

# WINTER 2018 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 14

If you register for classes on or before Dec. 14, your tuition and fees must be paid by 5:00 p.m., Thursday, Dec. 14. If you register for classes Dec 14 or later, you must pay tuition and fees at the time of registration. Invoices are not mailed. Partial payment of tuition (such as a scholarship or partial 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 Dec. 14. 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 in the [Student Kiosk](#) menu.

## Financial Aid Recipients Who Register Before Dec. 14

Financial aid will be automatically applied to tuition and fees if you have a **finalized financial aid award** prior to Dec. 14. If you do not have a finalized financial aid award by Dec. 14 or do not receive enough to cover full tuition and fees you must pay the amount due or sign up for STEPP by Dec. 14.

**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

Big Bend Community College has instituted a quarterly PIN system to enforce the advising requirement. Current students who have earned fewer than 30 credits have been assigned a random quarterly PIN, which you must get 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. Keep your quarterly PIN. You may need it later in the quarter.

## Running Start Students

Running Start students must obtain a signed Running Start Enrollment Verification Form from their high school counselor each quarter. This form, tuition payment (if applicable), and any fees must be submitted to BBCC by the

tuition due date (Dec. 14) 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 are enrolled in BBCC classes for credit during fall quarter 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 BBCC's home page at [www.bigbend.edu](http://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](http://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). You must have a quarterly PIN (see left).

### In Person Registration

Registration forms are available at the Student Services Office. You may submit the completed form, with your advisor's signature if required, to registration personnel at your scheduled registration access time or any time 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 fall quarter you may register for classes beginning Nov. 17 at 7:30 a.m. or you may call the Student Services Office (509.793.2061) 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).

### Web Registration

You may register online at Big Bend's home page, [www.bigbend.edu](http://www.bigbend.edu). Select Student Life, 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). You must have a quarterly PIN (see left).

### In Person Registration

Registration forms are available at the Student Services Office. You must submit the completed form to registration personnel on Nov. 17 or your scheduled time or any time after. You do not need to wait for your access time to register for zero credit courses. You will need an advisor's signature if you have earned fewer than 30 credits.

## 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 (GED), 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 earn a certificate or degree 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 with a paper form, available from the Student Services office, 1400 Building. Pay the non-refundable \$30 application in person or call 509-793-2061.

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

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 courses with prerequisites 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 have not completed a math and/or English composition class.
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. Forms may be obtained at the Student Services Office.
4. Log on to the Student Kiosk or take your signed form to the Student Services Office beginning Nov. 17.
5. Pay your tuition and fees by the tuition due date. You may pay online by credit card from 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 to the Bookstore or order your books at the BBCC Bookstore website: [www.bbccbookstore.com](http://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. Take the math and English placement assessments or provide other placement documentation before your registration session. You will meet with an advisor and register at a new student registration session. New Student Registration and Viking 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. Call to reserve your space as soon as you receive your admission email.

#### Not attending a new student registration session:

1. Take the math and English placement assessments or provide other placement documentation 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 your quarterly PIN 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 Student Services Office.
4. Log on to the Student Kiosk or take your signed form to the Student Services Office beginning Dec. 4.
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](http://www.bbccbookstore.com).
7. 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.

### Grades

Grades should be available for most classes Wednesday, March 28.

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

In Person: Bring photo ID to the Student Services office in the 1400 Building.

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

## Tuition

Classification	1-10 credits	11-18 credits	Over 18 credits
Resident	\$105.17/cr.	\$52.08/cr.	\$94.36/cr.
Non-Res waiver	\$118.89/cr.	\$52.80/cr.	\$94.36/cr.
International	\$282.17/cr.	\$59.28/cr.	\$271.36/cr.
Refugee	\$118.89/cr.	\$52.80/cr.	\$94.36/cr.

There is a student approved technology fee of \$5.00 per credit (maximum of \$75.00). 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 Professional/Technical degree pay \$10/credit over 18 (\$33/credit for international students)

Sample tuition calculation-Resident registered for 19 credits:

CREDITS	Calculation	Charge
First 10 credits	10 x \$105.17	\$1,051.70
11 – 18 <sup>th</sup> credits	8 x \$52.80	\$416.64
1 credit over 18	1 x 94.36	\$94.36
Technology fee	15 max x \$5.00	\$75.00
<b>TOTAL TUITION</b>	<b>19 credits</b>	<b>\$1,637.70</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 education, 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. 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.

### 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 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. If your school district provides free lunches for all students, you must meet income guidelines. 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 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 per credit Technology fee and any class 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 at 2:00 p.m. on Tuesday, Jan 2. 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 Student Services Office for an eligibility form. Your personnel office must sign these forms. Completed forms will be accepted in the Student Services Office beginning Nov. 20 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 at 2:00 p.m. on Tuesday, Jan. 2. The registration fee is \$5.00 per credit. You are also responsible for the \$5/credit technology fee and any class fees. You may not use this waiver to take Washington On-line (section WAO) or community service courses. 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.

### “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.

## 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 26 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:

DATE CLASS IS DROPPED	PERCENT REFUND
Prior to Jan. 2, 2018	100%
Jan. 2 through Jan. 7	80%
Jan. 8 through Jan. 14	50%
Jan. 15 through Jan. 19	40%
After Jan. 19, 2018	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 do not have a completed application file you should apply as soon as possible. The priority date for winter quarter is Nov. 2, 2017. 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 509.793.2061.

## 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 are 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 frequently 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 open in a class.

### How does the waitlist process work?

1. When a class fills, 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. When you are on a waitlist, you must track your status. Check the Student Kiosk 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](http://www.bigbend.edu), select "Student Kiosk" and then "Waitlist Inquiry/Update".
3. If you are number 1 on the waitlist and a position opens, 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 correct by dropping any unwanted classes.
5. Waitlists are active through the Friday prior to the first day of the quarter. If you are near the top of the waitlist and wish to be enrolled, you should attend the first class session or meet with the instructor prior to the first class session for permission to enroll. You must submit a signed schedule change form to the Student Services office in the 1400 Building. Waitlists cannot be over-ridden until the first day of instruction.