

**WALLA WALLA COMMUNITY COLLEGE
ESSENTIAL COLLEGE PUBLICATIONS
ADMINISTRATIVE PROCEDURE 7360**

I. COLLEGE CATALOG

The Registrar is responsible for ensuring the college catalog is updated and published in a timely manner, working with pertinent college departments to ensure accurate information is provided.

A. Deadlines for content updates:

1. Curriculum submission deadlines are noted in the Curriculum Council Handbook.
2. Catalog updates that are not related to curriculum must be provided to the Registrar by April 30 of each year.
3. The college catalog will be published online by July 1 of each academic year.

B. Contents must include:

1. A list of all credentials offered through WWCC to include:
 - a. Requirements to award a credential
 - b. Program learning outcomes
2. A list of courses offered at WWCC to include:
 - a. A description of the course
 - b. Course learning outcomes
 - c. Applicable pre-requisites or co-requisites
 - d. Credits earned
3. Information on non-credit bearing programs
4. Academic information
5. Admissions and registration information
6. Information on resources provided by the college

II. QUARTERLY CLASS SCHEDULE

Instructional departments are responsible for creation of their quarterly schedule each quarter and will adhere to the following:

A. All department schedules must be provided to the Course Scheduler for entry into ctcLink one (1) month prior to the date the online class schedule is to be made available. Information must include/identify:

1. Course modality (i.e. online vs. in-person)
2. Regular, dynamic, or open entry/exit session
3. Campus location (where the class will be offered)
4. Course credits, noting if variable credit
5. Course time, day, and date (if dates do not follow standard quarter dates)
6. Course location (building and room number)
7. Course instructor and assignment type
8. Course title, subject prefix and catalog number
9. Course capacity (if different from catalog default)
10. Applicable course notes, description of course offering
11. Low cost/open resource materials

B. Schedules will be made available online prior to student registration each quarter.

III. ACADEMIC CALENDAR

- A. Executive leadership will appoint a Calendar Committee. Membership will include appointees from each of the following areas:
1. Registrar
 2. Business Office
 3. Human Resources
 4. Instruction
 5. Department of Corrections
- B. The Academic Calendar will consist of a two-year rolling schedule, to include the following:
1. Quarter dates (including Department of Corrections)
 2. Number of instructional days for each quarter
 3. Tuition due dates:
 - a. Fall: ten (10) business days before the start of the quarter
 - b. Winter, Spring, Summer: Tuesday following the end of the prior quarter
 4. Tuition refund dates:
 - a. Last day for 100% refund:
 - i. Fall, Winter and Spring: 5th instructional day
 - ii. Summer: 4th instructional day
 - b. Last day for 40% refund: 20th calendar day (per [RCW28B.15.605](#))
 5. Last day to earn a “W” grade (Withdraw):
 - a. Calculated at the 60% mark of the quarter
 6. Date grades due to Registrar:
 - a. Tuesday following the prior quarter end date
 7. Date grades available to students:
 - a. Two (2) business days after grades are due to Registrar
 8. Returning student registration dates:
 - a. Priority registration:
 - i. Veteran students: first day of week six (6) of each quarter
 - ii. TRIO students: second day of week six (6) of each quarter
 - b. All other returning students, prioritized by earned credits: third day of week six (6) of each quarter
 - c. Last day to register for returning students: second day of each quarter
 9. New student registration dates:
 - a. First day of week ten (10) of each quarter
 - b. Last day to register for new students: three (3) business days prior to the start of each quarter
 10. College closures:
 - a. Holidays
 - b. Sustainability days
 11. Faculty option days (negotiated by the Faculty union)
 12. Additional information as needed
- C. The Academic Calendar will be reviewed by College Council and approved by the Executive Leadership Team. Once approved, the calendar will be published on the WWCC website.

Policy Contact: Vice President, Student Services

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

Date Originally Approved: July 23, 2024

Last Reviewed/Revised on: _____