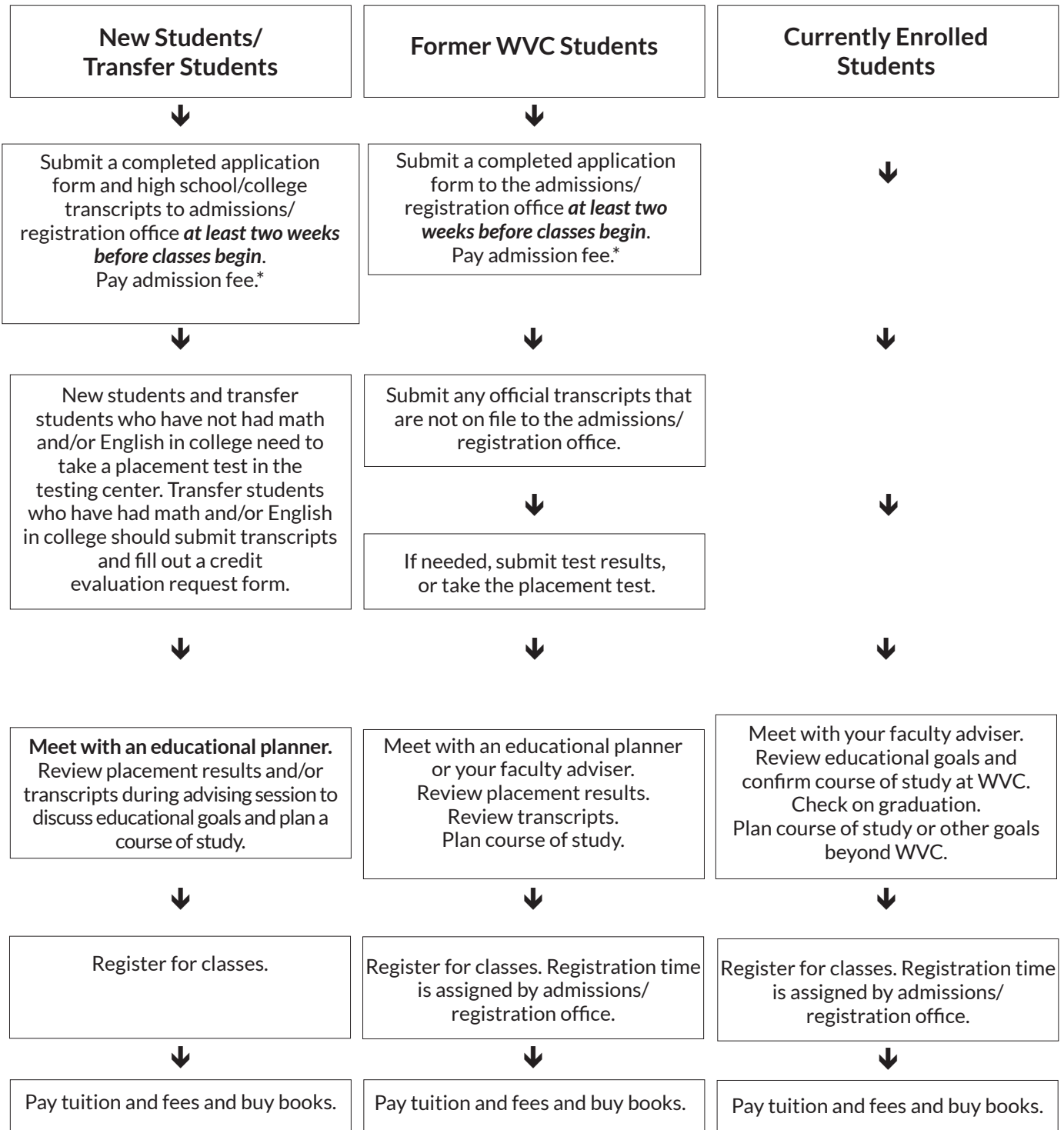


Student Admission/Registration Procedure

The basic procedures for admission and registration at Wenatchee Valley College are provided below. See our website at www.wvc.edu for detailed information.

Note: Students interested in financial aid should contact the financial aid office early in the application process.



*The application process requires a non-refundable, one-time fee of \$25 (excluding Running Start students).

Admissions/Registration/Educational Planning/Advising

Admissions and Registration

Wenatchee Valley College maintains an open enrollment policy for all students who are high school graduates, have earned a General Education Development (GED®) certificate or are at least 18 years of age. Otherwise, you may apply for special admissions.

Some instructional programs, including allied health, Running Start and international programs, have special application procedures which must be met before you can be accepted.

See Admissions on our website at www.wvc.edu for more details, or contact the admissions/registration office at 509.682.6806 (Wenatchee) or 509.422.7803 (Omak). For allied health admissions information, see our website or call 509.682.6844 (Wenatchee) or 509.422.7952 (Omak). For Running Start, see our website or call 509.682.6848.

If you are a new student to WVC, you will meet with an educational planner. A faculty adviser will be assigned for you in the following quarters.

If you are a current or former student, your registration time is available through the WVC website. You must meet with your faculty adviser before your registration time. You are responsible for contacting your adviser for an advising appointment.

Both admission and registration can be accomplished through our website (www.wvc.edu) or in person. You may also register for up to six credits by mail. You must have an application on file in order to register in person or through the Web for seven credits or more.

General Admissions

Admission to WVC entitles you to enroll in college classes. Some instructional programs have special application procedures which must be met before you can be accepted into that program.

If you are participating in intercollegiate athletics, you must submit an official high school transcript.

Assessment is required if you are seeking a college degree or certificate or if you are taking math or English in college for the first time. Contact the testing center to sign up for assessment at 509.682.6830 (Wenatchee) or 509.422.7800 (Omak).

You are not required to submit an application for admissions if you are taking six or fewer credits at WVC, though you won't receive a registration time or be able to register online if we do not have a current application on file.

Returning Students

Students returning to WVC after an absence of a quarter or more (excluding summer) are required to submit a new application for admissions in order to be able to register for classes.

Application Deadlines

New WVC students (including transfer students) who submit an application after the quarterly due date, approximately two weeks before classes begin, will be admitted for the following quarter. For example, if you apply after the fall-quarter tuition due date, you will not be admitted for fall but for the following winter quarter instead. Additionally, if you are a new WVC student who wants to register for more than six credits, you must go through the mandatory intake advising process before the application due date. If you fail to meet this deadline, you will need to wait and register for classes for the following quarter, regardless of how early you submitted an application to WVC.

Exceptions to this policy may be considered with approval from an educational planner or, for students pursuing a professional/technical program, the program director.

You may enroll for six or less credits through the registration office.

Admission Fee

The application process requires a non-refundable, one-time fee of \$25 (excluding Running Start students). You may pay the fee online, in person or by phone. The admission fee must be paid before the admission process can be finalized. If you decide not to attend within the quarter you are applying for, you can apply at a later date but would not have to pay the fee again.

- Make an online payment.
- Pay in person. To make a payment in person, go to WVC Cashier Office, first floor, Wenatchi Hall or the Administration building on the Omak campus.
- Pay by phone. Call the WVC Cashier Office at 509.682.6500 or for Omak call 509.422.7803.

Admissions Options

You can complete the application for admissions to WVC in the following ways:

Apply Online - You can apply and pay the admission fee online through the WVC website (www.wvc.edu). You can save the application at any time and return later to complete it, so long as you remember your user ID and password you will create when using the online application process. Once you have completed the application, you will

be able to send it to us immediately. If you are a returning student, you will need to create a new account to file the required application.

Apply By Mail - You may also print a WVC application for admission from the college website and apply via U.S. mail or fax. Applications should be sent to the admissions/registration office located on either the Wenatchee or Omak campus, depending on which one you attend.

Apply In Person - You can complete the application in person at the admissions/registration office. A student services staff member will be available to answer your questions about enrolling.

Student Identification Numbers (SID) and Personal Identification Numbers (PIN)

Each student who attends WVC will be assigned a Student Identification number, or SID. Your SID is your unique identifier while attending WVC. You will also be assigned a Personal Identification Number, or PIN. The SID and PIN can be used together to access your records through the WVC website, so we strongly advise that you keep them private. You have the option of changing your PIN through the MyWVC Portal.

Please note that due to privacy regulations WVC staff are not allowed to give out SID or PIN information over the phone or e-mail. You can look up your SID through the MyWVC Portal with your Social Security number and birthdate. If you forget your number(s), you will need to come into the admissions/registration office and present picture ID.

Registration

Please check the academic calendar on the website for registration start dates.

Mail-in and Walk-in Registration

Mail-in or walk-in registration is available only to those students who are enrolling in six or fewer credits.

Please fill out all of the blanks on the registration form. Incomplete forms will be returned. You can print a form from the registration page on the WVC website, www.wvc.edu. If your class requires an instructor's signature as a prerequisite, you must have the instructor sign your enrollment form. Mail your completed registration form along with your check (made out to "Wenatchee Valley College" for the exact amount) or credit card information to the WVC Admissions/Registration office.

Mail-in or walk-in registrations are not processed until continuing and former WVC students have been allowed to register.

Online Registration

Registration through the WVC website is available to any student with a current application on file. If you have not attended WVC for more than a quarter (excluding summer), you will need to submit a new application to access Web registration. The following students, however, will need to register in person:

- Students taking ABE, ESL or high school equivalency classes
- Students registering on a space-available tuition waiver

To access online registration, you will need your Student Identification number (SID) and your Personal Identification Number (PIN).

Registration Times

For continuing and former students, use the MyWVC Portal to find out your registration time. You may register at your assigned time or any time thereafter.

Note for former students: If you have not attended college for more than one quarter (excluding summer), you need to re-apply to WVC in order to have a new registration time activated for your account. Contact the admissions/registration office if you have questions.

Registration times are normally established in the following manner: continuing students register first, along with former students who have submitted a new application. Times are based on the number of credits earned while at WVC.

New students have a registration time assigned to them once they have met with an educational planner.

Mail-in or walk-in students who want to take six or fewer credits and have not seen an adviser can register the day after continuing and former students.

These procedures are subject to change at any time. Please refer to the student calendar for specific dates for each quarter.

Full-Time Student Status

The number of credits that you must attempt in a quarter to be considered a full-time student varies according to your student status (i.e., veteran, student athlete, financial aid recipient or international student). Consult with the admissions/registration office or financial aid office to see if you qualify as a full-time student.

The state of Washington sets 10 credits as the minimum for full-time tuition. For financial aid purposes, however, 12 credits is required for full-time status. Fifteen credits a quarter is a typical full-time class load. Professional/technical students, however, are often required to take more than 15 credits.

Adding Classes

You may add classes through the first 10 days of each quarter. After the second day, the instructor's written approval is required.

Withdrawing from Classes or College

The last day to withdraw from classes each quarter is specified on the official college calendar, printed at the front of this publication and on our website. You are responsible for withdrawing from classes. Failure to formally withdraw from class will normally result in a failing grade. Instructors have the authority to administratively withdraw a student who does not attend class during the first two days of the quarter.

To withdraw from a class or the college, you must complete the necessary withdrawal forms found in the admissions/registration office located in Wenatchi Hall on the Wenatchee campus, the administration office in Omak, or online. The withdrawal is effective on the date the completed forms are received. You should not assume you will be dropped for non-attendance.

Courses that are dropped during the first 10 days of the quarter are not included on your transcript. Classes dropped after the 10th day and through the 35th day of the quarter will be recorded with a "W" on your transcript. For courses with unusual starting and ending dates, the instructor's written consent is required to withdraw after the 10th day of instruction and through the last day of the course. No withdrawals will be accepted after a course has ended.

If you were unable to withdraw before the deadline and feel you have extenuating circumstances, you should contact the admissions/registration office before the last day of the quarter about the late withdrawal procedure.

More information about the WVC refund policy may be found on page 17 or at www.wvc.edu/directory/departments/tuition/refund.asp.

Auditing Classes

You may choose to audit a class unless you are a Running Start student. An audit exempts you from examinations, but the instructor may require reasonable attendance and class participation. No college credit is received for an audited class. Regular tuition charges will apply. Financial aid will not be awarded for audited classes. Changing a class from audit to credit is permitted only through the 10th day of the quarter. Changing from credit to audit is permitted until the end of the 35th day. The instructor's written approval is required to change to an audit after the second day of instruction.

More Information

More information about admissions and registration, as well as forms and instructions, are available on our website at www.wvc.edu or from the admissions/registration office at 509.682.6806. This includes information on late registration, adding classes, dropping classes, withdrawing from college, auditing classes, grade reports and transcripts.

Continuing Education

You may register any time for continuing education classes by mail, by phone (with a debit or credit card), in person or online. Please see the continuing education website at ced.wvc.edu for more details.

Senior Citizens

After the fifth instructional day of the quarter, but before the 10th day, anyone over 60 years of age may register for most credit classes for a special tuition rate of \$5 per class. Registration is on a space-available basis for a maximum of two classes per quarter.

Note: There will be no transcript record for classes taken on a space-available basis. These classes do not qualify for transfer.

High School Programs

WVC offers several program options for high school students.

Running Start

Running Start is an educational partnership between WVC and the high schools. Running Start was created by the Washington State Legislature to expand educational options for high school students. **Running Start students may have to pay for some credits depending on their course load. See the Running Start website for details, wvc.edu/runningstart.**

Note: WVC recommends that those students entering the Running Start program use the application form designed for this program. The online application process does not have a way to designate you as a Running Start student and applying online could cause a delay in processing your application.

College in the High School

High school sophomores, juniors and seniors who qualify for college-level writing, reading or math on the placement test may be eligible to participate in the WVC College in the High School program (CHS). Qualified faculty members at local high schools teach CHS classes (the availability of classes varies by location). To be eligible and enrolled in the CHS program, you must follow all regular WVC policies and regulations regarding student performance, behavior and course prerequisites. Students who complete CHS classes earn WVC college credit and those courses also count toward the student's high school diploma. If you are a high school student, ask your school counselor about these courses.

Tech Prep

Tech Prep is a nationwide dual enrollment program that allows high school students to begin preparation for a specific professional/technical field while in high school and then continue with the program at WVC without losing credit or duplicating courses. WVC and high schools within the WVC district have examined their career and technical education programs and established Programs of Study joining the high school programs to the college programs. They determined that certain high school classes in those programs meet the requirements of comparable college courses. Through the Tech Prep program, articulation has been arranged between those classes so that students can receive both high school credit and WVC credit at the same time. Ask your high school teachers or counselors about Tech Prep courses. For more information, visit wvc.edu/techprep.

The following guidelines apply:

- Tech Prep credit is first transcribed at the high school, then later entered on the college transcript.
- The number of credits awarded is dependent upon the high school Tech Prep articulation program.
- A one-time \$15 fee will be charged for Tech Prep

credits.

- Tech Prep credits are not intended to be transfer credits. It is the student's responsibility to check with the intended transfer school about the transferability of these credits.

College-Based High School Diploma - SHB 1758

SHB 1758 provides that individuals who enroll in a community or technical college and complete an associate degree at WVC can be awarded a high school diploma from the college, including students enrolled in Running Start.

The following guidelines apply:

- Students currently enrolled through Running Start who complete an associate degree.
- A student, 21 years or older, who completes an associate degree.
- Students under 21 years of age who have previously been enrolled as Running Start students and have completed an associate degree after July 26, 2009.

Any type of associate degree (academic, vocational or academic non-transfer) can be used when applying for this diploma. The associate degree must be posted on the student's WVC transcript before the high school diploma can be awarded. Certificates may not be used for this diploma.

This bill is not retroactive for all former Running Start students. If an associate degree is awarded after July 26, 2009, a former Running Start student may request the college-based high school diploma anytime in the future. If a former Running Start student received the degree before July 26, 2009, the student must wait until he/she is 21 years of age to request a diploma.

Diplomas awarded will be posted for the same year-quarter that the associate degree was earned.

High School 21+ Diploma program

The High School 21+ (HS21+) program enables adults 21 years and older to earn the credit needed to obtain a high school diploma. Even if you already have a GED®, you can still work to obtain your high school diploma.

The WVC High School 21+ Diploma is a bona fide high school diploma issued from the State of Washington through WVC. Our diploma meets the Washington State high school graduation requirements. High School 21+ courses do not count toward a future college degree or certificate.

To enter the program, contact the WVC Transitional Studies program at 509.682.6790. If you previously attended high school, obtain an official, sealed copy of your high school transcript(s) for evaluation. The program staff will make a determination regarding the number of credits required for a diploma. If an evaluation of your transcript(s) indicates

that you already have enough high school credits for a diploma, you will still be required to complete WVC's residency requirements (minimum of 10 ABE credits) before a diploma will be issued. Prior learning experiences and professional certifications may also be submitted for consideration for high school credit under this program.

Once your credit requirements are determined, you will register for adult basic education classes. The total cost per quarter for High School 21+ is \$35 (\$25 tuition, \$10 fees).

Prior Learning Assessment

Prior learning is the knowledge and skill gained through work and life experience, military training and experience, and formal and informal education and training at in-and out-of-state institutions.

WVC acknowledges opportunities for mastering specific skills and competencies that can be gained outside of a formal classroom experience. Prior learning can be achieved through education, work or life experiences.

As a currently enrolled student, you may earn college credit when you demonstrate by examination or evaluation that your professional experience or substantial prior learning meets the specific outcomes of a WVC course. Not all courses at WVC are designated appropriate for credit by examination or evaluation and each department determines the evaluation method required for you to demonstrate mastery of the course content. Prior learning credits can be awarded through any of the following options:

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- Course Challenge
- DANTES Subject Test (DSST)
- Industry Certification or Licensures
- International Baccalaureate (IB)
- Military Education and Experience

The following restrictions apply to awarding prior learning credits:

- For Course Challenges or (non-crosswalked) Industry Certifications and Licensures, you must be currently enrolled at WVC and have 15 transcribed credits with a 2.0 or better GPA to be eligible for prior learning assessment (PLA) consideration. For AP, CLEP, DSST, IB, (crosswalked) Industry Certifications and Licensures or military credit there are no credit or GPA requirements.
- There is no assurance that any PLA credit will be granted.
- Prior learning credits cannot duplicate credits that have already been awarded.
- PLA credit is limited to a maximum of 30 credits (AP/CLEP/crosswalks/challenge exams) required for

WVC degrees or certificates. Workforce programs, specifically, are limited to 25% of total credits for degree.

- Prior learning credits do not count towards the minimum residency requirement of 33% of degree or certificate credits that must be taken at WVC.
- Credits for all prior learning receives a "P" grade and will not affect the GPA.
- A non-refundable application fee of \$25 plus \$10 per credit attempted must be prepaid for Course Challenge and (non-crosswalked) Industry Certification or Licensure assessment.
- For PLA application form, visit wvc.edu/pla. For the Course Challenge list, visit wvc.edu/directory/departments/registration/course_challenge.asp.

For further information about the process or fees for prior learning credits, contact the PLA coordinator, 509.682.6632.

Advanced Placement (AP)

The College Entrance Examination Board Advanced Placement Program allows high school students to earn college credit for high school work. Students usually take a high school honors course to prepare for the national AP exams each May. Advanced placement exams are offered in a number of academic disciplines. Credit for these exams is granted under the following conditions:

- WVC is not a testing site for AP and official scores must be submitted for evaluation.
- Credits awarded are based on the type of test taken and the score received. For English composition tests, WVC only accepts scores of a four or five.
- Click on WVC AP Exam Scores at wvc.edu/ap for a complete breakdown on how credit is awarded.
- There is no credit or GPA requirements before any credit can be awarded.
- A maximum of 10 AP credits can be earned in a distribution area (maximum of five credits in world languages). No more than five AP credits can be used to meet the writing skills requirement for a degree. AP credit will not fulfill the writing requirement for advanced English composition.
- For an AP test that does not appear on the AP Exam Score chart, WVC will grant a maximum of five elective credits for a score of three or higher.
- PLA credit is limited to a maximum of 30 credits required for WVC degrees or certificates.
- AP credit receives a "P" grade, will not affect the GPA and will not apply to WVC residency requirements.
- There is no fee for this evaluation.

For more information, visit wvc.edu/ap.

College Level Examination Program (CLEP)

You may earn credit by demonstrating competency in a broad subject area or a specific course through the College

Board for College-Level Subject Exams (CLEP). Credit is awarded according to the following guidelines:

- WVC is not a testing site for CLEP and official scores must be submitted for evaluation.
- There is no credit or GPA requirements before any credit can be awarded.
- You must achieve a score in the 50th percentile or higher to receive “P” credit.
- A maximum award of 10 CLEP credits can be earned in a distribution area (maximum of five credits in world languages). No more than five CLEP credits can be used to meet the writing skills requirement for a degree. CLEP credit will not fulfill the writing requirement for advanced English composition.
- CLEP credit is not allowed if credit has been received for a more advanced class.
- CLEP credit receives a “P” grade, will not affect the GPA and will not apply to WVC residency requirements.
- PLA credit is limited to a maximum of 30 credits required for WVC degrees or certificates.
- Additional credit may be considered for the technical degrees.
- There is no fee for this evaluation.

For more information, visit wvc.edu/clep.

Course Challenge

Challenge credit is earned by demonstrating achievement of course outcomes. The appropriate department determines the method of demonstrating proficiency, usually an instructor-designed comprehensive exam. A list of courses that may be challenged is available in the admissions/registration office or you can download the Course Challenge List at wvc.edu/coursechallenge. The following guidelines apply:

- You must be currently enrolled at WVC and have transcribed 15 WVC credits with a 2.0 or better GPA before credits may be awarded and only if the learning experiences fall within the regular curriculum of the college. You are not allowed to take an examination for a course you have previously enrolled in or audited at WVC. If you have already taken and failed an examination for credit, you may not repeat the examination. Challenge exams may not be repeated for additional credit.
- Not all courses are available for challenge and not all departments offer challenge exams.
- Credit is allowed only for examination in which you have received a grade of “C” or better. Successful course challenge receives a “P” grade and it will not affect the GPA.
- Individual departments or programs may require that you successfully complete the next highest sequential course before receiving credit. However,

you cannot receive credit by examination for any course if you have already completed a more advanced course in that subject area.

- A maximum of 10 challenge credits can be earned in a distribution area. No more than five challenge credits can be used to meet the writing skills requirement for a WVC degree. Challenge credits will not fulfill the writing requirement for advanced English composition.
- Course challenge credit from other institutions will be accepted by WVC in accordance with policy guidelines.
- PLA credit is limited to a maximum of 30 credits required for WVC degrees or certificates.
- There is a non-refundable application fee of \$25 plus a \$10 fee for each credit attempted and must be paid prior to challenge exam.

DANTES Subject Test (DSST)

Credits from Defense Activity for Non-Traditional Education Support Subjects Standardized Test (DANTES SST) examination program offered by Educational Testing Services are accepted as crosswalked. There are 50 subject-standardized tests covering a wide range of college level academic, business and technical subjects.

- WVC is not a testing site for DSST and official scores must be submitted for evaluation.
- There are no credit or GPA requirements before any credit can be awarded.
- A maximum award of 10 DSST credits can be earned in a distribution area (maximum of five credits in world languages). A maximum of five DSST credits can be used to meet the writing skills requirement for a degree. Credit will not fulfill the writing requirement for advanced English composition.
- DSST credit is not allowed if credit has been received for a more advanced class.
- DSST credit receives a “P” grade, will not affect the GPA and will not apply to WVC residency requirements.
- PLA credit is limited to a maximum of 30 credits required for WVC degrees or certificates.
- There is no fee for this evaluation.

For more information, visit wvc.edu/dantes.

Industry Certification and Licensures

If you have completed training comparable to college-level programs through non-degree awarding agencies or institutions, you may apply for evaluation of credit as crosswalked. Examples include recognized nursing, fire service, law enforcement/corrections or fire science academies, and other certifications or licenses.

- For non-crosswalked Industry Certifications and Licensures, at least 15 credits with a 2.0 or better GPA must be completed at WVC before any credit

is awarded. For crosswalked Industry Certifications and Licensures there are no credit or GPA requirements.

- Submission of official records and supporting documentation must be submitted that include the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation and achievement.
- All certifications or licenses must be current and valid and training must be documented with ACE National Guide to College Credit for Workforce Training. (If training is not documented with ACE, you should apply for credit using the PLA Course Challenge method.)
- Training documentation will be evaluated by instructional faculty in the appropriate department to determine the comparability.
- Approved credits are identified on your transcript as credit for professional certification of training.
- Credits earned though documented college-level learning must be related to the theories, practices and content of the relevant academic field and must fall within the regular curricular offerings of an appropriate course or program, but for transfer degrees they may be used only up to a maximum of 15 credits as restricted electives.
- PLA credit is limited to a maximum of 30 credits required for WVC degrees or certificates.
- Credit is posted with a "P" grade and will not affect the GPA.
- There is no fee for crosswalked Industry Certifications and Licensures. If not crosswalked, there is a non-refundable application fee of \$25 plus a \$10 fee for each credit (same as Course Challenge).

For more information, visit wvc.edu/industrycert.

International Baccalaureate (IB)

WVC will award credit for the Higher Level International Baccalaureate exam which consists of college-level courses and exams for high school students as crosswalked.

- WVC is not a testing site for IB and official scores must be submitted for evaluation.
- There are no credit or GPA requirements before any credit can be awarded.
- You may receive credit for the International Baccalaureate higher-level subjects when a score of four or higher is earned in selected subjects.
- When no specific course number is listed, the most appropriate course equivalent is determined on a case-by-case by the appropriate department faculty.
- PLA credit is limited to a maximum of 30 credits required for WVC degrees or certificates.
- IB credit receives a "P" grade, will not affect

the GPA and will not apply to WVC residency requirements.

- There is no fee for this evaluation.

For more information, visit wvc.edu/ib.

Military Education and Experience

As required by RCW 28B.10.057, Wenatchee Valley College will award academic credit for military training. The academic credit awarded for prior military training must be granted only for training that is applicable to your certificate or degree requirements.

You must be enrolled in a public institution of higher education and have successfully completed any military training course or program as part of the military service that is:

- Recommended for credit by a national higher education association that provides credit recommendations for military training programs;
- Included in your military transcript issued by any branch of the armed services;
- Documented military training or experience that is substantially equivalent to any course or program offered by the institution of higher education.

NOTE:

1. Per the Veteran's Administration, all veteran student transfer credit must be evaluated within two quarters of program start. After the third quarter, if you do not submit all transcripts, you must be decertified for the use of VA education benefits.
2. Some military transfer credit will be subject to external evaluation criteria (e.g. Aviation Maintenance Technician and Professional Pilot.)
3. Veteran students using education benefits are not permitted to opt out of prior credit evaluation.

For more information, visit wvc.edu/militaryed.