

**WALLA WALLA COMMUNITY COLLEGE
ADMISSIONS AND PLACEMENT
ADMINISTRATIVE PROCEDURE 7320**

I. GENERAL ADMISSION

- A. All prospective students who plan to take credit classes at Walla Walla Community College (WWCC) are required to complete the Washington State Community & Technical College application for admission via the [Online Admissions Application Portal \(OAAP\)](#) or by obtaining a paper application through the Office of Admissions and Records (OAR). Deadlines to apply for a given quarter are posted on the [academic calendar](#).
1. The [OAAP](#) creates a record for each student admitted to the college and determines Washington State residency for the purpose of establishing tuition and fees, in accordance with [WAC 250.18](#).
 2. Students who have experienced an enrollment gap of 3 quarters or more must reapply for admission to ensure residency information is up to date.
 3. Applications are processed in the order submitted.
 4. Once an application has been processed, the applicant will be notified via email. Notification will include a student ID number and information on the process to enroll in classes.

II. INTERNATIONAL STUDENT ADMISSION

- A. International student applicants with an F- or M-visa must complete the following:
1. International Admissions Application available on the WWCC website: [International Admissions](#).
 2. Pay the International Admissions Application fee.
 3. Provide a bank statement and Financial Verification form to verify that the applicant, or their sponsor, has one year's worth of tuition, fees and living expenses available to them.
 4. Provide copy of a valid passport.
 5. Provide proof of English language proficiency.
 6. If the applicant will not be 18 years of age by the first day of the quarter of enrollment, provide proof of high school completion.
 7. If the applicant is transferring from another college within the United States, complete the Transfer-In form.
- B. Once the applicant has completed items 1-7 above, and documents have been evaluated, the Principal Designated School Official/Designated School Official (PDSO/DSO) will issue the applicant an I-20.
1. If the applicant is not currently located in the United States, they will need to apply for the F-1/M-1 visa in their home country.
 2. If the applicant is currently attending another institution in the United States, the PDSO/DSO will work with the institution to transfer the applicant's current I-20 to WWCC.

III. SELECTIVE ADMISSION

Selective admission programs have a separate program admission process that applicants must complete prior to registering for classes.

- A. Prospective students who plan to participate in a selective admissions program must first complete general admission to the College via the [OAAP](#).
- B. Applicants should review the academic programs' webpage for program requirements and the admission process. Certain selective admissions programs may require an application fee.
- C. Selective admissions programs may require additional criteria for admission based on the following:
 - 1. Demand exceeds space in a particular program.
 - 2. Program accreditation requires additional criteria for admission or graduation.
 - 3. The program requires students to complete prerequisites prior to program admission.

IV. RESIDENCY CLASSIFICATION

- A. Student residency classification is determined during the application process ([WAC 250.18](#) and [RCW 28B.15](#)), with student accounts coded as resident or non-resident.
- B. Tuition is calculated based on resident or non-resident status.

V. RESIDENCY RE-CLASSIFICATION

- A. Students wishing to update their residency classification or challenge their determined residency status, must:
 - 1. Complete a [residency questionnaire](#) and submit to the College's Residency Officer.
 - 2. Determine whose documentation is to be provided:
 - a. A *financially independent* student: the student must be able to show that they established a Washington domicile one year and one day prior to the quarter for which the student is applying for residency status change – provide student documentation as listed in Section V.A.3.
 - b. A *financially dependent* student: one of the student's parents, this includes step-parents, must be able to show that they established a Washington domicile one year and one day prior to the quarter for which the student is applying for residency status change – provide parental documentation as listed in Section V.A.3.
 - 3. Provide documentation as applicable in Section V.A.2 to the College's Residency Officer showing evidence of the following:
 - a. Must prove that they have not come to Washington primarily for educational purposes. Current guidelines require students who are enrolled for seven (7) credits or more per quarter to overcome presumption of educational purposes.
 - b. Live in the state for at least twelve (12) consecutive months as legal residents.
 - c. Establish legal ties with the state of Washington:
 - i. Establish living arrangements in the state of WA, such as buying a house or renting a house/apartment.
 - ii. Employment in WA state, if applicable.
 - iii. Driver's license or state ID within 30 days of arrival, if the student has one from another state.
 - iv. Vehicle registration within 30 days of arrival, if the student owns a vehicle.
 - v. Voter registration within 30 days of arrival, if applicable.

4. An application for re-classification may be submitted within 30 calendar days of the first day of the quarter in order for the reclassification to take effect for that quarter, however it is preferred that requests be submitted prior to registration.
5. If it is determined that the student should be re-classified, the student will be notified and tuition will be calculated based on the adjusted classification beginning with the quarter the questionnaire was submitted.

VI. RESIDENCY WAIVERS

Students may be eligible for a residency waiver as indicated in [WAC 250.18](#) and relevant sections of [RCW 28B.15](#), allowing for a student to be coded as a resident rather than a non-resident. To qualify for a waiver, students must provide applicable, official documentation to OAR. Once documentation is provided and verified, the student's account will be updated accordingly. Waiver classifications consist of the following:

- A. Active-duty military personnel or their spouses/dependents. Students may be eligible for this waiver if they meet the following requirements and provide the specified documentation:
 1. An active-duty military person or a spouse/dependent of a military person stationed in Washington, documentation required:
 - a. Proof of military duty and that they are stationed in Washington
 - b. Permanent Change of Station orders
 2. An active-duty military person or a spouse/dependent of a military person that is a Washington resident required to be stationed in another state, documentation required:
 - a. Proof of active duty military member's home of record (L.E.S. Leave and Earnings Statement)
 - b. Proof that legal ties are maintained while being stationed elsewhere
- B. Washington National Guard member or a spouse/dependent of a Washington National Guard member. Students may be eligible for this waiver if they meet the following requirements and provide the specified documentation:
 1. Proof of military orders that show the date of the Washington National Guard member's assignment to Washington State
 2. Military ID card
- C. Discharged Military Members. Students may be eligible for this waiver if they meet the following requirements and provide the specified documentation:
 1. Received an honorable discharge, AND
 2. Washington state is listed as home of record, AND
 3. Has returned to Washington state within twelve (12) months of being discharged.
 4. Student must provide a copy of their DD-214.
- D. American Indian. Students who meet the following **two** conditions are eligible to pay resident tuition at college and universities in Washington State:
 1. For a period of one year immediately prior to enrollment at a state institution of higher education, the student must have domiciled in one (1) or a combination of the following states: Idaho, Montana, Oregon, or Washington.
 - a. Provide documentation of domicile in Idaho, Montana, Oregon, or Washington during the year prior to enrollment at WWCC
 2. Student must be a member of one of the federally recognized Indian tribes, as determined in Title 25 of the Code of federal regulations 25 CFR, whose traditional and customary tribal boundaries included portions of the state of Washington, or whose tribe was granted reserved lands within the state of Washington.

- a. Provide verification of tribe affiliation
- E. House Bill 1079 Affidavit of Residency. Students may be eligible to pay resident tuition rates if they meet all three (3) of the following criteria:
 1. Will earn a high school diploma, GED, or diploma equivalent before their first term at the college determining residency, AND
 2. Maintain a primary residence in Washington for at least twelve (12) consecutive months immediately before their first term at the college determining residency. The Washington residence must be for purposes other than college. If the student takes any courses at another Washington college during the prior twelve (12) months, they cannot have taken more than six credits in any given term.
 3. Students who meet all of the above criteria are required to provide a completed [Residency Affidavit](#) to OAR verifying that they will file an application to become a U.S. Permanent Resident at the earliest opportunity, if applicable.

VII. PLACEMENT

- A. WWCC uses a guided self-placement assessment to determine a student’s placement in Math and English courses based on their educational pathway.
 1. Upon application to WWCC, a student will receive an email notification with a link to the Math and English Guided-Self Placement tool.
 2. Upon completion of the assessment, OAR inputs placement results to each student’s account.
 3. If a student’s educational pathway changes, they may be required to retake the guided self-placement for Math and/or English as the assessment is based on educational pathway.
 4. Students taking courses through Transitional Studies may be required to take CASAS testing.
 - a. Registration for the CASAS exam should be initiated with a Transitional Studies navigator.
 - b. Upon completion of the CASAS exam, results will be reviewed with the student and placement results will be input to each student’s account.

Policy Contact: Vice President, Student Services

Approved by (Department/Body): Dr. Chad Hickox, President

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Last Reviewed/Revised on: _____