



## **Get Started**

- Apply
- Placement
- Money for College
- Advising & Registration



# Get started at Green River

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## Apply

Choose one of 3 easy ways:

- Online by selecting “Apply Online” at [www.greenriver.edu](http://www.greenriver.edu)
- In person at the **Main Campus** (Zgolinski Welcome Center), **Enumclaw Campus** or **Kent Campus**
- Call for an application at **(253) 833-9111, ext. 2500**

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## Determine your placement

Take the **COMPASS\*** at the **Main Campus** (Zgolinski Welcome Center), **Enumclaw Campus** or **Kent Campus**.

For hours, cost and information go to [www.greenriver.edu/assessmenttesting](http://www.greenriver.edu/assessmenttesting) or call **(253) 833-9111, ext. 2650**.

*\*The COMPASS helps place you in the proper math, reading and writing course. It is not a pass or fail test.*

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## Money for college

Familiarize yourself with the following resources and programs that provide funding assistance:

- Our Web site at [www.greenriver.edu/moneyforcollege](http://www.greenriver.edu/moneyforcollege)
- **Financial Aid**, Main Campus (Lindbloom Student Center, Room 231), **(253) 833-9111, ext. 2449, [finaid@greenriver.edu](mailto:finaid@greenriver.edu)**
- **Workforce Education**, Main Campus (Science, Math, Technology building, Room 122), **(253) 833-9111, ext. 2211, [workforce@greenriver.edu](mailto:workforce@greenriver.edu)**
- **Tuition Payment Plan**, Main Campus (Lindbloom Student Center, Room 274), **(253) 833-9111, ext. 2500, [enrollmentservices@greenriver.edu](mailto:enrollmentservices@greenriver.edu)**

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## Advising & registration for classes

Sign up for a new **Student Orientation, Advising and Registration (SOAR) session**. You may do so:

- In person at the **Main Campus** (Zgolinski Welcome Center), **Enumclaw Campus** or **Kent Campus**
- Online at [www.greenriver.edu/advising](http://www.greenriver.edu/advising)
- By calling **(253) 833-9111, ext. 6000**

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## Start classes!



To receive this information in alternative format, please contact Disability Support Services at **(253) 833-9111, ext. 2631; TTY (253) 288-3359**.

## GET STARTED



### APPLY

#### Who Can Apply?

Admission to the college is open to anyone who has a high school diploma, GED, or is at least 18 years old. Green River welcomes people of all income levels, backgrounds and previous educational experience. Students who do not meet these requirements should see the Age Exception policy in the Academic Information section of this catalog on page 26.

#### When Should You Apply?

Students who plan to start classes fall quarter may apply any time beginning December 1 of the preceding year. Students who complete the entry process first, get to register first, so applying early is an advantage. Students who plan to begin their studies winter, spring or summer quarter may apply any time prior to the beginning of that quarter.

Students may begin most programs any quarter, but some professional/technical programs begin fall quarter only. See area of interest in the Programs of Study section of this catalog to determine program entry times.

#### How Do You Apply?

Students may apply for admission (\$10 non-refundable application fee required):

- Online at [www.greenriver.edu](http://www.greenriver.edu)
- By submitting a Green River or State of Washington Uniform Community College Admissions form to Enrollment Services via mail. Students may request an application be mailed to them by calling Enrollment Services at ext. 2500.
- In person at the Welcome Center

After the college has processed the application, students will be e-mailed an acceptance letter to their GRCC e-mail account within two business days of receiving their student identification number (SID). The letter will include their student identification number and a checklist guiding them through the process. The checklist includes information on assessment, orientation, advising, how to access their registration appointment, registration for classes, and more.

#### Application For Readmission

Students, who have not attended Green River for at least one quarter, may reapply online or by calling Enrollment Services. Once their record has been updated, they will be assigned a registration time. Only students who have earned credit at Green River in the past are eligible to register as returning students.

### Health Sciences Special Admission Requirements

Practical Nursing, Occupational Therapy Assistant and Physical Therapist Assistant programs have special admission requirements to ensure student success. Students need to refer to the Programs of Study section in this catalog for individual program requirements. For more information, contact the Career and Advising Center at ext. 2641.

The Health Sciences programs comply with the "Child/Adult Abuse Information Act," RCW 43.43.830-43.43.840. Each Health Sciences student is required to submit to a background investigation for criminal history information prior to entry into the program.

### International Students

#### Admissions

Qualified international students are admitted to Green River Community College each of the four academic quarters. International student applicants should submit an international application form no later than five to six weeks prior to the beginning of the academic quarter for which they want admission to the college. (See the calendar on the inside front cover for quarter dates.) The admissions process must be completed before the International Programs office will issue the Certificate of Eligibility Form I-20.

On the basis of their educational background and knowledge of the English language, international students may be admitted either to the college's academic or professional/technical programs or to the Intensive English program.

#### Second Language Program (IESL)

##### Application Requirements

- Must be a high school graduate or at least 16 years of age;
- Complete an international application for admission and submit it to Green River's International Programs office;
- Send a \$50 application fee;
- Submit one of the following as a statement of financial support for one full year of study in the United States:
  1. Personal or family sponsored: Bank statement, certification of wages, or similar statement of financial resources
  2. Government or company scholarship: Official sponsorship letter
  3. Sponsor living in the United States; Notarized I-134 sponsorship document

### Transfer-In Students

Admission of students transferring from other colleges is regulated by the same academic standards that apply to other Green River students. Transfer students are required to indicate all previous college work when they complete the application process.

Students transferring credits from other institutions and those who have military experience or advanced placement credit must provide the Enrollment Services Office with official transcripts in a sealed envelope, along with a request form for transcript evaluation.

Records become the property of Green River and will not be returned to students. Upon completion of the evaluation, students will be provided with a written response indicating which courses have been accepted as transfer credit to Green River and the Green River course equivalent for each transfer course. This correspondence will become part of the student's official record.

It is to the incoming student's advantage to request a transcript evaluation as early as possible. Registration access times at Green River are calculated on a credit-earned basis. Evaluated (accepted) credits will be used to assign an earlier registration access time after students have attended their first quarter at Green River. A transcript evaluation must be completed by the credentials evaluator prior to the next quarter's registration in order for students to get an earlier registration access time.

### Student E-mail Addresses

Students are automatically assigned a GRCC e-mail account. The college will use this e-mail address for official communication with all students. Official college policy requires every student to read his or her GRCC e-mail account regularly. Students may set up their accounts by visiting [www.greenriver.edu](http://www.greenriver.edu) and following the instructions listed.



### PLACEMENT

#### Assessment

New students take a computerized assessment for course placement. Assessment is a tool that identifies the student's skill levels in math, reading, and writing. Students must have an application for admission on file prior to completing the assessment. There is a \$20 fee for the assessment. Sometimes wrongly referred to as a test, the assessment is not a test that can be passed or failed. The "score" on the computerized assessment simply indicates the appropriate starting point for each student enrolling in core subjects.

**Writing Placement**

Students are placed in their first English writing class based on their assessment. The writing assessment will evaluate skills in writing, punctuation, grammar and composition. Students then follow the English sequence required for their educational or degree goals.

**Reading Placement**

Students are recommended to the appropriate reading or study skills class by the assessment. Skills reviewed are vocabulary, comprehension, ability to make inferences and locating main topics and ideas. Students then follow the reading sequence required for their educational goal.

**Mathematics Placement**

Students are placed in their first math class after they have completed the math assessment. Students then follow the math sequence that is necessary for their degree or educational goal. Ask the Welcome Center staff for information about alternate math assessments and placement options.

**Assessment Exemptions**

Assessment is required for all new students, those seeking degrees or certificates, and those who plan to enroll in English or math courses.

Assessment may be waived for the following:

- Students who submit official transcripts showing successful completion of college-level math and English (Eng& 101 or its equivalent).
- Students planning to take seven or fewer total credits that do not include or require math or English.
- Students who have taken the Advanced Placement (AP) examination in math and English and received a grade of 3, 4 or 5 in each area. (See Advanced Placement on pages 22-24 for more information.)

Questions regarding student placement and exemptions should be directed to the Assessment and Testing Center in the Zgolinski Welcome Center at extension 2650.

**Placement in Foreign Language Courses**

Beginning students or those with one year or less of a high school language begin in foreign language courses numbered &121 unless otherwise placed by a foreign language instructor.

Students who have taken more than one year of a high school foreign language must be placed by a foreign language instructor.

Students who have taken a college-level foreign language should continue the sequence.

Students transferring to a four-year institution should know the foreign language requirements at the school of their choice.



**MONEY FOR COLLEGE**

If paying for college expenses is a concern, Green River offers multiple funding assistance programs. Green River’s philosophy is that people should have the opportunity to achieve their educational goals, regardless of income. Grant, loan, work-study and agency funded programs may be available for those who qualify for assistance.

**How to Apply for Financial Aid**

**Process**

Students should complete the Free Application for Federal Student Aid (FAFSA) online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) by April 15 to receive funding the following fall quarter. In addition, complete and return the Green River Supplemental Financial Aid Application and any other required documents to the Financial Aid Office by April 15. Applications completed after April 15 will be awarded only if funds remain available.

<b>FINANCIAL AID PROGRAMS</b>	
<b><u>Grants/Programs</u></b>	<b><u>Brief Description</u></b>
Federal Pell Grant	A federal grant program for undergraduate students.
Federal Supplemental Educational Opportunity Grant	A federal grant program for undergraduate students.
Washington State Need Grant	A state grant program for undergraduate students.
State Tuition Waiver	A state program to cover tuition costs.
Federal Teach Grant	A federal grant program for students planning to teach. Becomes an unsubsidized loan if not teaching.
<b><u>Employment Programs</u></b>	
Federal Work-Study	A federal program to provide employment opportunities for students on or off campus.
State Work-Study	A state program to provide students employment opportunities for on or off campus.
<b><u>Loan Programs</u></b>	
Federal Direct Loan	A federal loan program with deferred repayment and fixed interest rates.
Federal Direct Plus Loan	A federal loan program for parents of dependent students with a fixed interest rate.
<b><u>Scholarships</u></b>	
Green River Foundation Scholarships	A variety of scholarships funded by the Green River Foundation.
<b><u>Agency Funded Programs</u></b>	
A variety of funding options are addressed on page 15	Many agency funded programs are available including, but not limited to, veteran’s benefits and funding for low-income students.

Students need to re-apply for financial aid each year.

Students will be notified of any financial aid award by mail. Award notifications will be mailed beginning in June and continue throughout the year. For more information, contact the Financial Aid Office.

Financial aid is available to all qualified students regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, or the presence of any sensory, mental or physical disability, status as a disabled person or veteran of war, in accordance with the Americans With Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

**Eligibility**

To be eligible for financial assistance through federal and state programs, a student must:

- Have a high school diploma or GED certificate or complete six college-level credits with a GPA of 2.0;
- Be enrolled in an eligible degree or certificate program;
- Be a U.S. citizen or national, or an eligible non-citizen;
- Meet satisfactory academic progress standards;

- Not owe a refund on any federal grant or be in default on a federal student loan;
- Register for selective service, if male and age 18 or older; and not recently convicted of possession or sale of a controlled substance (illegal drugs).

**Scholarships**

The Green River Community College Foundation offers more than 150 scholarships to new and returning students each year. Scholarship criteria can range from areas such as talent, academics, career interest and program of study or leadership to a need basis or single parent status. In addition, the Financial Aid Office provides scholarship search resources, scholarship listings and applications from off-campus.

**Agency-Funded Programs**

Students working with agencies such as Labor and Industries, Division of Vocational Rehabilitation, Workforce Training, Work Source, Trade Readjustment Act, Division of Rehabilitation-Veterans Chapter 31, or other agencies that are assisting in the funding of tuition, fees, books and supplies, should come to Agency Funded Programs, located in the Financial Aid Office, to turn in paperwork and pick up tuition and book vouchers.

**Veteran's Benefits**

The G.I. Bill, Post 9/11 benefits, veteran's assistance, and other military education benefits can all be applied to the cost of attending Green River.

**WorkFirst Tuition Assistance**

WorkFirst helps needy men and women learn job-specific skills so that they can earn a better living. Participants who qualify for WorkFirst can receive financial aid to pay for tuition, books, and fees.

**Opportunity Grant**

The Opportunity Grant funds tuition, fees, and money for books for low-income students in specific, state-approved career paths, as well as for undecided students who begin their studies in one of the approved paths.

**Worker Retraining**

Worker Retraining is a partnership of community and technical colleges and the Washington state Employment Security Department. It provides job training for both unemployed workers and those who face imminent layoffs.

With commissioner approval, Worker Retraining students can enroll in professional/technical training, continue to draw the unemployment benefits to which they are entitled, and stop seeking work if it interferes with classes or studies. In addition, students who have been self-employed or consider themselves displaced homemakers may qualify for Worker Retraining assistance.

<b>Tuition Rates Fall 2011</b> <i>Tuition and fees are subject to change by the Washington State Legislature.</i>	<b>Washington Resident</b>	<b>U.S. Citizen/Immigrant Non-Resident Waiver</b>	<b>International and Other Non-U.S. Citizen</b>
Per credit (1-10 credits)	\$96.39	\$109.39	\$268.39
Per credit (11-18 credits)	\$43.38	\$44.07	\$48.38
Per credit (19 credits and over), except as noted below for those who qualify.	\$86.85	\$99.85	\$258.85
Professional/Technical surcharge for more than 18 credits (per credit)	\$43.38	\$44.07	\$48.38
* Veterans per credit (1-10 credits)	\$86.75	N/A	N/A
* Veterans per credit (11-18 credits)	\$43.38	N/A	N/A
* Veterans surcharge for more than 18 credits (per credit)	\$86.85	N/A	N/A
High School completion age 19 and over (per credit – up to 18 credits)	\$12	\$96.39	\$268.39
<p><i>*See Enrollment Services Office for specific guidelines. Copy of DD214 required.</i></p> <p><b>NOTE:</b> Students auditing classes pay regular tuition and fees.</p> <p><i>Non-Resident waiver—U.S. citizens and INS-approved permanent residents are eligible for this waiver while establishing their Washington state residency.</i></p> <p><i>International and other—Visa classifications that are not eligible to establish residency, including international students.</i></p>			

### **Tuition Payment Plan**

Our Student Tuition Easy Payment Plan (STEPP) allows students to pay for their classes on an installment basis.

### **College Costs**

In estimating college costs, students will need to include amounts for tuition, special fees, books, supplies, transportation, and living expenses.

Textbooks and supplies can cost up to \$500 per quarter, depending on the program. Textbook prices are subject to change without notice.

### **Tuition and Fees**

Tuition and fees are set by the state legislature and are subject to change.

See the Tuition Rates chart on page 15. Current tuition rates are published in the quarterly class schedule.

### **Other Fees**

A special services fee of 50 cents per credit is applied to all credits.

A technology fee of \$5 per credit to a maximum of 12 credits, not to exceed \$60. This fee was established by a student vote to cover the cost of equipment, printing, and tech support for the Technology Center.

A facilities fee of \$17.50 minimum, and \$3.50 per credit after 5 credits, not to exceed \$35, is applied to all credits.

A late fee of \$35 per class will be applied to all classes added after the 10th day of the quarter.

A student center fee of a flat \$40 for the 2011- 2012 school year (this fee was established by a student vote to cover the cost of a new student center).

### **Special fees (All fees are subject to change)**

Admission Application fee	\$10
Assessment	\$20
Assessment Retakes	\$10/\$20
Cap and gown, tassel	\$24
General Education Development Test (GED)	\$75
GED retest	\$15
Graduation application fee	\$10
Locker fee (refundable)	\$7.50
Nelson Denney Test fee	\$10
Transcript fee	\$3

### **Special Courses**

Parent-Child Education	\$14 per credit
Basic Skills	\$25 per quarter
Apprenticeship	\$48 per credit

### **Student Financial Obligations**

All outstanding amounts resulting from nonpayment of tuition and fees are the responsibility of the student. Withdrawal from school, officially or unofficially, will not cancel any financial obligation already incurred. Failure to pay all financial obligations may result in debts being turned over to a collection agency. Collection fees, including attorney fees and other charges necessary for the collection of any amount due, will be added to the student's account balance. Students who default on any financial obligations to Green River Community College are responsible for collection fees, attorney fees, court fees, and other reasonable costs and expenses incurred in the collection of any debt, in accordance with RCW 28B.10.293 and RCW 19.16.500.



## **ADVISING AND REGISTRATION**

### **Entry Advising**

After completing the COMPASS in the Welcome Center, students meet with an entry advisor. In this session, students learn the results of their COMPASS placement; recommended first quarter classes in reading, English, and math; funding options and appropriate next steps. Next steps might include New Student Advising, meeting with faculty, attending a funding workshop, or participating in a New Student Orientation. During entry advising, students are assigned faculty advisors for future assistance.

### **New Student Advising**

New Student Advising is an opportunity to meet other new students and learn more about the process of selecting and registering for classes at Green River. These group sessions are presented by Educational Planners who will help students with degree selection and course requirements.

### **Once you have applied for admission, sign up for SOAR (student orientation, advising and registration).**

- In person during entry advising or at the Kent or Enumclaw campuses;
- Online at [www.greenriver.edu/advising](http://www.greenriver.edu/advising);
- By calling the Welcome Center at (253) 333-6000.

### **Future Quarter Advising**

Faculty advisors and the Career and Advising Center staff are available to guide students through the process of enrolling in courses to meet their educational needs. Advising is an important service to students. Full-time faculty members, educational planners and

other trained staff serve as advisors to help students set educational goals. Advisors will provide information about classes, programs and educational support services. Participation in advising will provide students with individualized attention needed to discuss goals, select classes and meet with knowledgeable faculty in their field of study.

Although advisors are available to assist with program planning, it is the student's responsibility to be informed about degree or program requirements and college policies. Students who intend to transfer to a four-year college should take time to learn about that school's requirements.

### **To make the advising experience work, Green River suggests:**

- Students should get to know their advisor and visit with them at least once a quarter, if not more often. This person is available to help students succeed, so take advantage of this resource.
- Students should determine the classes they need to complete their educational goals.
- Making a list and asking your advisor to help map out an educational plan and timetable.
- If transferring to a four-year college or university, identify the school(s) as early as possible and carefully review their catalog(s) and transfer requirements. College catalogs, transfer guides and other college information are available for student use in the Career and Advising Center.

Additional advising resources are available under Career and Advising Center in the Current Student section on the Green River website.

### **Registration**

The final step is to secure class selection. Registration is the process by which students schedule classes for upcoming quarters. Dates to register for classes are announced by the college each quarter and published in the quarterly class schedule and the Green River website.

Students may view their registration access time online at [www.greenriver.edu/online](http://www.greenriver.edu/online).

Green River Community College reserves the right to deny admission to, or cancel the registration of, any individual whose attendance would not be of mutual benefit to the individual and the college.

### **Credit Load**

A student must enroll for a minimum of 12 credits to be considered a full-time student for financial aid, insurance or other programs. A full-time student will enroll for an average of 15 to 18 credits each quarter.

If students are enrolled in a professional technical degree or certificate program, a load of 25 credits is the maximum for which they may register per quarter. Students must have permission from an administrator for a credit overload.

If students are not in a professional technical program and wish to enroll for more than 20 credits, they must complete a Student Request for Credit Overload form and obtain special permission from their advisor and from an administrator. Students must have a minimum cumulative GPA of 3.0 for their requests to be considered.

If students are heavily involved in extracurricular activities, they may want to limit themselves to a 12-credit load. Twelve credits is the normal requirement for eligibility in the activity program at Green River and the Northwest Athletic Association of Community Colleges.

## When to Register

Currently enrolled students are assigned registration access times determined by the number of credits earned at Green River, and transferred-in credits from other institutions that have been evaluated by Green River. Registration dates are listed in the quarterly class schedule and Green River website and registration access times are posted two weeks prior to the start of registration.

Students may view their registration access time through our website at [www.greenriver.edu/online](http://www.greenriver.edu/online), then “registration access time.”

New student registration begins immediately following the currently enrolled student registration cycle. New students who have an application on file will automatically be assigned a registration access time. New students are eligible to register upon completion of their SOAR session.

Advising is required for students their first quarter. (See page 16.)

## Online Registration

### Personal Identification Number (PIN)

Each student’s PIN is a randomly assigned number. He or she will be assigned a PIN once they have completed their new student advising session.

To change student pin via the web:

- visit [www.greenriver.edu/online](http://www.greenriver.edu/online);
- select “Student PIN change” and follow the prompts.

## Web Inquiry Option

In addition to registering, the web offers a variety of inquiry options.

Once the student has accessed the web, a menu will walk them through the steps. The options available:

- Class Information
- Degree Audit
- Financial Aid Inquiry
- Registration Access Time
- Web Registration
- Schedule Planner
- Student PIN Change
- Student Schedule
- Tax Credit Information
- Unofficial Transcript
- Manage My Waitlist

## Last Day To Register

Students must register by the third day of classes. The only exceptions to this rule are identified late-start classes and those classes categorized as continuous enrollment, as indicated by the Curriculum Office.

Please note: A late fee of \$35 per class will be applied to all classes added after the tenth day of the quarter.

## No Show Replacement

If a student misses the first two sessions of a class without notifying the instructor, the student may be submitted as a “no-show.” If submitted as a no-show, a “0.0” grade (failing) will be posted to the student’s transcript at the end of the quarter. To have the failing grade removed from the student’s permanent record, the student must officially withdraw from the class prior to the “last day to complete official withdrawal” date as published in the quarterly class schedule. It is the student’s responsibility to complete and submit the required paperwork to Enrollment Services.

## Refund Policy

When students reduce their class load or completely withdraw from school, whether they have attended classes or not, Green River will refund tuition for their dropped credit(s) according to the refund conditions listed below. Fees are non-refundable after the first day of the quarter. (Summer quarter differs. Review the quarterly schedule for refund dates.)

### **Students will receive a 100 percent refund when:**

- They reduce their class load or completely withdraw from school online or by completing the Registration Change of Schedule form and submitting it to Enrollment Services prior to or on the first official day of the quarter (or prior to or on the first session of class for identified late-start classes that begin after the first week of the quarter).
- Courses or programs are canceled by the college.

### **Students will receive an 80 percent refund when:**

- They reduce their class load or completely withdraw from school online or by completing the Registration Change of Schedule form and submitting it to Enrollment Services during the second through fifth day of classes of the quarter (or during the second through fifth day of classes of the quarter for identified late-start classes that begin after the first week of the quarter).

### **Students will receive a 40 percent refund when:**

- They reduce their class load or completely withdraw from school online or by completing the Registration Change of Schedule form and submitting it to Enrollment Services during the sixth through 20th calendar day of the quarter (or during the sixth through 20th day of the quarter for identified late-start classes that begin after the first week of the quarter).

### **Students forfeit all claims to refunds of tuition when:**

- They discontinue their class or classes without completing the proper forms and procedures.
- They withdraw after the 20th calendar day of the quarter or after 25 percent of the course or program has elapsed, whichever comes first.
- They discontinue their class or classes because of misconduct.
- The Board of Trustees indicates in the college catalog, quarterly class schedule, or course announcement, that such fees are nonrefundable.

**Please note these additional conditions:**

- Course fees for self-supporting, continuing education and some Kent Campus classes are exempt from this refund policy. (Contact the Continuing Education Office or Kent Campus for further information.)
- Exceptions may be made for medical reasons or unforeseen military duty. A written appeal must be sent to the Registrar with documented proof.
- Students who have paid fees for equipment or materials that have a return or refund value must have the responsible instructor or staff person complete the appropriate form approving the refund.
- Co-op, technology, and facility fees will be refunded for withdrawals through the first day of the quarter (or prior to or on the first session of class for identified late-start classes that begin after the first week of the quarter).
- Other fees that are non-refundable and not subject to this policy will be set by the college's Board of Trustees and identified as such in the quarterly class schedule.
- Special services fee (50 cents per credit) will be refunded for withdrawals through the first day of the quarter (or prior to or on the first session of class for identified late-start classes that begin after the first week of the quarter).

**Complete Withdrawal From College**

We strongly encourage students to discuss any plans for withdrawal with their faculty advisor or an educational planner. If students wish to terminate enrollment in the college, they must do the following:

Students may drop classes using online services through the eighth week of the quarter.

Please refer to the college's Academic Standards and Progress Policy in the Academic Information section of this catalog.

**Forms**

Change of schedule forms, which enable students to request refunds, are available in Enrollment Services and on the web. Forms are also available for requesting an exception to the refund policy.

**Appeals**

Students have the right to appeal refund decisions within one calendar year of their payment when there are special circumstances involved. All appeals must be submitted to the Registrar in writing with documented proof.

**Refunds/Return of Federal Financial Aid Funds**

A refund of tuition and/or a repayment of grant dollars may be required for students who fail to complete any credits during a quarter (whether they have quit attending or have withdrawn, received 0.0-0.6 grades or incompletes). Green River's tuition refund policy operates independently from the return of federal financial aid funds policy required for financial aid recipients. Tuition refunds are not returned directly to financial aid recipients; instead, they are returned to financial aid accounts.

When students withdraw from classes or quit attending before 60 percent of the quarter has elapsed, unearned Title IV federal funds (grant and loan) must be returned to the federal accounts by both the student and the college. The amount of earned and unearned funds is based upon the number of calendar days of class attendance. The percentage of assistance earned is equal to the percentage of the payment period completed. The percentage of Title IV funds not earned equals 100 percent minus the percent of Title IV aid earned. The student and the college may retain the earned portion of aid, but must return a portion of the unearned aid to the grant and loan accounts.

**Residency Requirements for Tuition Paying Purposes**

The state of Washington has established specific criteria for students to qualify as residents for tuition paying purposes (References: RCW 28B.15 and WAC 250.18).

A resident student is one who is a U.S. citizen, or has permanent or temporary resident status, or holds "Refugee-Parolee" or "Conditional Entrant" status with the United States Immigration and Naturalization Service or is otherwise permanently residing in the United States under color of law; and be either:

1. Financially independent student:
  - a. Have established a bona fide domicile in the state of Washington primarily for purposes other than education for a period of one year immediately before the first day of the quarter for which they have registered at any institution; **and**
  - b. Be financially independent.

**OR**

2. Financially dependent student:
  - a. Be a dependent student with one or both of their parents or legal guardians having maintained a bona fide domicile in the state of Washington for at least one year immediately before the first day of the quarter for which they have registered at any institution.

**Residency Reclassification**

To apply for residency reclassification, students must submit the following information to Enrollment Services:

- Residency Questionnaire
- Required documentation to support independent or dependent status
- Required documentation to support previous 12 months domicile in Washington

Students may apply for residency reclassification no later than the 30th calendar day of the quarter.

Refer to the Residency Reclassification Checklist for complete details. Residency questionnaires are available online, in Enrollment Services, or by calling (253) 833-9111, ext. 2500.

**Waitlist Procedure**

Once a class fills to capacity, students may add their name to the class waitlist. The waitlist offers students a fair and consistent method of being enrolled in a full class if openings occur. If students choose to add their name to the waitlist, they will be automatically registered for the class when a space becomes available. Students should check their schedule often to see if they have been registered for the class. Enrollment Services will notify the student by email when they have been moved off the waitlist and added to the class. Note that cluster classes are moved from the waitlist in the order the students were added.

Once the quarter begins, waitlist is no longer applicable. Students on the waitlist will need to check with faculty and let them know they are on the waitlist trying to gain entry into the class. If a class has a waitlist and the class drops below capacity, the student listed as number one on the waitlist does have the ability to add the class via the web. Otherwise, the class is frozen and students cannot add the class (even if there is an open seat) until all students are off the waitlist.

NOTE: Once the waitlist is depleted of all student names and the class drops below capacity, students may register for the class through Web registration without instructor signature/permission through the first three days of the quarter.