

# Winter 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: December 17<sup>th</sup>

If you register for classes on or before December 17<sup>th</sup>, your tuition and fees must be paid by 5:00 p.m., Thursday, December 17<sup>th</sup>. If you register for classes after December 17<sup>th</sup>, 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 prior to December 1<sup>st</sup>. For information on STEPP please call 509.793.2018 or email

[businessoffice@bigbend.edu](mailto:businessoffice@bigbend.edu).

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 December 17<sup>th</sup>

Financial aid will be automatically applied to tuition and fees if you have a **finalized financial aid award** prior to December 17<sup>th</sup>. If you do not have a finalized financial aid award by December 17<sup>th</sup> or do not receive enough to cover full tuition and fees you must pay the amount due or sign up for STEPP by December 17<sup>th</sup>.

***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 registering for class(es) only, not for advising.

## 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 December 17<sup>th</sup> or you could be dropped from classes. 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 the past year, you have been assigned a registration access time for winter 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, visit the [Student Kiosk](#) online and select Registration Access Time.

### Web Registration

You may register online via the [Student Kiosk](#). Select Class Scheduler to have the system help you design a schedule. Select Register for Classes to sign up for classes. You will not be allowed to register for classes before your registration access time (except for zero credit courses).

## Previously Enrolled Student Information

### Registration Times

If you attended classes at BBCC previously, but have not registered in the past year, you may register for classes beginning November 13<sup>th</sup> at 7:30 a.m. or you may call the Student Administrative Support Services Office (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 via the [Student Kiosk](#), using your Student ID# and quarterly PIN. Select Class Scheduler to have the system help you design a schedule. Select Register for Classes to sign up for classes. You will not be allowed to register for classes before your registration access time (except 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 old 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 school principal 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 to BBCC:**

Apply online via the [Student Kiosk](#) or with a paper form available on the BBCC website under “Admissions” then “Getting Started”. Submit paper forms via mail to: BBCC, c/o Admissions, 7662 Chanute St. NE, Moses Lake, WA, 98837 or electronic fillable forms via email to [admissions@bigbend.edu](mailto:admissions@bigbend.edu). You must repeat the above admission procedure if you apply for admission but do not register for classes within one year.

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 our [Placement Testing](#) webpage 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 a [BBCC Class Registration Form](#) and have your advisor sign it.
4. Log on to the [Student Kiosk](#) or email your signed form to [admissions@bigbend.edu](mailto:admissions@bigbend.edu) beginning November 13<sup>th</sup>.
5. Pay your tuition and fees by the tuition due date. You can pay online with a credit or debit card via the [Student Kiosk](#) or pay over the phone by calling 509.793.2018.
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](#). Please see the website for hours of operation.
7. Attend classes!

**New students with 0-30 credits:**

**If attending a new student registration session:**

1. Apply for admission online via the [Student Kiosk](#) or with a paper form available on the BBCC website under “Admissions” then “Getting Started”. Submit paper forms via mail to: BBCC, c/o Admissions, 7662 Chanute St. NE, Moses Lake, WA, 98837 or electronic fillable forms via email to [admissions@bigbend.edu](mailto:admissions@bigbend.edu).
2. Complete the required [Online Viking Orientation](#) and sign up for New Student Registration at the end. Dates and related information will be provided at that time.
3. Take the math and English placement assessments or provide alternate placement information to [admissions@bigbend.edu](mailto:admissions@bigbend.edu) before your New Student Registration session. You will meet with an advisor at the session and then register for classes.

**If not attending a new student registration session:**

1. To aid in advising, take the math and English placement assessments or provide alternate placement information before seeing your advisor.
2. Make an appointment to see your 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 for classes online via the [Student Kiosk](#) beginning December 7<sup>th</sup>. For assistance registering, please email [admissions@bigbend.edu](mailto:admissions@bigbend.edu).
4. Pay your tuition and fees. You can pay online with a credit or debit card via the [Student Kiosk](#) or pay over the phone by calling 509.793.2018.
5. 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](#). Please see the website for hours of operation.
6. Attend classes!

**General Information**

**Adding and Dropping Classes**

You are encouraged to see your advisor before making schedule changes. Please see Important Dates for specific deadlines for schedule changes. A class may not be dropped after March 3<sup>rd</sup>. Refund information is on pages 3-4.

**Grades**

Grades will be available on the [Student Kiosk](#) for most classes on April 1<sup>st</sup>. Select Grades/Unofficial Transcript from the main menu.

**NEED AN OFFICIAL TRANSCRIPT?** Directions for ordering official transcripts are located on the BBCC website. Select Admissions then [Transcript Requests](#).

**Tuition**

2020/21 tuition

Classification	1-10 credits	11-18 credits	Over 18 credits
Resident	\$113.04/cr.	\$55.94/cr.	\$101.42/cr.
Non-Res waiver	\$128.00/cr.	\$56.74/cr.	\$101.42/cr.
International	\$291.28/cr.	\$63.22/cr.	\$279.66/cr.
Refugee	\$128.00/cr.	\$56.74/cr.	\$101.42/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 \$113.04	\$1,130.40
11 <sup>th</sup> – 18 <sup>th</sup> credits	8 x \$55.94	\$447.52
1 credit over 18	1 x \$101.42	\$101.42
Technology fee	19 cr. x \$5.65	\$107.35
<b>TOTAL TUITION</b>	<b>19 credits</b>	<b>\$1,786.69</b>

**Resident Classification for Tuition**

To be considered a resident for the purpose of tuition, you must be either (1) a financially independent student who has had a domicile in the state of Washington, for purposes other than educational, for a period of one year prior to the date you first enrolled at BBCC; or (2) a dependent student whose parent(s) or legal guardian(s)

has maintained a domicile in the state of Washington for at least one year prior to the date you first enrolled at BBCC. For further information concerning residency please see the [BBCC Catalog](#), email [admissions@bigbend.edu](mailto:admissions@bigbend.edu), or 509.793.2089. 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 see our Veterans 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 will be considered low income and 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 the Student Administrative Support Services Office via email at [admissions@bigbend.edu](mailto: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 Citizens 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 full tuition and fees for the additional courses.

### **State Employees Tuition Waiver**

Permanent classified employees of Washington State and BBCC employees who are employed half time or more may be eligible for a tuition waiver. BBCC will award five waivers each quarter to non-BBCC employees who qualify. State employees should contact the BBCC Student Administrative Support Services Office via email at [admissions@bigbend.edu](mailto:admissions@bigbend.edu) or via phone at 509.793.2089 for an eligibility form. Your personnel office must sign this form. Completed forms can be emailed to [admissions@bigbend.edu](mailto:admissions@bigbend.edu) beginning December 7<sup>th</sup> at 7:30 a.m. Tuition waivers will be awarded on a first-come, first-served basis. If you receive this tuition waiver you will register on a space available basis beginning at 2:00 p.m. on the fifth day of the quarter (January 8<sup>th</sup>). 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, has received an honorable discharge.

BBCC 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's Coordinator. Please email [faidinfo@bigbend.edu](mailto:faidinfo@bigbend.edu) for assistance submitting these records.

### **"Other" Veterans**

BBCC 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's Coordinator. Please email [faidinfo@bigbend.edu](mailto:faidinfo@bigbend.edu) for assistance submitting these records.

### **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 between the age of 17 and 26 to be eligible for the waiver. Upon turning 27 years of age, the child becomes ineligible for the waiver. A surviving spouse must be a Washington resident for tuition purposes and has ten 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's Coordinator. Please email [faidinfo@bigbend.edu](mailto:faidinfo@bigbend.edu) for assistance submitting these records.

### **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 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:

CLASS IS DROPPED*	PERCENT REFUND
Prior to 1 <sup>st</sup> day of class	100%
1 <sup>st</sup> week of class	80%
2 <sup>nd</sup> week of class	50%
3 <sup>rd</sup> week of class (through Friday)	40%
After the Friday of the 3 <sup>rd</sup> week of class	No refund

\*Courses that have different start or 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. STEPP plan students must pay amounts owing, after any applicable refunds are posted, by the due dates stated in their 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 winter quarter and have not completed the forms, you should do so as soon as possible. **The priority date for winter quarter is November 15<sup>th</sup>, 2020.** A completed file consists of all documents necessary to complete a needs analysis to determine eligibility. Financial Aid related questions should be directed to [faidinfo@bigbend.edu](mailto: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 after registering for classes. You must be enrolled in an approved program and certified before the VA will make payment. Please email [faidinfo@bigbend.edu](mailto:faidinfo@bigbend.edu) for assistance.

## 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 and will be responsible for tuition and fees for that class.** 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.** Waitlists do not guarantee that seats will become open in a class.

### How does the waitlist process work?

1. Once a class becomes full, a waitlist is created for classes approved for waitlists. Prior to adding your name to a waitlist, you should first check to see if other sections of the course are open.
2. Once you are 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 registered into the class if you do not have a block on your account. Waitlists are updated once a day.

4. Once the tuition due date has passed, you will have two business days following registration into a class from the waitlist to make payment. **It is your responsibility to monitor your class schedule status and pay any additional tuition and fees.** You are also responsible for making sure your schedule is accurate by dropping any unwanted classes.

5. Waitlists are active through the last business day prior to the first day of the quarter. After that date, waitlists are no longer valid and students may only enroll in a class with instructor permission.