Enroll in College

Start here.

1. APPLY
   Our application is free and online!

2. ASSESS YOUR SKILLS
   ACCUPLACER testing at TCC assesses your math and English skills. If you have ACCUPLACER or COMPASS scores (from the past two years), unofficial college transcripts or SAT scores, bring them in.

3. FIND WAYS TO PAY
   Start early and do it simultaneously as your complete all these steps.
   • Complete the FAFSA.
   • Complete TCC’s institutional form.

4. GET ORIENTED and ENROLLED
   New and select returning students must attend the New Student Advising Orientation before registering for classes.

5. TAKE ACTION
   Log into the student portals:
   • MyTCC: Campus email, news, procedures and forms
   • ctcLink: Register for classes, check financial aid and view your student profile.

6. PAY YOUR TUITION
   Missing the due date may result in being dropped from classes for non-receipt of payment.

Need help with any of these steps? Attend a TCC Admission Info Session for more information or contact Outreach Services at 253.566.6042.
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 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 veteran.

New Student Admission

New student admission is a simple process. Simply submit an admissions application on the web or to Enrollment Services as early as possible and at least 30 days prior to the quarter in which you want to begin.

Admission to TCC is available to:

• Individuals who are high school graduates, or at least 18 years of age, or have obtained a GED.
• 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 written releases 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

• Students who have attended TCC within the past year may reapply verbally over the phone.
• Students who attended more than a year ago will need to contact the Enrollment Services Office to be activated for the appropriate quarter of re-entry.

Students will be advised to update their biographic information in the ctcLink Student Center and forwarded to the Advising Center if their program of study has changed from when previously attended.

Attended Another College

If you attended another college, mail or bring in your official college transcript(s) to the Enrollment Services Office (TCC, 6501 S. 19th St., Tacoma WA 98466) for a transcript evaluation. Evaluations usually take up to three months.

Once it is completed, you can review your transfer-in credits at MyTCC portal. You can also obtain a copy of your transfer-in credits at the Enrollment Services office, Bldg. 7 (picture ID required).

After reviewing your transfer-in credits, email credevai@tacomacc.edu if you have questions. You do not have to wait for your transcript to be evaluated before you meet with an advisor. Bring your unofficial transcript to your appointment.

Transitional Studies (ABE) Admissions

The Transitional Studies (formerly Adult Basic Skills) department offers a variety of courses and programs designed to help individuals who wish to improve their basic reading, writing, math conversation, employment, parenting and life skills. Programs are designed for adults 18 years of age or older. Youth, ages 16-18, must obtain a high school release to be eligible for participation.

Tuition for the Transitional Studies program is $25 each quarter. Some courses may also have additional material fees. Partial tuition assistance is available for qualified low-income individuals.

For more information about placement testing, class location and registration, call 253.566.5144. Refer to the Transitional Studies catalog section (page 102) for additional program details.

Fresh Start Admissions

Fresh Start is a re-engagement program for youth ages 16-21 years who want to earn a high school diploma or Associate’s Degree at Tacoma Community College. Interested students should call 253.566.5086.

International Student Admissions

TCC welcomes international students from more than 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.

To apply to TCC, simply log on to the online application at www.tacomacc.edu/internationalstudents/applynow.

Transfer Students – if you are currently studying at a different U.S. college or university you are required to submit a transfer form after it has been signed by the International Advisor at your current institution.

For more information call 253.566.5190.

Career Training Program Admissions

Admission to a particular TCC career training program is dependent on individual qualifications and the availability of space in the desired program. New TCC students must complete college applications and if applicable, specific program applications. For program specific information, contact the program chair identified for each program in the career training section of the catalog.
Running Start Admissions

Running Start is a partnership between the Washington State's community college system and Washington's public school districts through which eligible high school juniors and seniors may enroll in TCC courses at no tuition cost. College credits earned through Running Start apply toward high school graduation and satisfy college requirements (within guidelines of the program). To be eligible for Running Start, students must have college-level English skills. To apply, interested students should contact their high school counselor or the TCC Running Start program at 253.566.6061.

Integrated Basic Education and Skills Training (I-BEST) Admissions

I-BEST programs are offered for students who wish to improve their English language or basic skills while earning a college-level certificate or two-year degree. Call 253.566.5229 for enrollment information or stop by the Transitional Studies office in Bldg. 7.

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, H, I, K or L)
- Be physically present (or his/her parent or legal guardian) in Washington for 12 continuous months prior to the beginning of the quarter
- Have established a bona fide domicile (or his/her parent legal guardian) 12 continuous months prior to the beginning of the quarter
- Be separated from the military under honorable conditions after at least two years of service and enter an institution of higher education in Washington within one year of the date of separation who:
  - At the time of separation designated Washington as his or her intended domicile; or
  - Has Washington as his or her official home of record; or
  - Moves to Washington and establishes a domicile as determined in RCW28B.15.013; or
  - A student who is the spouse or a dependent of an individual who has separated from military as noted above.

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 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 are reviewed by the residency officer. If a change to resident status is substantiated, a refund is processed for the difference between nonresident and resident tuition.

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.
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 English and math. Assessment may include:

- basic skills testing (CASAS),
- review of SAT/ACT scores,
- translation of other placement scores,
- 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 for:

- Six or more credits
- English or math
- Courses with a math, reading or English prerequisite which the student has not satisfied
- A degree, certificate or transfer program
- The Running Start or Fresh Start program

International students take an English language placement exam upon arrival and are required to demonstrate English proficiency before beginning college academic classes. Students whose English proficiency is not at college level take classes in TCC’s English for Academic Purposes (EAP) program. Naturalized or Immigrant students might need to first take the CASAS or EAP test to be normed for English as a Second Language learner.

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

Students with disabilities may request testing accommodations by contacting the Access Services Coordinator in Bldg. 7, at 253.460.4438.

**MATH PLACEMENT OPTIONS**

Recent high school graduates may be placed into math courses based on their high school math courses, grades and ACCUPLACER scores. This option only applies to students from the Tacoma School District, University Place School District, and the Peninsula School District who are entering TCC within one year of high school graduation and are taking their first TCC math course no more than two years after their last high school math course was completed. Specially trained advisors in Bldg. 7 or the MARC analyze the student’s high school transcript as well as the student’s assessment score to gain the best placement for eligible students.

TCC also accepts scores on other colleges’ recognized placement tests when taken within the previous year. TCC also accepts the statewide Math Placement Tests - General (MPT-G) used by Washington’s public four-year schools to establish readiness for college-level mathematics.

It is strongly advised that before taking the placement that one reviews either by coming to a TCC ACCUPLACER workshop or using the online tools at www.tacomacc.edu/gettingstarted/theenrollmentprocess/assessyourskills/acuplacer/testpreparation.
New Student Advising & Orientation (NSAO)

To encourage student success, entering students attend a New Student Advising & Orientation (NSAO) session. At the orientation students are introduced to academic programs and services of the college and receive academic advising. Orientation also helps students build TCC connections with faculty, staff and fellow students.

All students are required to complete NSAO unless they have successfully completed college-level courses at other colleges. To sign up for the next available orientation, go to www.tacomacc.edu/theenrollmentprocess/getoriented.

Students who are taking all their TCC courses online, returning students who have been away for more than a year, and students who are transferring from another college may use the Online NSAO to save time. It is important to complete the form at the end of the Online NSAO to get an updated advisor assignment and registration PIN.

Advising

Advising at TCC 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.

Academic advisors assist new students with the planning and completion of class schedules consistent with their educational goals. Students are encouraged to meet with their academic advisors each quarter to track their educational progress. Once students have identified educational goals, developed plans for achieving their goals, and demonstrated progress, they are assigned faculty advisors.

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 planning to pursue degrees at four-year colleges and universities. For more information call 253.566.6091.

Gig Harbor students may also call the Gig Harbor Campus at 253.460.2424 for advising information.

HUMAN DEVELOPMENT 101 REQUIREMENT FOR NEW STUDENTS

Students who assess at the developmental level in English are required to enroll in Human Development 101 (HD 101) during their first TCC quarter. The HD 101 Student Success Seminar is recommended for all students.

HD courses help students explore college resources, set goals, make educational and career decisions, develop individual potential, improve interpersonal communication skills, learn decision-making skills, and learn how to build positive relationships. The courses are offered quarterly. Details are available in the catalog course descriptions and at the Counseling and Advising Center, Bldg. 7.

PROGRAM LEARNING OUTCOMES

Upon successful completion of Human Development (HD) courses, students will:

- Determine/identify their own capabilities, interests, and values.
- Design their own educational, personal, social, or career action plan.
- Explain how their own personal responsibility determines their success as a college student.
- Locate, use, and evaluate information technology and other college resources.
- Participate in the college community.
- Contribute to team projects.
- Demonstrate an understanding of college culture.

Dual Enrollment Program between the Univ. of Washington–Tacoma and Tacoma Community College

The Dual Enrollment program allows eligible Tacoma Community College students to take up to 25 credits at the University of Washington–Tacoma before submitting a complete application to UW Tacoma as a degree-seeking student. Current eligibility requirements include the completion of 15 transferable, college-level credits at TCC with a 2.75 GPA or higher and completion of a college-level English composition course with a grade of 2.0 or higher.

Prospective Dual Enrollment students should comply with UW Tacoma application deadlines for the quarters in which they intend to dually enroll, and those who enroll in the program will be responsible for payment of tuition and fees to both TCC and UW Tacoma based on each school’s respective tuition rate. Admission to the Dual Enrollment program does not guarantee admission to UW Tacoma as a degree-seeking student. Call 253.566.6091 for additional information.
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 at the college’s website. Summer quarter and short courses have prorated deadlines.

NON-CREDIT COURSE ENROLLMENT

Students may register online, by phone or by visiting Enrollment Services in Bldg. 7 on the Tacoma campus or the front desk at the Gig Harbor campus (253.460.2424).

NEW AND READMITTING STUDENTS ENROLLING IN CREDIT COURSES

Students register for classes using the college website (ctcLink Student Center). New students are required to attend a mandatory on-campus New Student Advising & Orientation before registering. Students taking only online courses and students transferring college-level courses to TCC from another institution are exempt from orientation.

CURRENTLY ENROLLED STUDENTS

Students currently enrolled in credit courses register for the following quarter using the college website (ctcLink Student Center). Registration appointments are determined by number of credits completed at TCC and/or transfer-in credits. If students have completed courses at other institutions, up to 60 credit of those courses can be counted when they have been transferred in through the official evaluation process. Priority registration is given to certain groups, such as veterans, as required by State law.

RETURNING STUDENTS

Students who have attended TCC within the past year may register by online appointment on the first day of registration for currently enrolled students based on cumulative and transfer credit priority. Returning students who have not attended TCC within the past year may register on the first day of open registration.

PRIORITY REGISTRATION POLICY

- Veterans and their spouses and dependents may register on the day prior to the first day of currently enrolled student registration, beginning at 6 a.m.
- Athletes, students using Access Services or Supplemental Instruction, and students in the CASA/MECA program may register on the first day of currently enrolled student registration beginning at 12 noon.
- All other currently enrolled students register by appointment beginning on the second day of currently enrolled student registration by cumulative and transfer credit priority.

LATE REGISTRATION

Students who have been admitted may register through the 3rd instructional day of the quarter. From the 4th instructional day through the 10th instructional day of the quarter, students may register with the written permission or email from their instructors.

Dropping classes may be processed by the student online via ctcLink Student Center through the 10th day of the quarter.

Check the academic calendar in www.tacomacc.edu for dates.

Schedule Changes

- Students may add or drop a course using the college website (ctcLink Student Center) through the 3rd instructional day of the quarter (through the 2nd instructional day for summer quarter).
- Adds after this date must be made on an add/drop form and submitted to Enrollment Services in Bldg. 7 by the 10th day of the quarter.
- The effective date of the transaction is the date the completed form is received at Enrollment Services. Dropping classes may be processed by the student online via ctcLink Student Center through the 10th day of the quarter.
- Check the academic calendar in www.tacomacc.edu for dates.

To Add a Class

Note: Summer Quarter, early/late starting, and short courses have pro-rated deadlines.

- Add transactions completed on or before the 3rd day of the quarter can be made on the college website (ctcLink Student Center).
- An add/drop form is required for transactions from the 4th through the 10th day of the quarter. The instructor’s signature approving entry into class is required.
- Add/drop forms must be submitted to Enrollment Services no later than the 10th instructional day of the quarter.
- Adds will not be accepted after the 10th instructional day of the quarter, with the exception of continuous enrollment or late-starting classes.

Summer quarter, early/late starting, and short courses have pro-rated deadlines.
**To Drop a Class**

*Summer quarter, early/late starting, and short courses have pro-rated deadlines.*

Drop transactions completed through the 10th day of the quarter can be done online@tacomacc.edu. The email must be dated or a letter must be postmarked by the 55th calendar day of the quarter, indicating official withdrawal from the course. In the event the student is unable to obtain the instructor’s signature, they may still drop the class.

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 appropriate letter grade based on the course syllabus.

Students who are physically unable to come to campus to complete an add/drop form must notify the registrar of their intent to officially withdraw via online@tacomacc.edu. The email must be dated or a letter must be postmarked by the 55th calendar day of the quarter and should be sent from the student’s TCC email account.

Students who register for a quarter but do not attend classes must complete official withdrawals. Failure to pay tuition may 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 obligations the student may have regarding 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 one or more classes (see also Refund Policy).

**Withdrawals**

Medical or military withdrawals may be granted in cases where students experience serious unanticipated illnesses, or are 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 petitions are submitted. Refunds will not be granted for requests received after the quarter has ended.

Students are limited to one medical refund petition each academic year. The State of Washington and the TCC Board of Trustees require medical refunds to be reserved for the following situations:

- Serious, unanticipated illness or medical emergency that occurred during the current quarter. NOTE: A chronic illness or pre-existing condition is not considered an unanticipated illness and will not be accepted as a basis for a medical refund.
- Administrative withdrawals are initiated by the college to withdraw students for disciplinary reasons, failure to meet academic standards, or other exceptional causes. Students who are administratively withdrawn for disciplinary reasons are not eligible for tuition refunds. (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 initial class sessions and fail to make arrangements with their instructors for excused absences may be subject to instructor withdrawal.

**Wait lists**

Some classes have automated wait lists. Not all classes are assigned wait lists. The length of a wait list varies. The length of a wait list for a class is determined by the department/program.

When students attempt to register for full classes that have wait lists, 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 can be on a total of no more than two 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 automatically registered into available class openings from the wait list in the order they were placed on the wait list.

It is the student’s responsibility to track their status in ctcLink Student Center to see if they have been moved from the wait list to having been registered in 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 if the instructor will permit an overload.

**Wait List Holds**

Students with financial holds will not progress off of waitlists into classes until the hold is lifted. Students should contact the department that placed the hold for further information regarding lifting the hold once the financial obligation is satisfied.
Tuition and Fees

Fees paid by students include:
- Tuition fees, which are carefully controlled by legislative action;
- Student activities fees, which are voted on and approved by students through Student Leadership;
- Course fees, approved by the Board of Trustees on an annual basis;
- Facilities fees (i.e., the Early Childhood Center or the Student Center) paid to support buildings that require local funds to build and these are formally approved by Student Government as projects they want to support;
- Public Safety/Parking fees are set by the College to support staffing for Public Safety and to provide parking;
- Technology and Fitness Center fees are likewise added via student vote. Respectively, these fees support student computer facilities and internet access, support staffing for Public Safety and provide parking, and provide equipment for use of the Fitness Center; and,
- eLearning fees for students participating in online, hybrid, and web enhanced courses are charged to support online technologies, training, and student support including a Help Desk.

Current quarterly tuition and fee rates are posted at www.tacomacc.edu/costsandaid/tuition. Tuition and fees are due approximately three weeks prior to the start of classes. Late payments may result in cancellation of registration.

Payments may be made via:
- Cashier’s Office in Bldg. 14, Tacoma Campus
- VISA or MasterCard at the TCC website or by calling 253.566.5011
- Gig Harbor Campus
- Automatic Payment Plan (NELNET) (page 15)
- Financial Aid (page 15)

Special Fees

The college charges course fees at the time of registration for most courses. Students are charged for individualized instruction and other incidentals. Additionally, the college charges facilities use and safety fees. These fees are posted at the website (www.tacomacc.edu/costsandaid/tuition).

Students who are coded for financial aid, payment plan, Running Start, Fresh Start, athlete, veteran, third party payee, or international may have their registration held. If it is held, the students is responsible for the charges.

skol-er-ship

A gift, not a loan.

What’s a scholarship?
Money provided by generous people to help TCC students with tuition, fees and books.

TCC Foundation scholarships are a gift, not a loan - they do not need to be paid back.
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. Information is available online at www.tacomacc.edu/costsandaid/ or you may contact Financial Aid Services in Bldg. 14. It is advisable to begin the application process in October for the upcoming academic year. The deadline for priority funding is typically mid- to late-March for the upcoming fall quarter. Specific quarterly deadlines are available from Financial Aid and online at www.tacomacc.edu/applyforaid. Basic eligibility requirements for financial aid are as follows. A student must:

- Have a high school diploma or GED.
- Be in a financial aid-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.

Washington State Need Grant may be available for low income, non-citizen students who meet certain residency criteria.

Students advised into Adult Basic Education (ABE) will not be eligible to receive financial aid until they have successfully completed their ABE 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 the Financial Aid office first. Failure to successfully complete their enrolled credits may cause financial aid to be cancelled and may require repayment of a portion of the aid received and all or a portion of the related 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 (NELNET)

Students who owe $200 or more in quarterly tuition and fees may enroll in the automatic payment plan, which offers easy online enrollment, monthly payment plans, with flexible payment options with no interest. Payment methods include automatic bank payment (ACH) and credit card/debit card payment. NELNET does not accept VISA. 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/myeservices and click on Registration Login.
- Enter your student ID (SID) and quarter PIN to login to Registration.
- After registering for classes click Finish.

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

PASSPORT TO COLLEGE PROGRAM

Students who have been in foster care in Washington state may be eligible for this scholarship and grant. Contact the Financial Aid office in Bldg. 14 for more information or call 253.566.5080.

SCHOLARSHIPS

Scholarships do not have to be paid back, and are awarded for academic merit, financial need, athletic or artistic talent, community involvement and fields of study. Unlike loans, they do not have to be repaid.

Each year over 200 scholarships are awarded to TCC students. Money is provided by friends of the TCC Foundation to help students pay for tuition, books, fees, and in some instances, supplies. More information about TCC Foundation scholarships is at www.tacomacc.edu/foundationscholarships.

There are also external scholarships available to all TCC students. An information board listing scholarships is maintained in Bldg. 14 and online at www.tacomacc.edu/costsandaid/typesofaid/scholarships/externalscholarships. The posted information summarizes scholarship criteria and the application process.
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. Contact Veterans Services in Bldg. 14 or call 253.566.5081 to apply for benefits.

Veterans and dependents attending TCC who expect to receive Veterans Administration benefits must meet three minimum standard requirements, in addition to those required by the college:

- Veterans and dependents 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.
- Veterans and dependents must complete the course work paid for. Grades of ‘N’, ‘V’, ‘W’, ‘U’, ‘R’, ‘S’, ‘Z’ or ‘W’ will result in overpayment; this means some or all the benefits received must be repaid.
- Veterans and dependents must notify Veterans Services in Bldg. 14 when changing classes, withdrawing from the college or when deciding to stop attending classes.
- A dedicated veterans counselor is located in the Counseling & Advising Center, Bldg. 7, to support veterans and their spouses.

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.

RIGHTS OF WASHINGTON NATIONAL GUARD AND OTHER MILITARY RESERVE STUDENTS STUDENTS CALLED TO SERVICE (RCW 28B.10.270)

A member of the Washington National Guard or any other military reserve component who is a student at an institution of higher education and who is ordered for a period exceeding thirty days to either active state service, as defined in RCW 38.040.010, or to federal active military service has the following rights:

- Withdraw from one or more courses for which tuition and fees have been paid that are attributable to the courses.
- Be given a grade of incomplete and be allowed to complete the course upon release from active duty under the institution's standard practice for completion of incompletes.
- Continue and complete the course for full credit.
- Is entitled to make up the class, test, examination, laboratory, presentation, or event without prejudice to the final course grade or evaluation.


Workforce

Workforce programs are designed to help connect you with your career path and carry you, all the way through to completion and employment. Each workforce education funding program has different criteria and requirements, but TCC has made it easy to get started with only one application to help students connect to the program(s) best designed to provide the most support. Workforce programs can support:

- Professional technical training (TCC has over 40 degrees and certificates available)
- Job skills training – specific skills needed to gain employment
- Pre-college skills (high school diploma, GED, basic skills or ESL) to prepare for career training

For more information:
- Visit www.workforce.tacomacc.edu
- Call 253.566.5188
- Email tccworkforce@tacomacc.edu
- Come by the Workforce Education office in Bldg. 7 on TCC’s main campus

BASIC FOOD EMPLOYMENT & TRAINING PROGRAM

Students receiving or who are income eligible for Basic Food Assistance through the Department of Social and Health Services (DSHS) may be eligible for funding and support under the Basic Food Employment & Training (BFET) program. While enrolled in one of TCC’s approved career training programs of study, students may receive childcare assistance (from DSHS), continuous eligibility for tuition, fees, books, and/or transportation.

OPPORTUNITY GRANTS

Students in TCC’s approved career training programs of study may be eligible for support and funding under the Opportunity Grant for tuition, fees, books, transportation, and other assistance. A student may be eligible if:

- Washington State resident status per TCC Enrollment Services
- Meets income guidelines
- Has not received Opportunity Grant funds longer than three years ago
- Is within 45-credit limit to meet Opportunity Grant guidelines

WORKER RETRAINING

Financial assistance and support may be available for students enrolled in one of TCC’s approved career training programs of study. A student may be eligible for
Worker Retraining assistance if in the past 48 months any of the following apply:
• Collecting or have collected unemployment benefits in Washington state
• Separated from the military with an honorable discharge
• Displaced homemaker (divorced, separated or widowed)
• Formerly self-employment in a Washington State-licensed business
• Currently employed but meets at least two of the following:
  • Is in a declining occupation
  • Needs training to keep current job
  • Has not earned 45 college credits and a related certificate or degree

WORKFIRST
TCC’s WorkFirst program offers support and financial assistance to parents who are receiving Temporary Assistance for Needy Families (TANF) through the Department of Social and Health Services (DSHS). Students are referred to the TCC WorkFirst program by their DSHS case worker for either education in basic skills, high school completion, or to enter directly into an approved career training program designed to help the student enter the workforce.

Types of assistance that may be available to WorkFirst Students:
• Tuition assistance
• Textbooks
• Course fees
• Work-study job
• Childcare assistance (through DSHS)
• Transportation assistance (through DSHS)

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.
• Calendar days are defined as all days of the month, not just instructional days.

Refunds will be made according to the following schedule:
• Withdrawal resulting from classes being cancelled by the college – 100%
• Withdrawal prior to the 1st instructional day of the quarter – 100%
• Withdrawal during the first five instructional days of the quarter – 80%
• Withdrawal from the 6th 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% refund for five instructional days after the course begins and a 40% refund from the 6th through the 20th calendar day.

Summer quarter courses, courses which do not follow the regular college calendar, early/late starting courses, and short courses have prorated refund periods. Contact Enrollment Services at 253.566.5325 for the related refund dates.

Refunds – Non-credit Courses
TCC reserves the right to change or reschedule non-credit classes as needed. Payment for all non-credit classes is payable in advance.

If a student elects to withdraw from a class, a written request must be made before a refund is issued. 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. The student may transfer the full class fee to another course offered within 90 days of submitting their written request. Students should allow three to four weeks for processing reimbursement.