

2016 Spring Quarter Registration Information

Important Dates and Times

Feb. 1.....	Spring Course Advising Begins
Feb. 1.....	Zero Credit Registration Begins
Feb. 22-25.....	Registration by Appt. (students enrolled winter)
Feb. 26-Mar. 25.....	Former Student Registration or call for appointment
Feb. 26-Mar. 25.....	New Transfer Student (30+ credits) Registration
Mar. 4.....	New Student Registration Session*
Mar. 10.....	Tuition Payment Due for Registered Students
Mar. 7-Mar. 25.....	Open Registration
Mar. 28.....	Instruction Begins
Mar. 31.....	Last Day to Add a Class with Instructor Permission
Apr. 15.....	Last Day to Drop a Class and Receive a Refund
Apr. 28.....	Applications for Spring Quarter Graduation Due
May 16-19.....	Registration for Summer & Fall Quarters
May 24.....	Last Day to Drop a Class
May 30.....	No classes, Offices Closed Memorial Day Holiday
Jun. 7.....	Instruction Ends
Jun. 8-10.....	Final Exams
Jun. 10.....	Commencement
Jun. 13-July 4.....	No classes, Quarter Break
Jun. 15.....	Grades available, www.bigbend.edu

*New students must be admitted to BBCC to attend a registration session. Information on reservations for a registration session will be sent to admitted students. Transfer students with 30 or more credits do not need to attend a new student registration session but must meet with an advisor prior to registering for classes.

Office Hours: Mon-Thurs 7:30 a.m.-5:00 p.m.; Fri 7:30 a.m.-2:30 p.m. Admissions/Registration and Financial Aid & Counseling are open the first day of the quarter until 7:00 p.m.

Tuition Payment Due Date: March 10

If you register for classes on or before March 10, your tuition and fees must be paid by 5:00 p.m., Thursday, March 10. If you register for classes March 11 or later, 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 March 10. For information on STEPP please stop by the Business Office or call 509.793.2018.

If you are paying with a credit card, payment may be made using our Web Credit Card Payment feature. Go to www.bigbend.edu, Select Student Life, Student Kiosk and then Credit Card Payment.

Financial Aid Recipients Who Register Before March 10:

Financial aid will be automatically applied to tuition and fees if you have a finalized financial aid award prior to March 10. If you do not have a finalized financial aid award by March 10 or do not receive enough to cover full tuition and fees you must pay the amount due or sign up for STEPP prior to March 10.

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 or you are a new student 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 appointment is for registration only.

Running Start Students

Running Start students must obtain a signed Running Start Enrollment Verification Form from their high school each quarter. This form, or tuition payment, and any lab fees must be submitted to BBCC by the tuition due date (March 10) or registration will be cancelled. Please see the tuition section for more information about Running Start student fees.

Zero Credit Registration

If you are registering for courses offered for zero credit (Community Education) you may register beginning Monday, Feb. 1 following the procedures listed below. The system will allow you to register for these courses before your registration appointment time. You will not be allowed to register for any other courses until your scheduled registration appointment time.

Currently Enrolled Student Information

Registration Time

If you are enrolled in BBCC classes for credit during winter quarter you have been assigned a registration appointment time for spring quarter. This appointment 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 BBCC's home page at www.bigbend.edu. Select Student Life, Student Kiosk and then Registration Access Time.

Web Registration

You may register online at Big Bend's home page, www.bigbend.edu. Select Student Life, then Student Kiosk. Select Class Scheduler to have the computer 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 scheduled appointment time (except for zero credit courses).

In Person Registration

Registration forms are available at the Admissions/Registration Office. You must submit the completed form to registration personnel at your scheduled registration appointment time or anytime after. 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 winter quarter you may register for classes beginning Feb. 26 at 7:30 a.m. or you may call the Admissions/Registration Office (793.2061) prior to this date to get an appointment time. You will not be allowed to register before your scheduled time (except for zero credit courses).

Web Registration

You may register online at Big Bend's home page, www.bigbend.edu. Select Student Life, Select Student Kiosk and then Class Scheduler to have the computer 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 scheduled time (except for zero credit courses).

In Person Registration

Registration forms are available at the Admissions/Registration Office. You must submit the completed form to registration personnel on Feb. 26 or your scheduled time or anytime after. You do not need to wait for your appointment 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 student you may also be admitted. If you are under 18 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 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 program you must complete the admissions process.

To apply for admission at BBCC you:

1. Apply online at www.bigbend.edu or obtain and complete an application for admission form. Forms are available outside the Admissions/Registration Office, 1st floor, Bldg 1400.
2. Send for official transcripts from former colleges attended. Transcripts received directly from you must be in envelopes that were sealed by the originating school. Veterans must apply to receive credit for previous military experience.
3. Submit the non-refundable fee of \$30.00 to the Business Office, Bldg 1400.

You must repeat the above admission procedures if you apply for admission and do not register for classes within one year.

All new full-time students and all students registering in math or English courses must have math and English placement. BBCC placement testing information may be found on the admissions page of our website.

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 placement.
2. Make an appointment to see an advisor.
3. Have your advisor contact Admissions/Registration to allow you to register on the Web or complete a BBCC Class Registration Form and have your advisor sign it. Forms may be obtained at the Admissions/Registration Office.
4. Log on to the Student Kiosk or take your signed form to the Admissions/Registration Office beginning Feb. 26.
5. Pay your tuition and fees by the tuition due date. You may pay online by credit card at the Student Kiosk or pay at the Business Office, 1st floor, Building 1400.
6. 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: www.bbccbookstore.com.
7. Attend classes!

New students with 0-30 credits:

Attending a new student registration session:

Apply for admission and pay the \$30.00 application fee. To aid in advising, take the math and English placement assessments before your registration session. You will meet with an advisor and register at a new student registration session. New Student Registration/Orientation information is sent to all admitted students. Dates and reservation information will be provided to you after we receive your application for admission and fee.

Not attending a new student registration session:

1. To aid in advising, take the math and English placement assessments before seeing your advisor, unless you have alternate placement.
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. Have your advisor contact Admissions/Registration to allow you to register on the Web or complete a BBCC Class Registration Form and have your advisor sign it. Forms may be obtained at the Admissions/Registration Office.
4. Log on to the Student Kiosk or take your signed form to the Admissions/Registration Office beginning March 7.
5. Pay your tuition and fees. You may pay online by credit card at the Student Kiosk or pay at the Business Office, 1st floor, Building 1400.
6. 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: www.bbccbookstore.com.
7. Attend classes!

General Information

Evening Registration Hours

The Admissions/Registration Office is open the first day of the quarter until 7:00 p.m. If registering for evening classes you may register during these hours or during your scheduled registration time listed in the above sections. If you have attended BBCC, you are encouraged to register using Web Registration. Registration staff will not accept cash payments for tuition and fees during evening registration hours. You must pay with a check or credit card.

Adding and Dropping Classes

You are encouraged to see your advisor before making a schedule change. The last day to register for classes is March 28. The last day to add a class to your schedule is Thursday, March 31. Instructor permission is required for all added classes the first week of the quarter. There will be no refunds on classes dropped after Friday, April 15. (See the refund section for applicable rates.) Drops will not be accepted after Tuesday, May 24 without an instructor's approval. A class may not be dropped after the final day of instruction for that class.

Grades

Grades should be available for most classes Wednesday, June 15.

WEB: Visit BBCC's home page at www.bigbend.edu. Select Student Life, then Student Kiosk. Then select Grades/Unofficial Transcript. You will be able to view and print your transcript.

IN PERSON: Obtain a copy of your unofficial transcript from the student kiosk located outside the Admissions/Registration Office.

NEED AN OFFICIAL TRANSCRIPT: Directions for ordering official transcripts are located on the BBCC website. Select Admissions then Transcript Requests.

Tuition

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 beginning of the quarter; 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 beginning of the quarter. For further information concerning residency please see the BBCC Catalog. United States citizens who do not live in Washington State qualify for a waiver of part of the nonresident tuition. Undocumented high school graduates who lived in Washington State for the three years immediately prior to receiving the high school diploma or equivalent may qualify for resident tuition.

Tuition Classification	1-10 credits per credit	11-18 credits per credit	Over 18 credits per credit
Resident Tuition	\$102.75	\$50.90	\$92.17
Non-Resident Waiver Tuition.....	\$116.00	\$51.60	\$92.17
International/Non-Resident Tuition.....	\$279.26	\$58.08	\$268.68
Refugee.....	\$116.00	\$51.60	\$92.17
	Charge Per Credit		
Apprenticeship.....	\$ 51.00		
Prof/Tech over 18 credits, per credit charge:			
Resident	\$10.00		
Non-Resident with waiver.....	\$10.00		
Non-Resident without waiver.....	\$33.00		
Technology fee of \$5.00/cr (\$75) maximum			
ABE/GED/ESL pay \$25.00 per quarter			

Sample tuition calculation

for resident student registering for 19 credits:

First 10 credits (10 cr. x \$102.75)	\$ 1,027.50
11-18 credits (8 cr. x \$50.90)	\$ 407.20
1 credit over 18 (1 cr. x \$92.17)	\$ 92.17
Technology Fee (15 cr. x \$5.00).....	\$ 75.00
TOTAL TUITION (19 cr. Total)	\$ 1,601.87

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 \$5.00 (\$75.00 maximum) plus all course lab 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 Admissions/Registration Office. Documentation must be submitted no later than the fifth day of the quarter to receive the waiver for that quarter. Course lab 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, plus any fees, on a space available basis. (Community Education and Washington On-line classes (section WAO) do not qualify for the reduced rate.) Registration on a space available basis will begin on Monday, March 28 at 2:00 p.m. 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 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 this quarter to non-BBCC employees that qualify. State employees should contact the BBCC Admissions/Registration Office for an eligibility form. Your personnel office must sign these forms. Completed forms will be accepted in the Admissions/Registration Office beginning Feb. 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 will register on a space available basis on Monday,

March 28 beginning at 2:00 p.m. The registration fee is \$5.00 per credit. You are also responsible for any fees. You may not use this waiver to take Washington On-line courses (section WAO). 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 or Admissions/Registration Office.

“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 or Admissions/Registration Office.

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 seventeen and twenty-six 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.

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 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:

Prior to March 28	100% refund
March 28 through April 3	80% refund
April 4 through April 10	50% refund
April 11 through April 15	40% refund
After April 15	No refund

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 may not be processed until after the third week of the quarter. Courses that begin after the start of the regular quarter may have different refund dates.

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 spring quarter was Feb. 2, 2016. A completed file consists of all documents necessary to complete a need's analysis to determine eligibility. Questions should be directed to personnel in the Financial Aid Office, 1st floor, Bldg. 1400, or telephone 509.793.2034.

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. The Veterans Coordinator is located in the Financial Aid Office, 1st floor, Bldg. 1400. You must be enrolled in an approved program and 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 a full class. 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, then you may not be on a waitlist for a different section of ENGL& 101. 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 automatically opened for classes which have approved 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 www.bigbend.edu, select "Student Kiosk" and then "Waitlist Inquiry/Update".
3. If you are number 1 on the waitlist and a student drops that class you will be automatically registered into the class. The waitlist process runs at approximately 7:30 a.m. and 3:00 p.m. each 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 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. If you are number 1 through 5 on the waitlist you should either attend the first class session or meet with the instructor prior to the first class session.