

WALLA WALLA COMMUNITY COLLEGE ADMISSIONS AND PLACEMENT ADMINISTRATIVE POLICY 7320

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) will “maintain an open door” policy, [whereas] no student will be denied admission because of the location of the student's residence, [nor campus location where WWCC credits are earned] or because of the student's educational background or ability...and that all students, regardless of their differing courses of study, will be considered, known and recognized equally as members of the student body” (RCW 28B.50.090.2.b).

II. AUTHORITY

Board Policy 1370. [RCW 28B.50.090](#), [WAC 131-12-010](#), [WAC 250.18](#), [RCW 28B.15](#), [8 CFR §214.1](#).

III. SCOPE OF POLICY

This policy applies to all applicants to WWCC.

IV. DEFINITIONS

- A. *Resident* – A student who has been determined to be a Washington state resident according to [WAC 250.18](#) and relevant sections of [RCW 28B.15](#).
- B. *Non-Resident* – A student who has been determined to NOT be a Washington state resident according to [WAC 250.18](#) and relevant sections of [RCW 28B.15](#).
- C. *Undetermined Residency* – During the admissions process, certain programs do not gather residency information. These students are given the status of “undetermined” regarding their residency.
- D. *Domicile* – The established intent to be a resident of a given state.
- E. *Financially Dependent* – See [WAC 250-18-035](#).
- F. *Financially Independent* – See [WAC 250-18-035](#).
- G. *International Student* – Students wishing to attend WWCC using an F or M visa.
- H. *Continuing Education Student* – Students whose enrollment ONLY includes classes taken through the Continuing Education Department.
- I. *Eligible Veteran or National Guard* – A Washington domiciliary. Active or reserve member of military or naval forces, or a National Guard member called to active-duty ([RCW 28B.15.621\(8\)\(b\)](#)).
- J. *Dependent* – An individual’s biological, step, or adopted child.

V. POLICY

During the admission process, WWCC is responsible for accurately assigning resident or non-resident status to students for tuition generation purposes.

A. General Admission

Admission to the College is available to individuals who are high school graduates or at least 18 years of age, according to minimum standards for admission to a community or technical college ([WAC 131-12-010](#)).

1. Admission to WWCC does not guarantee admission to any specific program or class.

2. Students who are under 18 years of age may qualify for admission if they meet one (1) of the following:
 - a. have a high school diploma or a recognized equivalent
 - b. have permission from a high school administrator, school district, or home-school guardian to attend (permission must be obtained before enrolling in classes)
 - c. have qualified for admissions through a dual enrollment program (e.g., Running Start or College in the High School)
3. Prospective students who will not be 18 years of age by the first day of the quarter of planned enrollment, and do not meet the criteria listed above, will need to request underage enrollment per the [Underage Admission Administrative Policy 7330](#).

B. International Student Admission

Additional requirements are required for international students who wish to enroll in credit classes as specified in [8 CFR §214.1](#).

C. Selective Admission

Selective admission programs may require additional criteria as outlined by the specific program.

D. Continuing Education Admission

Students who only wish to register for classes provided through the Continuing Education Department do not need to meet the specifications for General Admission. A separate application and admission process is provided for these students. Specific classes may have individual requirements that the student needs to meet.

E. Denial of Admission

Admission to WWCC may be denied “to a prospective student or attendance to an enrolled student if, in their judgment, the student would not be competent to profit from the curriculum offerings of the college, or would, by his or her presence or conduct, create a disruptive atmosphere within the college not consistent with the purposes of the institution. This subsection (3)(b) shall not apply to competency, conduct, or presence associated with a disability in a person twenty-one years of age or younger attending a technical college” ([RCW 28B.50.090.3.b](#)).

F. Residency Classification

WWCC shall classify students as a resident or non-resident according to [WAC 250.18](#) and relevant sections of [RCW 28B.15](#), and guidance provided by the Washington Student Achievement Council (WSAC). Tuition is calculated according to the students' determined resident status.

1. [WAC 250.18](#) and relevant sections of [RCW 28B.15](#) also require Washington Community and Technical Colleges (WACTCs) to grant qualifying students a waiver of their non-resident tuition and therefore pay the same rate as a resident student. Applicable documentation is required to provide proof of qualification. Students are responsible for contacting OAR to have their residency information updated. Available waivers and their qualifications are listed as follows:
 - a. Current and former active-duty military personnel or their spouses/dependents - [RCW 28B.15.012](#): Students who are current or former active-duty military or dependents of active-duty military personnel may be considered a resident for tuition purposes.
 - b. American Indian – [RCW 28B.15.0131](#): Members of federally recognized tribes whose traditional tribal boundaries included portions of Washington state, or tribes granted reserved lands within Washington state, shall be

coded as residents if they have been domiciled for one year prior to enrollment in one or a combination of the following states: Idaho, Oregon, Montana or Washington.

- c. Students who have earned a high school diploma or equivalent AND have established a domicile in Washington for the one day and one year prior to the enrolling term.

G. Placement

To ensure students are successful in core classes such as Math and English, students are required to take a placement assessment. Certain programs require other assessments as part of a requirement of the program.

Policy Contact: <u>Vice President, Student Services</u>
Approved by (Department/Body): <u>Dr. Chad Hickox, President</u>
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