

Policy Type: Student Services  
Policy Title: Admissions  
Policy Number: SS-04

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**Purpose:**

Provide admission requirements and application procedures for new and returning students.

**Scope:**

All eligible new and returning students.

**Policy:**

Admission to the college is open to anyone who has a high school diploma, GED or is at least 18 years old. A prospective student age 16 to 17 without a high school diploma or GED must submit a High School Release Form or Running Start Authorization Form from their respective high school district, along with an application for admission. Students under the age of 16 normally will not be admitted. If a potential student will not be 16 by the starting date of the quarter they wish to attend and want to pursue enrollment, the interested party must contact the Director of Educational Planning to seek an exception. Green River Community College welcomes people of all income levels, backgrounds and previous educational experience.

Admissions applications are accepted:

<u>Quarter</u>	<u>Accepting Date</u>
Fall	December of the preceding year
Winter	September 1
Spring	January 1
Summer	April 1

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 admissions to the college. The admissions process must be completed before the International Programs office will issue the Certificate of Eligibility Form I-20.

**Definition:**

Admission – Submission of an application for admission to GRCC.

COMPASS – New students take a computerized assessment for course placement. Assessment is a tool that identifies the student’s skill level in math, reading, and writing.

GRCC – Green River Community College.

High School Completion (HSC) – Program for eligible students to pursue credits for a high school diploma. Students, age 18 and under, are required to submit a High School Release Authorization Form if their class has not graduated. Forms are available from the high school area/district which the student currently resides in.

International Student – Non-US Citizen in the United States for the sole purpose of attending school.

New Student – Never earned credits at GRCC.

Returning Student – A previous GRCC student who has earned credits at GRCC, but has not attended GRCC in at least one quarter.

Running Start – A program created by the Washington State Legislature which provides an opportunity for academically qualified high school juniors and seniors to take college courses as part of their high school curriculum. Participants take college classes tuition-free, but are required to pay for textbooks, supplies and any special class fees.

**Procedure:**

Returning Student–

1. Returning students may apply for re-admission one-of-three ways: Online, by mail or in-person at the Registration Office.
2. Once the returning student's record has been updated, they will be assigned a registration time. Only students who have earned credit(s) at GRCC are eligible to register as a returning student.
3. Students in Practical Nursing, Physical Therapist Assistant and Occupational Therapy Assistant programs are required by State Law to submit to a background investigation for criminal history information prior to entry into the program.
4. Retake the COMPASS if your last assessment is more than two (2) years ago.
5. Once registered, pay applicable tuition and fees by the published due date.

New Student–

1. New students may apply for admissions one-of-three ways: Online, by mail or in-person at the Registration Office.
2. New students will be mailed an acceptance packet, which will include their Student Identification number (SID).
3. Apply for financial aid, as applicable.
4. New students are required to take the COMPASS. (Note: Transcripts from other institutions may be used to satisfy the COMPASS requirement. Complete and submit an Incoming Academic Transcript Evaluation Request Form to Enrollment Services and have the other institution send official transcripts, sealed in original envelope, to GRCC.)
5. Students in Practical Nursing, Physical Therapist Assistant and Occupational Therapy Assistant programs are required by State Law to submit to a background investigation for criminal history information prior to entry into the program.
6. Attend "New Student Orientation".
7. Attend "New Student Advising Session" to receive a registration PIN, which will allow the new student to register into classes.
8. Pay applicable tuition and fees by the published due date.

Running Start Student–

1. Receive permission from Educational Planning or Enrollment Services to take the COMPASS (Assessment).
2. Return the COMPASS results to their high school counselor for evaluation of eligibility for the Running Start program.
3. Eligible Running Start students MUST submit a Running Start Authorization Form to Educational Planning.
4. Apply for admissions.
5. Attend “Mandatory Running Start Orientation” to receive a registration PIN, which will allow the Running Start student to register into classes.
6. Pay applicable class fees by the published due date.

High School Completion (HSC) Students

1. HSC students apply for admissions in one-of-three ways: Online, by mail or in-person at the Registration Office.
2. HSC students will be mailed an acceptance packet, which will include their Student Identification number (SID).
3. Submit official high school transcripts sealed in original envelope to the GRCC HSC located in Educational Planning.
4. HSC students are advised to take the COMPASS based on results of the evaluation of high school credits.
5. Attend “New Student Orientation”.
6. Schedule advising/registration appointment with HSC Coordinator. Written approval must be provided to Enrollment Services by the HSC coordinator in order to receive the HSC reduced tuition rate.
7. Pay applicable tuition and fees by the published due date.

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**Specific Authority:**

Admissions – Americans with Disabilities Act, 1990

Section 504 of the Rehabilitation Act of 1973

Titles VI and VII of the Civil Rights Act, 1964

Title IX of the Educational Amendments of 1972

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Health Science Special Admissions Requirement – RCW 43.43.8340 to 43.43.840

High School Completion program – Office of the State Superintendent of Public Instruction

Information Collection – Family Educational Rights & Privacy Act, 1974

Running Start – RCW 28A.600.300 through 28A.600.380, RCW 28A.150.260 and RCW 28A.150.209.

**Law Implemented:**

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**History of Policy or Procedure**

Draft: January 13, 2005

Adopted: January 6, 2006

Revised:

Reviewed by:

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