

Spring 2021 REGISTRATION INFORMATION

Office Hours: Mon-Thurs 7:30 a.m.-5:00 p.m.; Fri 7:30 a.m.-2:30 p.m.

Tuition Payment Due Date: March 18th, 2021

If you register for classes on or before March 18, your tuition and fees must be paid by 5:00 p.m., Thursday, March 18. If you register for classes after 5:00 p.m. on March 18, you must pay tuition and fees at the time of registration. Invoices are not mailed. Partial payment of tuition (scholarships, financial aid) will not hold classes. Payment must be made in full or you must sign up for the [Student Tuition Easy Payment Plan](#) (STEPP). **STEPP is most beneficial if you sign up on March 1.** For information on STEPP please call 509.793.2018.

If you are paying with a credit card, payment may be made using our Web Credit Card Payment feature in the [Student Kiosk](#) menu.

Financial Aid Recipients Who Register Before March 18

Financial aid will automatically apply to tuition and fees if you have a **finalized financial aid award** prior to March 18. If you do not have a finalized financial aid award by March 18 or do not receive enough to cover full tuition and fees you must pay the amount due or sign up for STEPP by March 18

Failure to pay tuition and fees when due will result in cancellation of registration.

Advising

You are encouraged to see your advisor prior to registering for classes. Your advisor can help you plan your class schedule to assure you are meeting graduation requirements. If you have fewer than 30 earned credits you must see your advisor before you will be allowed to register. It is your responsibility to make an appointment with your advisor. **Your registration access time is for registration only.**

Quarterly PIN

Quarterly registration PINs are required for current students who have earned fewer than 30 credits. These quarterly PINs may be obtained from your advisor. If you have earned 30 or more credits, your quarterly PIN is the same as your global PIN. For returning students, the appropriate quarterly PIN will be assigned when you call for a registration access time. See "Previously Enrolled Student Information" to the right.

Running Start Students

Running Start students must obtain a signed Running Start Enrollment Verification Form from their high school *each quarter*. This, in addition to any tuition or fees (if applicable), must be submitted to BBCC by March 18 or registration will be cancelled. Please see the tuition section for more information about Running Start student fees.

Currently Enrolled Student Information

Registration Time

If you were enrolled in BBCC classes for credit during winter quarter, you have been assigned a registration access time for spring quarter. This access time is for registration only. It is your responsibility to arrange to meet with your advisor prior to this time. To find out when you register, select Registration Access Time on the [Student Kiosk](#) menu.

Web Registration

You may register online via [Big Bend's home page](#). Select *Academics*, then *Student Kiosk*. Select *Class Scheduler* to have the online system help you develop a schedule. Select *Register for Classes* to sign up for classes. You are not allowed to register for classes before your scheduled appointment time (except for zero credit courses).

Registration via Email

Complete the [fillable Registration Form](#) and email it to admissions@bigbend.edu at or after your scheduled registration access time for processing. You will need an advisor's signature if you have earned fewer than 30 credits. You do not need to wait for your scheduled time to register for zero credit courses.

Previously Enrolled Student Information

Registration Times

If you attended classes at BBCC prior to spring quarter, but were not registered winter quarter, you may register for classes beginning February 25 at 7:30 a.m. or you may call 509.793.2089 prior to this date to get an access time. You will not be allowed to register before your scheduled time (except for zero credit courses). Please see the information regarding quarterly PINs at left.

Web Registration

You may register online at [Big Bend's home page](#) using your Student ID# and Quarterly PIN. Select *Student Kiosk* and then *Class Scheduler* to have the online system help you develop a schedule. Select *Register for Classes* to sign up for classes. You will not be allowed to register for classes before your scheduled time.

Registration via Email

Complete the [fillable Registration Form](#) and email it to admissions@bigbend.edu at or after your scheduled registration access time for processing. You will need an advisor's signature if you have earned fewer than 30 credits. You do not need to wait for your scheduled time to register for zero credit courses.

New Student Information

Admission Procedures

You may be admitted to Big Bend Community College if you are 18 years of age or older. If you are under 18 years of age and have graduated from an accredited high school, have an equivalent certificate, (e.g., the General Education Development Test), or are a Running Start or College in the High School student you may also be admitted. If you are under 18, but at least 16 years of age and do not meet the previous requirements, you must provide the college with a written release from your high school principal or counselor authorizing the college to enroll you.

If you are enrolling in a degree or certificate program you must apply for admission. The college will assign you an advisor, evaluate your transfer course work and maintain your student file once you are officially admitted. If you do not plan to enroll in a degree-seeking program you may take classes and need not apply for admission. However, registration priority will be given to students who have completed the admission process. If you will be receiving financial aid, veteran educational benefits, or plan to complete a degree or certificate program you must complete the admissions process.

To apply for admission at BBCC:

[Apply online](#) or complete a [fillable Application Form](#) and email it to admissions@bigbend.edu for processing. **There is no fee to apply.**

You must repeat the above admission process if you previously applied for admission but do not register for classes within one year of applying.

Provide official transcripts from colleges attended and your military transcript, if applicable.

All new full-time students and all students registering in math or English courses must have math and English placement. Please see the [Placement Testing](#) webpage on our website for information about BBCC placement testing and alternative placement options.

Registration Procedures

New transfer students with 30 or more credits:

1. Take the math and English placement assessments if you plan to enroll in math and/or English classes and have no other placement.
2. Make an appointment to see an advisor.
3. Your advisor will provide your quarterly PIN to allow you to register on the Web or complete the [fillable Registration Form](#) and email it to admissions@bigbend.edu for processing.
4. Log on to the [Student Kiosk](#) or email your completed registration from beginning February 26.
5. Pay your tuition and fees by the tuition due date. You may pay online via the [Student Kiosk](#) or call 509.793.2018 to pay via phone.
6. Buy your books. Take a printed copy of your class schedule with you to the Bookstore or order your books at the [BBCC Bookstore website](#).
7. Attend classes!

New students with 0-30 credits:

Attend a New Student Registration session:

Apply for admission (see info at left). Take the math and English placement assessments or provide alternate placement information after you receive your acceptance email with Next Steps. Complete the required [online Viking Orientation](#) and sign-up for a New Student Registration session at the end. You will meet with an advisor during the session.

If not attending a new student registration session:

1. Take the math and English placement assessments or provide alternate placement information before seeing an advisor.
2. Email admissions@bigbend.edu or call 509.793.2089 to schedule an appointment to see an advisor. If you do not apply for admission you may choose not to see an advisor, however an advisor can provide you with valuable information and you are encouraged to see one.
3. Your advisor will provide a quarterly PIN to allow you to register on the [Student Kiosk](#). Alternately, complete the [fillable Registration Form](#) and email it to admissions@bigbend.edu beginning March 8 for processing.
4. Pay your tuition and fees. You may pay online by credit card via the [Student Kiosk](#) or call 509.793.2018 to pay via phone.
5. Buy your books. Take a printed copy of your class schedule with you when you go to the Bookstore or order your books at the [BBCC Bookstore website](#).
6. Attend classes!

General Information

Adding and Dropping Classes

You are encouraged to see your advisor before making a schedule change. Please see Important Dates for specific deadlines for schedule changes. A class may not be dropped after the final day of instruction for that class. Refund information is on page 4 of this document.

Grades

Grades should be available for most classes on June 24.

WEB: Select Grades/Unofficial Transcript from the [Student Kiosk](#) menu.

NEED AN OFFICIAL TRANSCRIPT? Directions for [ordering official transcripts](#) are located on the BBCC website.

Tuition

2020/21 tuition

Classification	1-10 credits	11-18 credits	Over 18 credits
Resident	\$110.26/cr.	\$54.58/cr.	\$98.93/cr.
Non-Res waiver	\$124.85/cr.	\$55.35/cr.	\$98.93/cr.
International	\$288.13/cr.	\$61.83/cr.	\$276.80/cr.
Refugee	\$124.85/cr.	\$55.35/cr.	\$98.93/cr.

There is a technology fee of \$5.65 per credit. Additional class fees may apply and are shown in the class schedule.

ABE/GED/ESL students pay \$25 per quarter. Students taking only courses required for a Workforce Education degree pay \$10/credit over 18 credits (\$33/credit for international students).

Sample tuition calculation: Resident registered for 19 credits

CREDITS	Calculation	Charge
First 10 credits	10 x \$110.26	\$1,102.60
11 – 18 th credits	8 x \$54.58	\$436.64
1 credit over 18	1 x \$98.93	\$98.93
Technology fee	19 cr. x \$5.65	\$107.35
TOTAL TUITION	19 credits	\$1,745.52

Resident Classification for Tuition

To be considered a resident for the purpose of tuition, you must be either 1) financially independent and have had a domicile in the state of Washington, for purposes other than education, for a period of 12 months prior to the beginning of the quarter; or 2) financially dependent whose parent(s) or legal guardian(s) has maintained a domicile in the state of Washington for at least 12 months prior to the beginning of the quarter. For further information, please see the current [BCC Catalog](#). United States citizens and legal permanent residents who do not live in Washington State qualify for a waiver as part of the nonresident tuition. Students who lived in Washington State for the three years immediately prior to receiving a high school diploma or equivalent may qualify for resident tuition. Individuals covered by the Choice Act may qualify for resident tuition; please contact the Veteran Benefits Coordinator for more information.

Running Start Fee Waiver Policy

ESHB 2119, passed by the 2009 legislature and signed by the governor, requires Running Start students to pay all mandatory and/or student-voted fees as established by each college. Running Start students must pay the per-credit technology fee of \$5.65, plus all course fees. The technology fee will be waived for low income Running Start students. A student is considered eligible for a waiver of the technology fee upon proof that the student is currently qualified to receive free or reduced-price lunch at their high school. Documentation must be provided each year to admissions@bigbend.edu. Documentation must be submitted no later than the fifth day of the quarter to receive the waiver for that quarter. Course fees are not eligible to be waived through this policy.

Senior Citizen Tuition Rate

Are you age 60 or older? You may register for two state-supported courses per quarter at a rate of \$10.00 per course, \$5.65/credit technology fee and any class fees, on a space available basis. Community Education classes do not qualify for the reduced rate. Registration on a space available basis will begin at 2:00 p.m. on the first day of instruction. Instructor's signature is required. If you choose to enroll in more than two courses in a quarter you will be required to pay normal tuition and fees for the additional courses.

State Employee Tuition Waiver

Permanent classified employees of Washington State and BCC employees who are employed half time or more may be eligible for a tuition waiver. BCC will award five waivers each quarter to non-BCC employees who qualify. State employees should email admissions@bigbend.edu for an eligibility form. Your personnel office must sign this form. Email the completed form to admissions@bigbend.edu beginning March 8 at 7:30 a.m. Tuition waivers will be awarded on a first-come, first-served basis. If you receive this tuition waiver, you may register on a space available basis beginning on the fifth day of the quarter (April 9). Instructor's signature is required. The registration fee is \$5.00 per credit. You are also responsible for the \$5.65/credit technology fee and any class fees. NOTE: Teachers and other certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area, may qualify for this waiver.

"Eligible" Veterans or National Guard Members Waiver

An eligible veteran or National Guard member is defined as one who is:

- Washington domiciliary;
- Active or reserve member of military or naval or National Guard called to active duty;
- Served in active federal duty under either Title 10 or Title 32 of the US Code in a war or conflict fought on foreign soil or in international waters, or served in support of those that were;
- If discharged, received an honorable discharge.

BCC will waive 25% of tuition for eligible veterans or National Guard members.

A copy of a DD214 or current military records must be submitted to the Veteran Benefits Coordinator at faidinfo@bigbend.edu.

"Other" Veterans

BCC will waive 25% of tuition for other military or naval veterans who do not qualify as eligible because they did not serve on foreign soil or international waters, nor did they support those that did. The State Board for Community and Technical Colleges has reviewed this waiver and determined that this does not include National Guard members. A copy of a DD214 or current military records must be submitted to the Veteran Benefits Coordinator at faidinfo@bigbend.edu.

Veterans' Families

Substitute Senate Bill 5002 (2007), modifying RCW 28B.15.621, provides a tuition waiver of all tuition and fees for certain children and spouses of eligible (see above) military personnel who were killed or totally disabled while engaged in active military service, or who are determined by the federal government to be a prisoner of war or missing in action. A child must be a Washington resident (for tuition purposes) and between the age of 17 and 26 to be eligible for the waiver. Upon turning 27 years old, the child becomes ineligible for the waiver. A surviving spouse must be a Washington resident for tuition purposes and have 10 years from the date of the death, total disability, or federal determination of prisoner of war or missing in action status of the eligible veteran or National Guard member to receive the benefit. Upon remarriage, the surviving spouse becomes ineligible for the waiver. Documentation must be submitted to the Veteran Benefits Coordinator at faidinfo@bigbend.edu.

Refunds

Failure to attend classes does not constitute withdrawal. If you leave BBCC without completing the withdrawal procedures you will receive a failing grade in all courses in which you were registered and will forfeit any right to refund of tuition and/or fees. If you are requested to withdraw for disciplinary reasons or delinquent attendance you will not be eligible for refunds. Refunds are made on the following basis for classes that meet the entire quarter:

DATE CLASS IS DROPPED	PERCENT REFUND
Prior to 1 st day of class	100%
1 st week of class	80%
2 nd week of class	50%
3 rd week of class	40%
4 th week of class and forward	No refund

Courses that have different start/end dates than the regular quarter may have different refund dates. Refund amounts are unofficial until verified and processed by college personnel. Students using the STEPP plan may have outstanding balances which are not reflected on the class schedule statement; outstanding balances must be paid by the due dates stated in the student's contract. Please allow two weeks from the date of your drop for refund processing. Financial aid refunds will not be processed until after the third week of the quarter.

Financial Aid

If you hope to receive financial aid for spring quarter and have not completed the forms, you should do so as soon as possible. **The priority deadline for spring quarter is February 15, 2021.** A completed file consists of all documents necessary to complete a needs analysis to determine eligibility. Questions should be directed to faidinfo@bigbend.edu or 509.793.2088.

Veterans/Selected Reserve Educational Assistance Programs

If you expect to receive educational benefits paid by the Department of Veterans Affairs, you must contact the Veterans Coordinator (located in the Student Administrative Support Services office, Building 1400) after registering for classes. You must be enrolled in an approved program and be certified before the VA will make payment.

Waitlists

You will be given the option to put your name on a waitlist when you attempt to register for some classes that are full. You will not be able to add your name to a waitlist until your assigned registration access time. **If you put your name on a waitlist, you will be automatically registered for the class if a space becomes available.** Because you are automatically registered, it is important that you remove your name from waitlists of classes you no longer want. You should check your schedule daily to find out if you have been registered for a waitlisted class; you may not receive notification of changes to your schedule. You may only add your name to a waitlist for one section of a course and may not be on a waitlist for a course in which you have registered. For example, if you register in an 8:00 a.m. section of ENGL& 101, you may not be on a waitlist for a different section of ENGL& 101. Waitlists do not guarantee that seats will become available.

How does the waitlist process work?

1. Once a class becomes full, a waitlist is created for approved classes. Prior to adding your name to a waitlist, you should first check to see if other sections of the course are open.
2. Once added to a waitlist, it is your responsibility to track the waitlist status. Check the [Student Kiosk](#) daily to see if your position on the waitlist changes and to remove yourself from waitlists for classes you no longer want. This is done by going to the [Student Kiosk](#) and selecting *Waitlist Inquiry/Update*.
3. If you are first on the waitlist and a seat becomes available, you will automatically be enrolled in the class. The waitlist process runs once a day.
4. Once the tuition due date has passed, you will have two business days following registration into a class from a waitlist to make payment. It is your responsibility to monitor your class schedule status and pay any additional fees. You are also responsible for making sure your schedule is accurate by dropping any unwanted classes.
5. Waitlists are active through the Friday prior to the first day of the quarter (April 2). If you are still on the waitlist at that time, you may attend the first class session or meet with the instructor to ask for permission to enroll.