All 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, whether or not they have completed any college-level work. It is recommended that new students at TCC enroll in the HD 101 Student Success Seminar at their first quarter (or earliest possible) registration.

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 deferment date published in the quarterly schedule or within two business days of registration. Late payments may result in cancellation of registration.

Payments may be made at the cashier’s office in Bldg. 11. Payments may also be made at the TCC website or by phone (253.566.5011) using a VISA or MasterCard.

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 Admissions in Bldg. 18. 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 Admissions) to Admissions in Bldg. 18. 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 (student’s military ID and orders showing the individual is stationed in Washington must be on file in the Admissions 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 the Admissions office).
- 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 may be eligible for resident tuition. Contact Admissions for a list of qualifying tribes.

For questions or further information, contact Admissions at 253.566.5001 or stop by the office in Bldg. 7.
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 Registration and Records for these rates.

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 7 calendar days before the 1st day of class, the class fee minus a $20 processing fee will be returned to the student. Please allow 3-4 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.

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 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. 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 previous assistance 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.

All financial aid awards are based on full-time enrollment (12 or more credits). However, aid may be available for less than 12 credits upon notification by the student.

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.
**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)........................................253.460.4440**

Students in Service is a Campus Compact AmeriCorps program that supports and promotes the engagement of higher education students in their communities by offering education awards to those who participate in community service, service-learning or civic engagement activities. 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 go to the Counseling/Advising Center in Bldg. 7, call 253.460.4440 or go to www.tacomacc.edu/SIS.

**VETERANS, ACTIVE DUTY MILITARY & RESERVIST SERVICES... 253.566.5082**

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 selected reserves. 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’, ‘WI’, ‘U’, ‘R’, 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 will be terminated for unsatisfactory progress or conduct. Those 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.............................253.566.5188**

If you have collected unemployment insurance in Washington State within the last 24 months, are a displaced homemaker, or have been self-employed, you may be eligible for TCC’s Worker Retraining program. Train in one of many challenging career fields offered in the Professional/Technical section (page 45-78). Financial assistance may be available for those who qualify.

**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 quarterly class schedule.

Summer quarter and short courses have prorated deadlines. See quarterly schedule for details.

**NEW AND READMITTING STUDENTS**

**ENROLLING IN CREDIT COURSES**

Students register using the college website. 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 the Admissions office at 253.566.5001 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 quarterly class schedule. The completed form can be mailed with check or credit card payment to 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 website. 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**

Late registrations for students who have applied to the college but not yet enrolled in any course work are accepted through the third instructional day of the quarter.

**SCHEDULE CHANGES**

Students may add or drop a course using the college website through the third instructional day of the quarter. Changes made after this date must be made on an add/drop form and submitted to Registration and Records in Bldg. 7. The effective date of the transaction is the date the completed form is received at Registration and Records.
To Add a Class:

▲ Add transactions completed on or before the third day of the quarter can be done on the college website. Follow directions in the quarterly class schedule.

▲ An add/drop form is required for transactions from the second through the tenth day of the quarter. Submit add/drop form to Registration and Records on or before the tenth instructional day of the quarter.

To Drop a Class:

▲ Drop transactions completed through the third day of the quarter can be done on the college website. 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 day of the quarter (instructor’s signature is not required for a drop during this period). Submit form to Registration and Records 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, an add/drop form with instructor’s signature is required to complete drops from the 11th instructional day through the 55th calendar day of the quarter. Submit the form to Registration and Records on or before the tenth instructional day of the quarter. There will be no entry regarding this class on the transcript.

▲ 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 ‘WI’ or any other letter grade appropriate.

Students who are physically unable to come to campus to complete an add/drop form must notify the registrar in writing of their intent to officially withdraw. An email to online@tacomacc.edu must be dated or a letter must be postmarked by the 55th calendar day of the quarter.

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 Immigration and Naturalization Services (INS) status. Students are advised to review possible consequences before proceeding with withdrawal from a class or all classes (see also Refund Policy, page 11).

WITHDRAWALS

Medical or military withdrawals may be granted in cases where a student experiences a serious illness or medical emergency or is called up for active-duty military service. Petition forms are available at Registration and Records 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.

WAITLISTS

Some classes have automated waitlists. When students attempt to register for these full classes, they are offered the opportunity to be placed on a waitlist. Students are placed on the waitlist on a first-come, first-served basis. Students cannot add themselves to a waitlist if they are already enrolled in another section of the same course, but they may enroll in another section while on a waitlist. Students can be on a total of two different waitlists at a time. Once a class has an active waitlist, all regular registration activity for that class stops.

As other students drop these classes, waitlisted students are registered into available class openings from the waitlist in the order they were received. Waitlists are frozen the Friday 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. The Registration office will email notification to your TCC student email account when your status changes, however, it is the student’s responsibility to track their status to see if they have been moved from the waitlist into the class.