

2025-2026

GREEN RIVER GATORS

Student Handbook



Meet Your Campus Sidekick: Navigate360!

Need help staying on track? Want reminders for deadlines, support, and appointments in one convenient place?

Navigate360 is your go-to app for managing your college journey.

What Navigate360 Helps You Do:

- Schedule advising and tutoring appointments
- View your class schedule and academic plan
- Get important reminders and hold alerts
- Connect with your success team
- Explore resources tailored to YOU



Scan the QR code to download the Navigate360 app or go to www.greenriver.edu/navigate

Pro Tip: Use Navigate360 to plan your week, get help fast, and never miss a deadline again! It's like having a college cheat code (but legit).



Welcome Gators!

We're thrilled you've chosen Green River College to continue your education. Whether you're a new or returning student, you are an essential part of our Gator family!

As you navigate your college journey—choosing classes (with the guidance of an academic advisor), gaining knowledge (by actively engaging in your courses), and accessing support services (detailed in this handbook)—we hope you find a true sense of belonging within our community. College is more than academics; it's about growing, connecting, and thriving.

At Green River, student success is our top priority. We encourage you to take advantage of the many resources available to support your academic, professional, and personal growth. From Student Affairs to campus-wide programs, we are here to help you succeed.

This handbook is your go-to guide for making connections and getting involved. Explore leadership opportunities, student government, clubs, cultural organizations, athletics, and various events throughout the year. Stay informed by checking your email regularly for updates on new activities and ways to engage.

You are now part of the Green River College family. We're excited to support you and can't wait to see all that you achieve!

From left to right:

David Larsen, M. Ed.
Dean of Enrollment and Completion

Dani Crivello-Chang, M. Ed.
Dean of Campus Life

#GatorPride #WeAreGators and #WeGatorDone



MISSION Student Affairs achieves student success and social justice by educating and empowering our diverse communities through responsive services.

VISION Excellence through Equity and Service to Others.

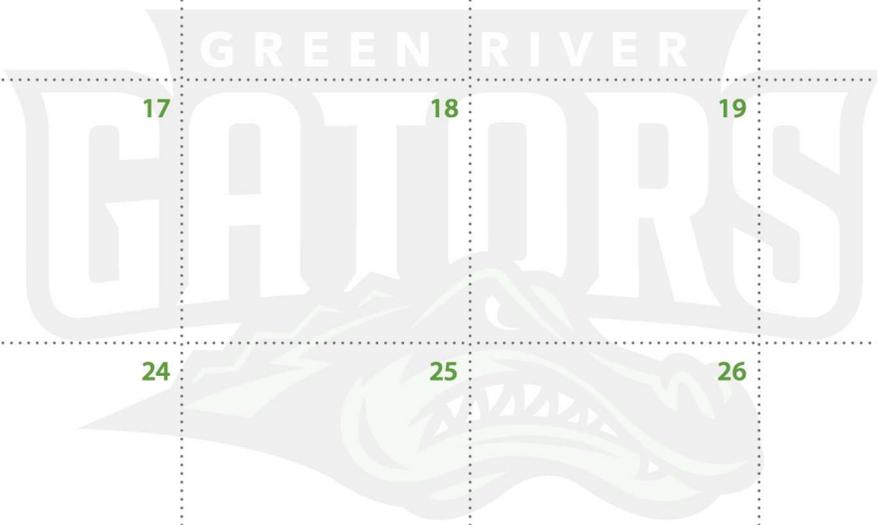
STUDENT AFFAIRS MOTTO Think Student - Then Decide

The information in this book was supplied and approved by the school. Information and published event dates are subject to change.
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45 Bartlett Street • Marlborough, MA 01752 • (800) 610-1089 • www.globaldatebooks.com • info@gprinting.com

2025 | SEP

WED	THU	FRI	SAT
3 • Last Day of Summer Quarter (10-week session)	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

SEP

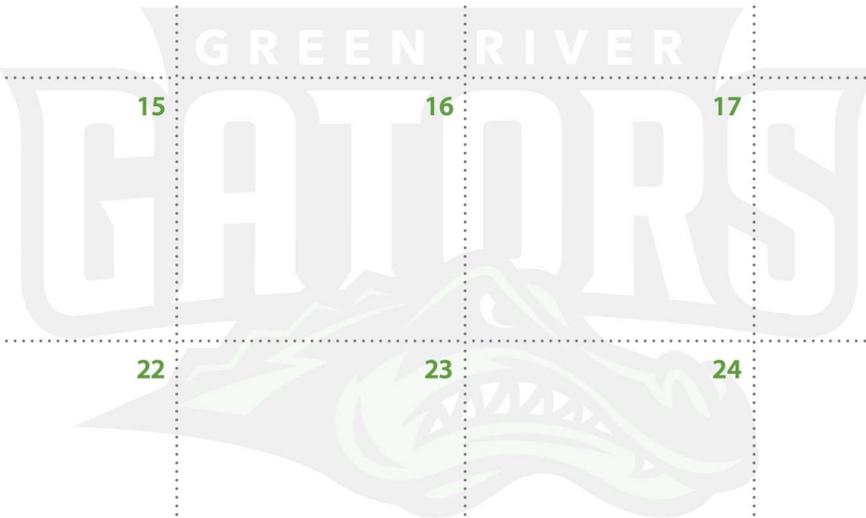


NOTES _____

2025 | OCT

WED	THU	FRI	SAT
1 YOM KIPPUR (Begins at sundown)	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29 • Advising Day (no daytime or evening classes)	30	31 HALLOWEEN	

OCT



NOTES _____

Inspirational Quote _____

You have to dream before your dreams can come true.

—Abdul Kalam

	S	M	T	W	T	F	S
			1	2	3	4	
OCT 2025	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
NOV 2025							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

THU	9	FRI	10	SAT	11					

120

Inspirational Quote _____

Education is not the filling of a pail, but the lighting of a fire.

—William Butler Yeats

	S	M	T	W	T	F	S
				1	2	3	4
OCT 2025	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
NOV 2025							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

THU	23	FRI	24	SAT	25					

120

Inspirational Quote _____

Ability may get you to the top, but it takes character to keep you there.

—John Wooden

	S	M	T	W	T	F	S
				1	2	3	4
OCT 2025	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
NOV 2025							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

THU 30 **FRI 31** **SAT 1**

Blank lined writing area for Thursday, October 30.

Blank lined writing area for Friday, October 31.

NOV
Blank lined writing area for the top of Saturday, November 1.

Blank writing area for the middle of Saturday, November 1.

SUN 2

Blank lined writing area for Sunday, November 2.

Blank writing area for the bottom of Thursday, October 30.

HALLOWEEN
Blank writing area for the bottom of Friday, October 31.

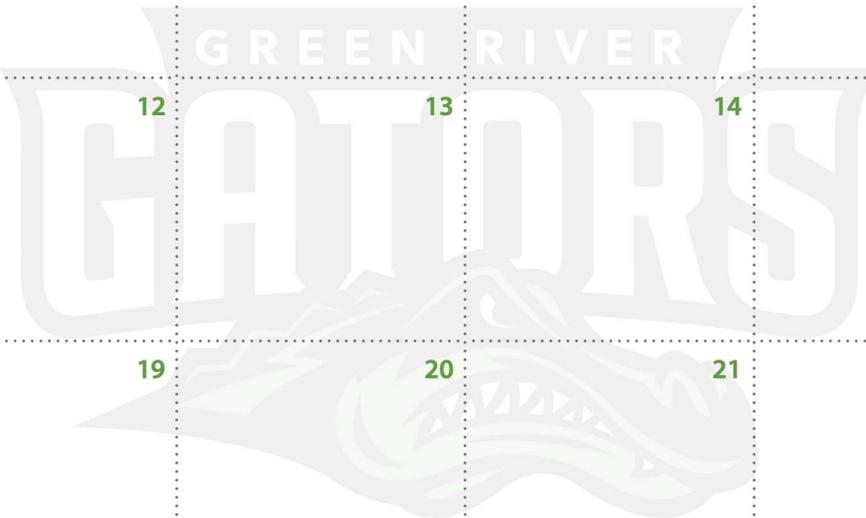
DAYLIGHT SAVING TIME ENDS
Blank writing area for the bottom of Saturday, November 1.

OCT

2025 | NOV

WED	THU	FRI	SAT
			1
5	6	7	8
	• Professional Day (no daytime or evening classes)		
12	13	14	15
19	20	21	22
26	27	28	29
	THANKSGIVING DAY <i>(campus closed)</i>	• Campus closed	

NOV



NOTES _____

Inspirational Quote _____

The privilege of a lifetime is being who you are.

—Joseph Campbell

	S	M	T	W	T	F	S
NOV 2025							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
DEC 2025	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

THU 6	FRI 7	SAT 8
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		SUN 9
<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px; padding: 5px;"> • Professional Day (no daytime or evening classes) </div>	<div style="border: 1px solid black; height: 100px;"></div>

NOV

2025 | DEC

WED	THU	FRI	SAT
3	4	5	6
10 • Final Exams	11 • Final Exams • Last day of Fall Quarter	12	13
17	18	19	20
24	25 CHRISTMAS DAY (campus closed)	26 KWANZAA (Begins)	27
31			



DEC

NOTES _____

Inspirational Quote _____

All life is an experiment. The more experiments you make the better.

—Ralph Waldo Emerson

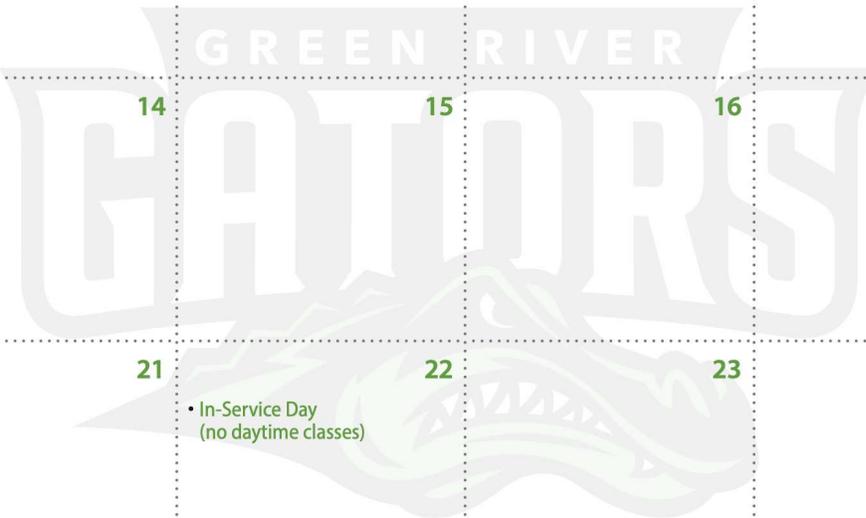
	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
DEC 2025							
	S	M	T	W	T	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
JAN 2026							

THU 4	FRI 5	SAT 6
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		SUN 7
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

DEC

2026 | JAN

WED	THU	FRI	SAT
	1 NEW YEAR'S DAY (campus closed)	2	3
7	8	9	10
14	15	16	17
21	22 • In-Service Day (no daytime classes)	23	24
28	29	30	31



JAN

NOTES _____

Inspirational Quote _____

All the art of living lies in a fine mingling of letting go and holding on.

—Henry Ellis

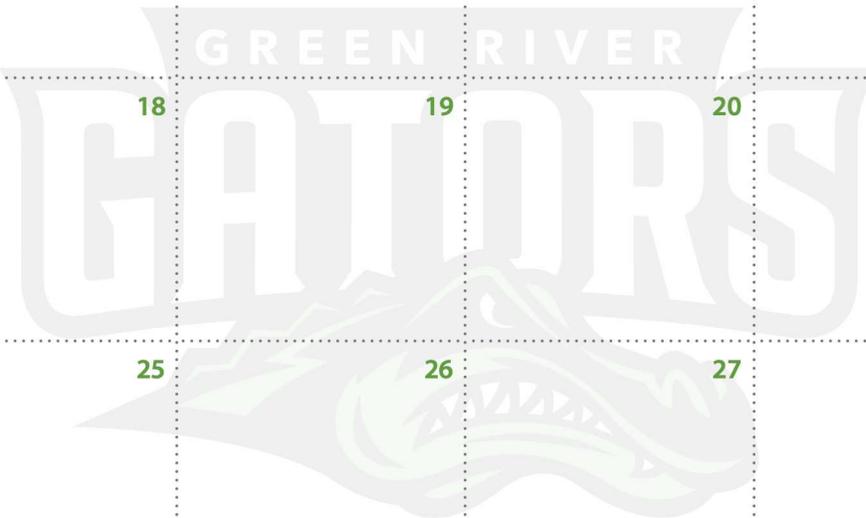
	S	M	T	W	T	F	S
JAN 2026						1	2 3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
FEB 2026	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

THU	1	FRI	2	SAT	3
JAN					
JAN					
NEW YEAR'S DAY (campus closed)					

JAN

2026 | FEB

WED	THU	FRI	SAT
4	5	6	7
11	12	13 VALENTINE'S DAY	14
18	19	20	21
25	26	27	28



FEB

NOTES _____

MONTHLY GOALS

Blank lined area for writing monthly goals.

SUN	MON	TUE
1	2	3
8 DAYLIGHT SAVING TIME BEGINS	9	10
15	16	17 ST. PATRICK'S DAY
22 • Final Exams	23 • Final Exams	24
29	30	31



2026 | MAR

WED	THU	FRI	SAT
4	5	6	7
		• Professional Day (no daytime or evening classes)	
11	12	13	14
18	19	20	21
		FIRST DAY OF SPRING • Study Day (no daytime classes)	
25	26	27	28
• Final Exams • Last day of Winter Quarter	• Campus In-Service Day		

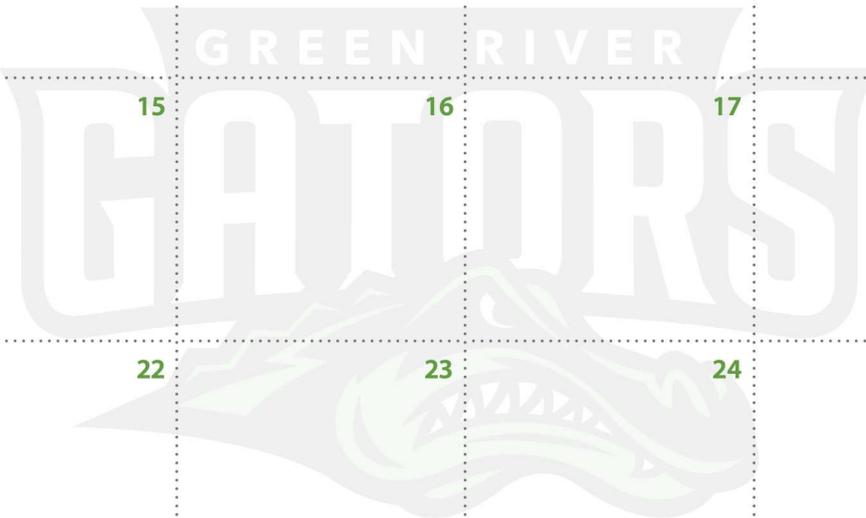


MAR

NOTES _____

2026 | APR

WED	THU	FRI	SAT
1 PASSOVER (Begins at sundown)	2	3 GOOD FRIDAY	4
8	9	10	11
15	16	17	18
22	23	24	25
29 • Advising Day (no daytime or evening classes)	30		



APR

NOTES _____

Inspirational Quote _____

Life is half spent before we know what it is.

—George Herbert

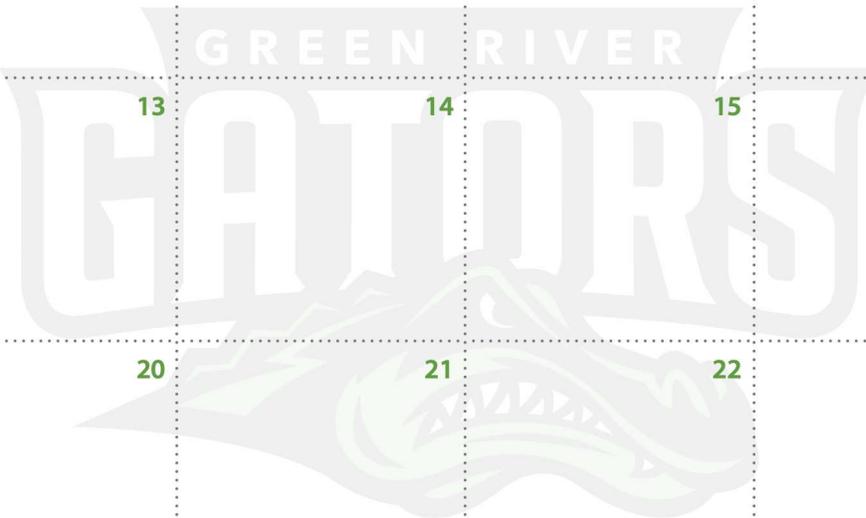
	S	M	T	W	T	F	S
				1	2	3	4
APR 2026	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
MAY 2026						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

THU	9	FRI	10	SAT	11
				SUN	
				12	

APR

2026 | MAY

WED	THU	FRI	SAT
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30



MAY

NOTES _____

Inspirational Quote _____

My formula for living is quite simple. I get up in the morning and I go to bed at night. In between, I occupy myself as best I can.

—Cary Grant

	S	M	T	W	T	F	S
						1	2
MAY 2026	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
JUN 2026	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

THU	7	FRI	8	SAT	9
				SUN	
				10	
				MOTHER'S DAY	

MAY

Inspirational Quote _____

If you smile when no one else is around, you really mean it.

—Andy Rooney

	S	M	T	W	T	F	S
						1	2
MAY 2026	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
JUN 2026	S	M	T	W	T	F	S
	1	2	3	4	5	6	
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

THU 28	FRI 29	SAT 30
<div style="border: 1px solid #ccc; height: 500px;"></div>	<div style="border: 1px solid #ccc; height: 500px;"></div>	<div style="border: 1px solid #ccc; height: 500px;"></div>
		SUN 31
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MAY

MONTHLY GOALS

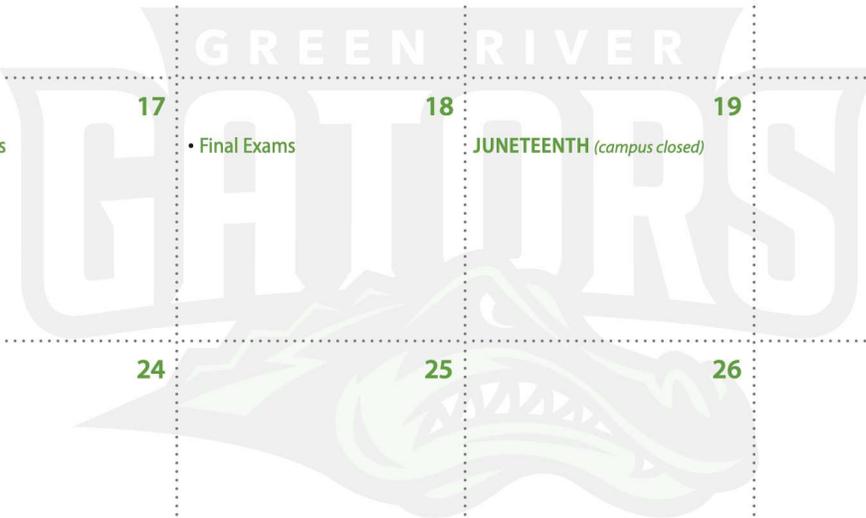
Blank lined area for writing monthly goals.

SUN	MON	TUE
	1	2
7	8	9
14 FLAG DAY	15	16 • Study Day (no daytime classes)
21 FATHER'S DAY, FIRST DAY OF SUMMER	22 • Final Exams • Last day of Spring Quarter	23
28	29	30



2026 | JUN

WED	THU	FRI	SAT
3	4	5	6
10	11	12	13
17 • Final Exams	18 • Final Exams	19 JUNETEENTH (campus closed)	20
24	25	26	27



NOTES _____

JUN

MONTHLY GOALS

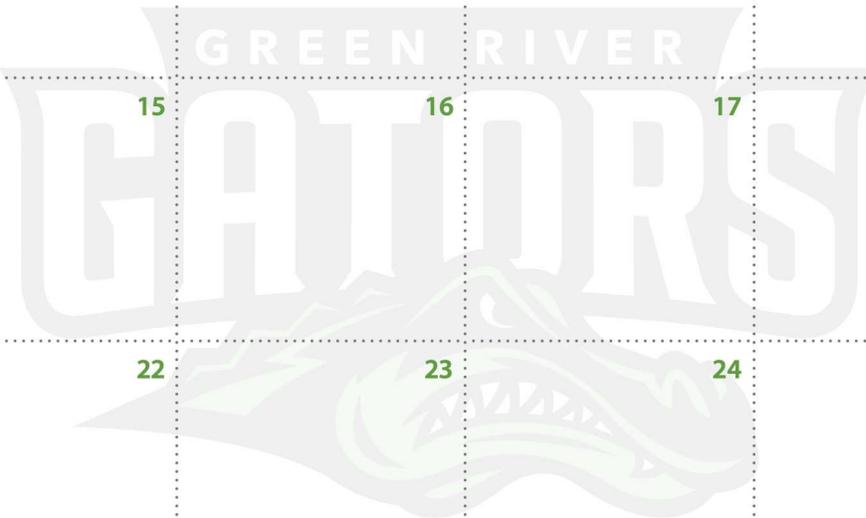
Lined area for writing monthly goals.

SUN	MON	TUE
5	6	7
12	13	14
19	20	21
26	27	28



2026 | JUL

WED	THU	FRI	SAT
1	2	3	4
	INDEPENDENCE DAY OBSERVED <i>(campus closed)</i>		INDEPENDENCE DAY
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	



NOTES _____

JUL

MONTHLY GOALS

Lined area for writing monthly goals.

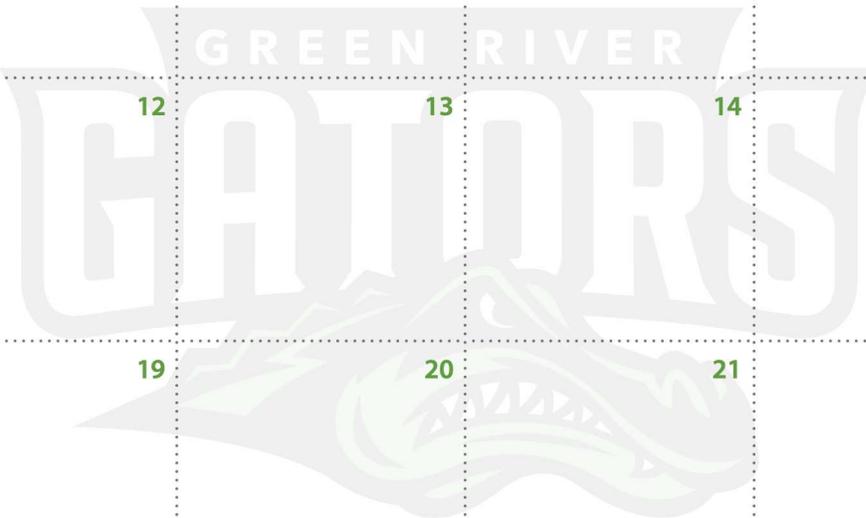
SUN	MON	TUE
2	3	4
9	10	11
16	17	18
23	24	25
30	31	



2026 | **AUG**

AUG

WED	THU	FRI	SAT
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29



• 8-week session ends

NOTES _____

Inspirational Quote _____

It is not in the stars to hold our destiny but in ourselves.

—William Shakespeare

	S	M	T	W	T	F	S
							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						
AUG 2026							
	S	M	T	W	T	F	S
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				
SEP 2026							

AUG

THU	6	FRI	7	SAT	8								
						SUN	9						

Inspirational Quote _____

Experience is not what happens to you; it's what you do with what happens to you.

—Aldous Huxley

	S	M	T	W	T	F	S
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
AUG 2026							
	S	M	T	W	T	F	S
		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
SEP 2026	27	28	29	30			

AUG

THU 13	FRI 14	SAT 15
<div style="border: 1px solid black; height: 500px;"></div>	<div style="border: 1px solid black; height: 500px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>
		SUN 16
<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>	<div style="border: 1px solid black; height: 100px;"></div>



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PERSONAL, SEXUAL, AND OTHER VIOLENCE NOTIFICATION

In accordance with Title IX of the Education Amendments of 1972, which prohibits a college from discrimination based on sex, Green River College does not discriminate on the basis of sex or gender in its educational programs and activities, to include admissions and employment. Inquiries concerning the application of Title IX may be referred to Title IX Coordinator:

TITLE IX COORDINATOR:

KORLAND SIMMONS
Equity Compliance Manager, Title IX
Coordinator
Green River College
Location: Kent 278
Phone: (253) 833-9111, ext. 3361
Email: TitleIXCoordinator@greenriver.edu

Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone

number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator above.

Inquiries or complaints may also be directed to the Office for Civil Rights, Seattle Office: U.S. Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099, or telephone number (206) 607-1600, email address OCR.Seattle@ed.gov.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the college reports the mandated information about current campus policies concerning safety and security issues, and the required statistics. This information is located at [https://www.greenriver.edu/campus/campus-safety/clery-act/..](https://www.greenriver.edu/campus/campus-safety/clery-act/)



OVERVIEW OF GREEN RIVER COLLEGE

Green River College's main campus was founded in Auburn's Lea Hill neighborhood in 1965.

Green River College is an open-access, public college where students from all over the world come together to learn, grow and enrich their lives. Green River's main campus stretches over 180 acres of beautifully forested land. Branch campuses, located in downtown

Auburn, Kent and Enumclaw, bring the college's unique educational experiences to local communities.

At Green River, students can choose from a wide variety of transfer degrees, bachelor's degrees, career and technical education, pre-college and basic skills courses and continuing and community education classes. High-quality faculty and motivated staff advise, counsel and support students in their chosen educational careers, creating an encouraging atmosphere that fosters achievement.

The combination of strong academics, solid student services, a diverse and lively campus community and state-of-the-art facilities allow Green River to provide students an exceptional education with lessons that will stay with them throughout their lives.

EQUITY STATEMENT

THE GREEN RIVER COLLEGE PROMISE:

We commit to be an anti-racist institution where all students, faculty, and staff receive the access, resources, and services needed to achieve their educational, career, and personal goals. Green River College makes social and economic justice, equity, and inclusion our highest priorities.

The Green River College definition of equity encompasses all identities, including but not limited to race, ethnicity, economic status, gender identity, sexual identity, disability, religion/spirituality, immigration status, age, and culture. We understand individual needs vary widely, and the effects of discrimination and historical oppression must be taken into account while aiming for equitable opportunities and outcomes for all.

Let this be a call to action to all members of the Green River College Community: everyone must contribute to this on-going effort to achieve equity for all.

VISION STATEMENT

Green River College will be an equity-centered leader in higher education committed to excellence in teaching and learning, to being an anti-racist college, and to advancing social and economic justice.

All members of the college community will feel a strong sense of belonging and, together, build a culture of care. The racial and ethnic diversity of staff, faculty, and leadership will reflect the diversity of the communities we serve.



Green River will be:

- The destination of choice for post-secondary education.
- First choice in partnership with our community, its business and industry.
- Ranked among the best nationally in student achievement, closing all opportunity gaps.
- Recognized for its preparation of students for the global workforce and for civic engagement in an increasingly diverse, interdependent world.

MISSION STATEMENT

Green River College welcomes our diverse local and global communities and is committed to meeting students where they are by providing inclusive, equitable access to innovative and comprehensive educational programs, and individualized support that empowers and prepares students to achieve their personal, educational, and career goals.

VALUES STATEMENTS

- » • Anti-Racism, Diversity, Equity, and Inclusion
- » • Belonging
- » • Accessibility
- » • Accountability
- » • Community Engagement
- » • Growth and Development
- » • Global Responsibility
- » • Acknowledgement and Stewardship of the Natural Environment
- » • Innovation
- » **ANTI-RACISM, DIVERSITY, EQUITY, AND INCLUSION:** – We are committed to becoming an anti-racist college. We examine our own and others' identities (race, ethnicity, economic status, gender

identity, sexual identity, disability, religion/spirituality, immigration status, age, and culture), institutional roles, behaviors, and cultural perspectives, as these relate to power and privilege in the advancement of equity and social justice.

- » **BELONGING**– We respect difference and make intentional space for the needs, experiences, ways of communicating, expertise, and leadership of those who are most impacted by systemic and structural inequities. We promote a culture of care including love, joy, peace, patience, and kindness in our interactions with students, staff, faculty, and community partners in recognition of the human condition.
- » **ACCESSIBILITY**– We recognize, respect, and celebrate people with disabilities, including physical, cognitive, sensory, intellectual, developmental, and non-apparent disabilities. We commit to equitable opportunities, including the provision of accommodations, and the creation of welcoming, inclusive, and accessible classrooms, curricula, campus spaces, and virtual environments. We recognize disabilities have no social and economic boundaries.
- » **ACCOUNTABILITY**– We develop and implement mechanisms for accountability in the hiring process, teaching, student support services, employee relations, financial stewardship, and governance, in order to ensure the meaningful participation of all constituents, anchored in transparency and respectful interactions.
- » **COMMUNITY ENGAGEMENT**– Our multiple campuses in our service areas collaborate to contribute to the educational, economic, and social development of our communities through responsive programs, continuing education, and community and library partnerships.



- » **GROWTH AND DEVELOPMENT**– We allocate the required resources towards equitable lifelong learning, professional development, and career advancement of our staff, faculty, and students.
- » **GLOBAL RESPONSIBILITY**– We foster civic responsibility by understanding the critical issues and challenges affecting the diverse communities on our campuses, regionally, nationally, and around the world. We cultivate respect and empathy for cultural difference, honoring the dignity of multiple languages and being mindful of cultural biases.
- » **ACKNOWLEDGEMENT AND STEWARDSHIP OF THE NATURAL ENVIRONMENT**– We acknowledge the land on which Green River College sits as the ancestral home of the Muckleshoot Indian Tribe. We commit to the beautification, preservation, and sustainability of our campuses' natural resources.
- » **INNOVATION**– We develop innovative programs, policies, practices, operations, and infrastructure that respond to evolving needs and opportunities.

Latest statements can be found here:
<https://www.greenriver.edu/campus/mission-vision-values.html>

ACCREDITATION

Green River College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education.

Northwest Commission on
 Colleges and Universities
 8060 165th Ave. NE, Suite 100
 Redmond, WA 98052-3981

In addition to institutional accreditation, several of the professional/technical programs at Green River College are accredited by program-specific accrediting bodies.

SPECIALIZED PROGRAM ACCREDITATION

Green River College automotive program is accredited through ASE Education Foundation, ensuring the technicians of tomorrow are learning first hand, the skills needed to be successful.

The Practical Nursing program is approved by the Washington State Department of Health, Nursing Care Quality Assurance Commission.

The Occupational Therapy assistant program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

The Physical Therapist assistant program is accredited by the Commission on Accreditation of Physical Therapy Education, recognized by the u.s. Department of Education and the Council for Higher Education Accreditation.

The Natural Resources program is accredited by the Society of American Foresters, a specialized accrediting body recognized by the Council for Higher Education Accreditation.

Court Reporting and Captioning is accredited by National Court Reporters Association (NCRA) to insure they have met the General Requirements and Minimum Standard (GRMS) established by the Council on Approved Student Education (CASE) of the National Court Reporters Association.



CAMPUS LOCATIONS

GREEN RIVER COLLEGE MAIN AUBURN CAMPUS

12401 SE 320th St.
Auburn, WA 98092-3622
253-833-9111

GREEN RIVER COLLEGE AUBURN CENTER

1221 D St. NE
Auburn, WA 98002
253-288-3455

Green River's Auburn Center is an extension of the college located in the Auburn North Business District, 3 miles from Main Campus. The Auburn Center provides a convenient location for college operations including the Aviation Technology and Software Development programs, Adult Education and Basic Skills classes, Continuing Education, as well as the Center of Excellence for Careers in Education, Small Business Assistance Center and business library, Washington Certification Services, and the Washington Environmental Training Center.

GREEN RIVER COLLEGE KENT CAMPUS

417 Ramsay Way, Suite 112
Kent, WA 98032-4501
253-856-9595 or
253-833-9111, ext. 5000

The Kent Campus is located in downtown Kent at the Kent Station. Instructional programs include credit classes, adult basic education classes, English for Speakers of Other Languages, business and career

education, customized corporate training and no-cost small business counseling.

The Kent Campus strives to meet the training and development needs of private and public sector employers.

GREEN RIVER COLLEGE ENUMCLAW CAMPUS

1414 Griffin Ave.
Enumclaw, WA 98022
253-288-3400

The Enumclaw Campus is located in the heart of downtown Enumclaw, 15 miles south of Auburn. Instructional programs include credit classes, adult basic education, GED® preparation, Running Start for high school students, business and career education, self-paced lab classes, distance learning, community continuing education classes and corporate training.

The campus also provides complete student support services including new student orientations, registration, advising, placement testing, and exam proctoring in addition to sessions during the year addressing financial aid, Worker Retraining and others.

CONTINUING AND COMMUNITY EDUCATION

253-333-6030

Continuing and Community Education programs help people supplement their degree education, retrain for employment, learn new skills, explore different fields and update techniques for their careers or favorite pastimes. Classes and seminars are conveniently scheduled during evening hours and on weekends on the Main Campus and at other Green River locations, such as the Enumclaw and Kent campuses, the Auburn Transit Station and local public schools.



FINANCIAL ASSISTANCE

Financial aid is available to eligible students in the form of grants, scholarships, loans, and student employment. Financial assistance is used to pay for education expenses, i.e., tuition, books, transportation, living expenses, and other related costs. Resources are listed on Green River's Pay for College web page at <https://www.greenriver.edu/students/pay-for-college/>.

FINANCIAL AID

Financial Aid Office
Student Affairs (SA), 2nd floor, Room 231
253-288-3392
finaid@greenriver.edu

Students apply for financial aid each year by completing the Free Application for Federal Student Aid (FAFSA) or Washington Application for State Financial Aid (WASFA) during the Fall. The Financial Aid team is available by appointment to assist students with completing their applications. In addition, students can check their financial aid status in ctLink, including any required action items. Students are encouraged to apply and complete all action items by the priority processing date to ensure timely funding. The Financial Aid Office's hours of operation and priority processing dates can be found on the Financial Aid website.

GREEN RIVER COLLEGE FOUNDATION

Zgolinski Center (ZC), Room 111
253-288-3330

The Green River College Foundation is a fundraising nonprofit that's purpose is to assist the college and students by providing the funds to level the playing field, increase

access to a college education, and eliminate money as a reason to leave Green River College. The Foundation awards a total of 350+ Scholarship to GRC Students (application windows are in the Spring and Fall), assists students with financial needs through the Gator Pledge, and has programs to recognize Staff, Faculty and Alumni.

VOLUNTEER SERVICES PROGRAM

Zgolinski Center (ZC), Room 111
253-288-3330

Both students and community volunteers are utilized throughout the college in positions that include student tutors, math tutors, science lab assistants, readers for court reporting, computer assistance, ceramic class assistance and office help. The hours are flexible, and the experiences are rewarding.

OUTSIDE SCHOLARSHIPS

Financial Aid Office
Student Affairs (SA), 2nd floor, Room 231
253-288-3392

A variety of outside scholarships are available through local community organizations and online search engines, such as WashBoard.org. Scholarship recipients should notify the scholarship organization that they are attending Green River and inform the GRC Financial Aid Office when they receive an outside scholarship.

Washington State Opportunity Scholarship
<https://www.waopportunityscholarship.org/>



OUTSIDE FUNDING SOURCES

Financial Aid Office
Student Affairs (SA), 2nd floor, Room 231
253-288-3392

Students who are working with agencies such as the Department of Labor and Industries, Division of Vocational Rehabilitation, Work Source, King County Work Training, the Department of Social and Health Services, Employment Security, Services for the Blind, tribal funding, outside scholarships, private insurance, or other agencies should connect with the Financial Aid Office to turn in paperwork, contracts, or vouchers. Green River Staff serve as liaisons between the students, the College, and the agencies that provide educational funding. To use VA benefits, please contact the Veteran Services Office.

WORK STUDY AND STUDENT EMPLOYMENT

Financial Aid Office
Student Affairs (SA), 2nd floor, Room SA231,
253-288-3392

Green River offers Work Study and Non-Work Study employment through the Student Employment Program. To participate in the Student Employment Program, students must be registered for a minimum of six credits at Green River College at all times of employment. Work Study hires must also maintain Financial Aid eligibility to qualify for Student Employment.

Work Study is part of a student's financial aid and, unlike other financial aid, it is funding that a student receives in the form of a paycheck throughout the quarter, dependent on the number of hours they work. Students should make note that eligibility for Work-Study does not guarantee a job.

Student programs, clubs, recreation, and instructional divisions use Non-Work Study (also known as Work Grant) to hire through the Student Employment Program.

To learn more about the Student Employment Program visit our website: Student Employment

THE WORKFORCE EDUCATION DEPARTMENT

Student Affairs (SA), Room 270
253-931-6550

The Workforce Education Department administers four grants – Worker Retraining, WorkFirst, Opportunity Grant, and the Basic Food Employment and Training Program that provide funding assistance towards tuition, books, fees and other support service to traditionally underserved students. Grant eligibility includes dislocated workers, vulnerable workers Unemployment Insurance recipients, Military Service-members who have already separated and those in the process of separation from active duty service, SNAP eligible, TANF recipients and low-income. These grants are an effort to support students in gaining marketable skills, which will enable their return to the labor market and help them earn a competitive wage.

For more information, please contact the Workforce Education department at 253-931-6550, workforce@greenriver.edu or visit the department online at greenriver.edu/workforce

CENTER FOR TRANSFORMATIONAL WELLNESS AND BENEFITS HUB

Student Affairs (SA), Room 122
253-333-4959

Benefits Hub - Balancing school, work, and life, along with the cost of living is hard. The



Benefits Hub is here to help students stay in school by connecting students to financial supports on and off campus. Benefits Hub coaches can assist students with financial coaching/ budget planning, as well as inform students about resources like utility bill assistance, housing assistance, food access, enrollment into public food and healthcare programs, ORCA LIFT bus pass, and other community supports. For more information or to make an appointment please visit us on the web at: <https://www.greenriver.edu/campus/campus-resources/ctw-benefits-hub/>.

Gator Pantry - Having access to food is a crucial part of being able to keep up with schoolwork and life responsibilities. For many students it can be difficult to access the food they need because of transportation issues, not qualifying for SNAP/EBT, or running out of food before the next paycheck. The Gator Pantry is here to help students get access to food both on campus and to take home. The Gator Pantry also has hygiene supplies, menstrual supplies, sexual health items, and opioid overdose prevention supplies.

Transformational Wellness- The Violence Prevention and Support Program and Gators Thrive provide individual support to students and promote wellness for the college community. The Violence Prevention and Support Program implements campus-wide strategies to prevent interpersonal violence and provide support to all members of the campus community that have experienced stalking, harassment, sexual assault, and relationship violence. Gators Thrive includes individual and group recovery coaching to students who are either in recovery or interested in recovery. The program practices harm reduction but can also provide support to students in 12-step programs who

are practicing sobriety. The Child Care Access Means Parents in School Program (CCAMPIS) helps offset childcare costs for parents who are also pursuing certificates/degrees at Green River College.

PREGNANT AND PARENTING SUPPORT

Student Affairs (SA), Room 122
253-333-4959

Being pregnant and/or parenting while and taking classes can be a lot to balance, but there are resources at the college to help. Lactation pods are available on campus for students and staff that need a private and secure space. Locations can be found on the campus map. The Gator Pantry often has diapers, hygiene products, sexual health and menstrual products, clothes, and food. Though pregnancy is not a disability, some of the impacts of pregnancy can be considered a disability. Disability Support Services (DSS) can inform students of their rights as pregnant and parenting students and help set up accommodations in the classroom. Managing school and pregnancy/parenting can be taxing but GRC offers free Counseling Services for all enrolled students.

HOUSING INFORMATION

OFF CAMPUS

Information Desk
Student Union (SU), Lobby
253-931-6450

Campus Life maintains a housing information list that contains ads for rooms to rent and roommates wanted from the community. A list is also posted on the



housing bulletin board on the second floor of SU next to the Conference Services office. The list is updated and printed at the beginning of each month.

ON CAMPUS

31920 124th Ave SE
Auburn, WA 98092
253-876-0700

Campus Corner Apartments (CCA) provides full-time students the opportunity to live on campus. The Student Housing facility is conveniently located adjacent to the main GRC campus and is available for all Green River students. Each individual apartment unit is fully furnished with four private bedrooms, two full bathrooms, a shared kitchen and living room. Included in housing fees are access to community space, incidental hygiene products, high speed internet, water and electricity. CCA offers Academic Year + Summer (12mo), Academic Year (9mo), and Quarterly contracts(3mo). Students may also live in housing during Summer Term with a signed agreement for the following Academic Year. The Student Housing Agreement allows flexibility for release if students transfer or graduate. Events, programming, and leadership opportunities for students are also included in the housing experience. For more information please email studenthousing@greenriver.edu

ADVISING AND ENROLLMENT

WELCOME DESK

Student Affairs (SA), Lobby
253-333-6000

The Welcome Desk staff provide information and resources to help students navigate the admissions and getting started process, as well as connect students with campus resources.

Visit www.greenriver.edu/welcome to access our virtual lobby, or schedule an in-person tour.

CAREER AND ADVISING CENTER

Student Affairs (SA), Room 104
253-288-3482

The Career and Advising Center staff offers comprehensive career and advising resources for current students, alumni, and community members.

Advising Services

Educational planners provide academic advising. The advising process helps students with getting started, the creation of educational plans, interpreting program requirements, choosing a program of study, or planning their transfer to a four-year institution. Areas of advising include Getting Started, Transfer, Career/Technical programs, including Health Occupations and domestic students on academic probation. Running Start and International students should connect with their assigned advisor in the Running Start or International programs offices.



Career Planning Services

Career Planners assist students in discovering and clarifying career goals and linking them with educational and training programs. Career Planning Services offers numerous career assessments, resources for exploring labor market information, along with individual appointments. Career Services also provides help with basic job search, (e.g., résumé review, and interviewing advice) and offers a free online job board for both off-campus and on-campus employment opportunities at www.greenriver.edu/gatorjob

STUDENT FINANCIAL SERVICES

Student Affairs (SA), Room 266
253-288-3399

Student Financial Services facilitates the following support services: payment of tuition and related college fees, vehicle registration and distribution of student parking passes.

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 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.

PLACEMENT AND TESTING CENTER

Student Affairs (SA), Room 148
253-288-3449

The Placement and Testing Center offers evaluation of documents for placement and Green River assessments for English and math eligibility, as well as make-up and accommodated testing for Green River classes.

Some selective admissions health occupations programs require admissions exams, available at the Testing Center. Proctored testing for the GED®, and other Pearson VUE administered tests, as well as tests for other institutions and agencies is also available. All testing activity requires valid photo ID card. Testers will be required to store all belongings in lockers while testing and should plan to leave large bags in another secure location.

For more information on the services offered at the Placement and Testing Center, as well as the hours of operation, fees, policies, and procedures, please visit greenriver.edu/testing.

CTCLINK ACCOUNT AND STUDENT EMAIL ACTIVATION

Student IT Helpdesk, 253-931-6465

Once admitted to Green River College, students need to activate their ctcLink and Student Email accounts. Directions and tutorials for activating ctcLink accounts are available on www.greenriver.edu/ctcLink/students/tutorials. Students can visit Student Email to look up student email address with their last name on record, date of birth, and ctcLink ID number. Students receive valuable information regarding campus updates and activities in their Green River student email account.



Student Identification Number

All students are assigned a ctLink ID number when their application for admission is processed. This number is used for all transactions at Green River, as well as any other college in our Washington Community and Technical College system. Students who forget or lose their assigned ctLink ID number should bring their photo identification to the Office of the Registrar to obtain their number.

OFFICE OF THE REGISTRAR

Student Affairs (SA), Room 280,
(253) 288-3383

Enrollment is the process of scheduling classes for upcoming quarters. Students can enroll in classes, pay for tuition and fees, and monitor academic progress online in their ctLink account. Dates to enroll are announced by the college each quarter and are published online and in your ctLink Student Homepage.

Enrollment Eligibility

Students are eligible to enroll once they have completed their Getting Started Steps, www.greenriver.edu/students/academics/getting-started. Current and returning students will be issued an enrollment date based on the total number of credits already completed. Transfer students will have their credits from other colleges added to their total number of completed Green River credits the quarter after they are transferred in. New students will be issued an enrollment date once their Getting Started Steps have been completed.

Enrollment Process

The primary means of enrolling in credit courses for all students is through the Manage Classes tile in their ctLink account.

Computer kiosks are available in the Office of the Registrar, Welcome Desk, Career and Advising Center, and Student Life lobbies, as well as in the Holman Library and Tech Center.

Last Day to Enroll

Students may enroll in classes through the third (3rd) day of the quarter for fall, winter, spring and through the second (2nd) day of the quarter for summer. Beginning the fourth day of the quarter (third in summer), students must get instructor permission for each course they wish to add. The only exceptions to this rule are identified late start and continuous enrollment courses as indicated in description on the class search.

Class Changes

Students should consult an advisor before adding or dropping classes. If using a funding source, they should consult with their funding provider before making schedule changes. Students who find it necessary to change their schedules after the third day of the quarter must submit the request to the Office of the Registrar with photo ID, or through the Secure Document Upload tool, www.greenriver.edu/upload, on the Green River website. Changes are not official unless the Office of the Registrar has processed the request. Students should always keep a copy of their schedule after changes have been completed.

Withdrawal from Classes

Students may withdraw from classes online in their ctLink account or by submitting the request to the Office of the Registrar through the eighth (8th) week of fall, winter and spring quarters and the fifth (5th) week of summer quarter. All enrollment deadlines are listed in the Academic published on the Green River website.



Refund Rules

The refund period is the first 15 calendar days of the quarter. Students must withdraw online or submit their request to the Office of the Registrar to guarantee the accuracy of their permanent records and to begin refund procedures, when applicable. The student may receive a refund under the following conditions:

- » 100 percent refund of tuition and fees - when courses or programs are cancelled by the college.
- » 100 percent refund of tuition and fees - through the fifth (5th) instructional class day of the quarter when a student officially withdraws from class.
- » Forty (40) percent refund of tuition only (no fees will be refunded after the 100 percent refund period ends) - when official withdrawal occurs after the fifth (5th) instructional day of the quarter through the end of the refund period (see next bullet).
- » No refunds - after the 15th calendar day of the quarter. The 15th calendar day is the end of the refund period.
- » Short-term classes - 100 percent refund of tuition and fees - when official withdrawal occurs prior to or on the first day of class only. Short-term classes are indicated by dates published with the class listing.
- » Refunds of less than ten dollars (\$10.00) will not be made.
- » Appeals to the refund rules must be submitted to the Office of the Registrar in written form with a Withdrawal/Refund Exception Request, including official supporting documentation. Additional details regarding refund exceptions are listed on the form.
- » Separate refund rules apply to students receiving financial aid. Tuition refunds must be returned to the financial aid account and not to the student.

» A separate refund policy applies for students enrolling in continuing education non-credit classes and students using the Department of Defense Tuition Assistance program.

Withdrawal from Green River

Students who need to completely withdraw from school must follow the same procedure they would to withdraw from classes. Students who want to begin classes again must update their information and reactivate their account by calling the Office of the Registrar.

Grades

Grades are available to students approximately one week after the last scheduled day of each quarter. The dates grades will post are published online in the Academic Calendar. Students who wish to view their grades have the following options:

- » Unofficial transcripts are available in the ctclink student account, under the Academic Records tile.
- » Official transcripts can be ordered online at www.parchment.com for a fee of \$12 per request.
- » If a transcript is needed immediately, there is a \$25.00 On-Demand fee per transcript. The request form is available in the Office of the Registrar.

Grade Changes

Students who believe they have incorrect grades must contact their instructor. Only instructors may submit grade changes to the Office of the Registrar.

Students with disabilities who need assistance retrieving their grades should call the Disability Support Services office at (253) 931-6460 or TDD at (253) 288-3359.



Records

The Office of the Registrar maintains student records, dating back to the application for admission. It is the student's responsibility to make sure the college has their current address and phone number on file. Students may update all contact details in the Profile tile of their ctcLink account, or in person in the Office of the Registrar. Students who would like to change their official name on record must complete a Student Information Change Request Form as well as submit any required documentation. This form is available at the Office of the Registrar, or on the website at www.greenriver.edu/otr/forms and may be submitted through the Secure Document Upload tool at www.greenriver.edu/upload or in person.

Transfer Credit Evaluation

Students transferring credits from other institutions and those who have military experience or advanced placement credit must provide the Office of the Registrar with official transcripts in a sealed envelope, along with a Transcript Evaluation Request form. The form can be picked up in the Office of the Registrar or found on the website at www.greenriver.edu/otr/forms. Submitted records become the property of Green River and will not be returned to students. Students will be notified in their Navigate360 account when their transcript evaluation has been completed. This correspondence will become part of the student's official record.

Student Right to Privacy (FERPA)

All student educational records are maintained according to the Family Educational Rights and Privacy Act of 1974 (FERPA). Any information directly related to the student becomes part of the student's permanent record and FERPA governs

the conditions of its disclosure. Students have the right to examine their records and to request an amendment to those records. Directory information is defined on the FERPA Information webpage at www.greenriver.edu/FERPA. Only directory information can be released without the student's authorization. A student must sign a release in order to have any other information disclosed. Educational information may be released to other institutions that have requested the records and in which the student seeks or intends to enroll. Information may be released to a third party without the student's consent if an emergency situation exists or if information is requested officially by means of a subpoena, court order or legal report. Additionally, Congress requires student information to be released to military recruiters if officially requested. More information about FERPA can be found at www.greenriver.edu/FERPA.

CAMPUS LIFE

INFORMATION DESK

Student Union (SU), 1st Floor Lobby
253-931-6450

Find a broad range of information here. Whether it's finding your class, or finding the best support for your needs, the Information Desk is here to help. Students can pick up a free handbook/planner for the current year. The Information Desk works closely with the RAC, Student Life, and International Programs to bring a wide array of activities that you can get involved in. If you need help signing up for these events, the Information Desk is the place to go! Whether you have a question, or just want to see what's going on, come stop by.



STUDENT LIFE

Student Union (SU), Room 240
253-931-6450

Green River's leadership program, Campus Life Student Leaders, is a unique opportunity for self-motivated, hard-working students to challenge themselves and gain substantial work experience. Qualified students involved in Campus Life learn valuable skills with hands-on, paid experience in program management. Students participate in workshops and training sessions that supplement their on-the-job training. Student positions include: Gator Activities Board Members, International Student Ambassadors, Resident Assistants for Campus Corner Apartments and the ASGRC Student Body President, ASGRC executive positions.

CLUBS

Student Union (SU), Room 240
253-931-6454

Clubs at Green River College are open to all students. Clubs offer students a chance to socialize and have fun while developing important leadership and communication skills. Clubs can be formed around hobbies, fields of study, career fields, identities, and other interest areas. The number of clubs and variety of focus vary yearly based on student interest. Students that are interested in learning more or starting a new club should visit the Student Life Office to speak with the Assistant Director of Student Life. You can find the current list of student clubs, or directions for starting a new club, here: <https://greenriver.edu/students/get-involved/clubs-and-organizations.html>

STUDENT GOVERNMENT

Student Union (SU), Room 240
253-931-6450

The Associated Students of Green River College (ASGRC) is the officially recognized student voice for the students of Green River. As an integral part of the college structure, the ASGRC handles student complaints, provides funding for campus clubs, athletics and activities and reports on student needs and welfare directly to the administration and college's board of trustees.

Getting involved in the ASGRC offers students a great opportunity to develop leadership skills and support the success of their college peers. Official selection of senators is done in the spring and fall, however there are occasionally openings during the school year. All meetings are open to anyone and are on Thursdays in the Mel Lindbloom Student Union (SU).

Please check the Campus Life Canvas for times of Senate meetings. Students may participate on college committees such as the 522 Budget committee, Green River Diversity and Equity Council (GDEC), technology fee, and commencement speaker selection. Contact the student government office for more information.

TRiO STUDENT SUPPORT SERVICES

Student Affairs (SA), Room 211
253-288-3478

TRiO Student Support Services (SSS) provides free resources and support to help students succeed in college. This program serves first-generation college students, those from low-income households, and students with disabilities. TRiO recognizes the unique challenges students face and offers guidance to help navigate academic, financial, and



personal obstacles. Program services include: academic/career advising, free tutoring, a dedicated study space, assistance with scholarships, financial aid applications workshops, events, and a supportive TRiO community. TRiO SSS is committed to creating a welcoming and inclusive environment where students can build confidence, develop skills, and achieve their goals.

More information and the program application are available online at www.greenriver.edu/trio and in our office.

OFFICE OF DIVERSITY, EQUITY AND INCLUSION

Student Union (SU), Room 240
253-333-4973

The Office of Diversity, Equity, and Inclusion (ODEI) is dedicated to fostering a more inclusive, supportive, and welcoming environment for underrepresented students. Our mission is to cultivate intellectual discourse, leadership, and social justice responsiveness among students, faculty, staff, and our broader communities. ODEI supports students of color in navigating the college system and achieving success in their chosen pursuits. We offer a range of services dedicated to student engagement, leadership development, mentorship opportunities, diversity and equity related learning programming, and culturally relevant support services. The Indigenous Student Success and the Pono Program are embedded within ODEI as critical and relevant support services dedicated to our Indigenous students, Asian American, Pacific Islander and low-income status students.

BOOKSTORE

The Paper Tree
Student Union (SU), Room 140
253-931-3961

The Paper Tree Bookstore carries new and used textbooks, reference books, art, nursing, forestry, engineering supplies, and school supplies. Students can order textbooks and supplies early at papertree.greenriver.edu to provide the convenience of getting them prior to the first day of class. The Paper Tree offers a variety of services from stamps, copies, faxing, laminating, and UPS shipping. Check out our large selection of items available in the convenience store that offers frozen foods, grocery items, breakfast items, soups, sandwiches, beverages, candy, protein bars, ice cream, snacks, and health & beauty items. Green River College clothing and gifts are available in store and online to shout your school pride.

Students may sell textbooks they no longer need through the textbook buyback program at the end of each quarter during finals week. Textbooks that the bookstore needs will be bought back at 50% of the current list price. Other textbooks may be bought back at wholesale prices. The Bookstore also offers a year-round wholesale buy at papertree.greenriver.edu. The Paper Tree Bookstore will issue refunds for textbooks during the first two weeks of each quarter, except summer quarter. Summer quarter refund procedures are based on the length of the class. Check with the bookstore for current summer refund information. The store offers refunds for supplies and sundries up to 30 days after the original purchase date. Items returned must be in their original purchase condition to receive full refund. Students will receive a full refund of the purchase price if the college cancels the



class or if they withdraw from class and meet the refund requirements. Receipts are required for all refunds. The bookstore has the right to refuse any item for refund. Check papertree.greenriver.edu for the bookstore's hours of operation.

RECREATION & ATHLETICS CENTER (RAC)

Student Union (SU), Room 120
253-833-9111 Athletic Director, ext. 6025

ATHLETICS

Green River is a member of the Northwest Athletic Conference, NWAC, competing in the following sports:

- » Men's and Women's Track & Field
- » Men's and Women's Cross Country
- » Men's and Women's Basketball
- » Women's Soccer
- » Women's Volleyball

With more than 130 dedicated student athletes representing Green River, opportunities to participate in and to support Gator athletics are available year-round. The Gator Cheer team also provides an outlet for participation during basketball season. Each team begins its orientation and organization efforts during the fall quarter. Those interested in participating should contact the athletic director.

Visit our GRC athletics webpage for more information: greenriver.edu/athletics.

RECREATION

The RAC serves the diverse Green River College community by supporting student success and promoting healthy lifestyles through inclusive recreational fitness opportunities, quality facilities, and a wide variety of programs and services. The RAC features a high-quality weight room area,

indoor sport court, dance studio, full-service locker rooms, and equipment check out. Additionally, the RAC hosts group fitness classes and, intramural sport tournaments. Please check out our GRC web page: greenriver.edu/rac and our Instagram page: [grc_recreation](https://www.instagram.com/grc_recreation)

CAFETERIA

The Gator Grille
Student Union (SU), Room 130
253-288-3366

Conveniently situated in the Lindbloom Student Union, the Gator Grille offers a variety of meal options from hot breakfasts, lunch specials, burgers, sandwiches and salads to hot and cold beverages and pastries.

Vending machines in the Student Union supply sodas and snacks while the building is open. Espresso stands are located on the first floor of the Student Union (Daily Grind cafe) and on the first floor of the Technology Center (Get Wired Cafe), are open during fall, winter and spring quarters. Breakfast items, hot lunch specials, soup, sandwiches and cold beverages are also available.

CONFERENCE AND EVENT SERVICES

Student Union (SU), Room 210
253-333-6010

Conference and Event Services assists current students, chartered student clubs, faculty, staff, organizations, and community members with on-site event planning including room reservation, catering services, audio-visual needs, and web conferencing solutions on the main Green River College campus.



ARTS AND THEATER

ART GALLERY

Helen S. Smith Gallery, (HL) 1st Floor
253-833-9111, ext. 4213
www.greenriver.edu/community/art-gallery

The college proudly features the Helen S. Smith Gallery, which is located across the hall from the main entrance of the Holman Library. Art exhibitions and events presented throughout the year are free. For more than 50 years, the gallery has featured the work of emerging and established Northwest artists, art faculty, and Green River students. Many Northwest greats had their first exhibitions right here in our space! Each exhibition features a reception and often a talk, a panel discussion or programming by the artists. The annual spring Student Art Exhibition has become a campus favorite, featuring art from students at all skill levels and in all media.

VISUAL ARTS ARTIST IN RESIDENCE PROGRAM

Salish Hall (SH), Visual Arts Studios
253-833-9111 ext. 2695

Each year the Visual Arts hosts a visiting artist in one of five different areas: ceramics, design, photography, art history, drawing & painting. The visiting artist spends the week working on art projects, presenting their work in artist talks and an exhibition, and leading a workshop. The artist in residence program provides an excellent opportunity to see first-hand how an artist works by watching their process, participating in interactive works, and having conversations. The college community and the community at large are all invited to participate.

GREEN RIVER THEATRE COMPANY

Performing Arts Center (PA)
253-931-6471

Green River Theatre Company is the performing arm of the Drama Department at Green River College. We produce three fully-staged, student performed productions each year. Participation is by audition and enrollment in the DRMA 111 sequence of classes. Our repertory consists of a mix of comedies, dramas, contemporary and classical plays and musicals. Students performing in our productions are eligible for nomination to compete in the Irene Ryan Acting Competition through the Region 7 Kennedy Center/American College Theatre Festival each year. We offer free admission to all Green River students to the plays, and a nominal admission charge to the musical. The Drama Department offers a wide range of course offerings including acting, improvisation, stage combat, and theatre history each and every quarter.

GREEN RIVER JAZZ VOICES

Performing Arts Center (PA), Room 136
253-833-9111, ext. 4220

Green River Jazz Voices is Green River's award-winning vocal jazz ensemble, consisting of 12-16 auditioned singers backed by a three-piece combo and utilizing a full sound system. The group performs at college events, local and regional jazz festivals, area schools and various other performances throughout the school year. They also have opportunities to explore their solo, duet, and trio singing with "Showcase" performances in other styles such as musical theater.

The group repertoire includes unique arrangements of jazz standards, blues, funk



and Latin jazz as well as new treatments of familiar popular songs. Jazz Voices performs under the direction of Kelly Eisenhour.

STUDENT MEDIA

THE CURRENT

253-288-3457

The Current is a historic student-produced, award-winning multi-media online and print news source that began nearly 60 years ago. After a nearly two-year hiatus, it will be relaunched in the 2025-26 academic year!

Led by a creative team of student content creators, those involved write, edit, and produce content for the website (www.thegrcurrent.com), its social media platforms, and its companion newspaper. All students are welcome and encouraged to join! Paid student positions will be posted on Handshake throughout the academic year.

Students are encouraged to enroll in journalism courses, though taking these courses are not a requirement for contributing.

STUDENT SUPPORT SERVICES

STUDENT TECH SUPPORT DESK

On Campus:

TC 2nd floor

HL 2nd floor

Kent Campus 2nd Floor

Online:

Zoom: GRC Virtual Assistance - Green River College

Email: itstudenthelpdesk@student.greenriver.edu

Website: <https://www.greenriver.edu/shd/>

Phone: 253-931-6465.

The Student Tech Support Desk is the student body's resource for assistance with technology issues including student email, Canvas, ctcLink, Password and MFA help, Office 365 and more. There are several ways to contact the Student Tech Support Desk: In person on Main Campus and on Kent Campus, the Virtual Lobby, Phone and Email. We are here for you! Please visit us on the Green River College website for details about our hours and ways to get the support you need: <https://www.greenriver.edu/shd/> Are you interested in working with us? Please inquire at the desk to know when we are hiring the next time!



TUTORING AND RESOURCE CENTER

Holman Library (HL), 2nd Floor
253-931-6475

The Tutoring and Resource Center provides free, drop-in tutoring both in-person and online. See the tutoring schedules and online links at www.greenriver.edu/tutoringcenter. Students are welcome to study in the center which provides study tables and a computer lab. For those wishing to become tutors, please ask previous instructors to provide a recommendation to the tutoring center.

MATH LEARNING CENTER

Cedar Hall (CH), Room 313
253-931-6479

The Math Learning Center (MLC) welcomes you to visit our peer tutors for either in-person tutoring or for virtual/online tutoring. Large study tables and a network of computers with math and math-related software are available for students to use.

Students may request information about the tutoring schedule or about renting graphing calculators by calling the number above.

PUBLIC SPEAKING CENTER

Holman Library (HL), Room 150 or
Virtually via Zoom

The Communication Studies Department is dedicated to promoting effective public speaking across campus. The goal of the Speaking Center is to help public speakers develop skills and confidence while easing anxiety.

The Public Speaking Center provides feedback to students, faculty, staff and alumni prior to their speeches or

presentations; offers one-on-one coaching from trained Communication Studies Instructors for any step of the speech making process, including interview preparation; and provides opportunities for practice and advice about techniques that will make a speaker's delivery more effective.

Additionally, the Public Speaking Center provides the opportunity for speeches to be recorded. Speakers will have access to their own recorded performance for personal review. To sign up or cancel practice times visit greenriver.edu/psc.

WRITING & READING CENTER

Rutkowski Learning Center (RLC),
Room 174
253-833-9111, ext. 2166
greenriver.edu/tutoring

The Writing & Reading Center provides one-on-one tutoring sessions with peer writing tutors. Students working on writing assignments, cover letters, scholarship, or college application essays and other writing projects should visit the Center during any stage of the writing process (prewriting, drafting, revising, and editing).

The Writing & Reading Center has in-person tutoring by walk-in and appointment. Online tutoring is by appointment.

MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)

Student Affairs (SA), Room 126
253-931-6562
greenriver.edu/ mesa

MESA is nationally recognized for its innovative and effective academic development program. MESA helps students become scientists, engineers



and mathematicians, filling an urgent need for qualified technical professionals. The primary goal of Washington MESA Community College Program is to increase the number of historically underrepresented community college students who transfer and earn STEM bachelor's degrees. MESA students are provided with support and resources, such as individualized educational planning, transfer assistance, academic and career development workshops, access to STEM-related activities and field trips, and a dedicated student center for studying and tutoring.

COMPUTER ACCESS

Holman Library (HL), 2nd Floor
253-931-6480

Technology Center (TC), 2nd Floor
253-931-6465

Kent Center (KC), 272
253-931-6465

The college's open computer labs are in the Holman Library and the Technology Center on the main campus, and in Kent Center room 272.

Students and community members using GreenRiver technology and computer resources are bound by and should read the Acceptable Use Policy (SS 24) on the Policies and Procedures website.

The college also provides wireless internet access throughout the campus. Check the Green River website for computer lab hours of operation.

Computer User Fees

A quarterly technology fee is included in each student's registration fees. Each student is allocated 350 printing points each quarter. Black and white prints are one point, color prints are 10 points

and posters are 100 points. Community members may purchase quarterly access to library computers for \$60. Call Continuing Education at 253-333-6030 for more information.

Computer Labs/Computer Classrooms

Computer classrooms are only for use by students taking classes in those classrooms. Classrooms are locked when a class is not in session.

JUDICIAL PROGRAMS

Student Affairs (SA), Room 206D
253-833-9111, ext. 3397

Judicial Programs, a unit within Student Affairs, seeks to educate students about their rights, responsibilities and expectations as members of Green River College while providing a fair and educational process through which alleged violations of the Student Code of Conduct are adjudicated.

RUNNING START

Student Affairs (SA), Room 135
253-288-3380
RunningStart@greenriver.edu

Running Start is a program for eligible high school juniors and seniors who are ready to take college courses. Students receive both college and high school credit while attending college tuition-free.

RECRUITMENT AND OUTREACH

Student Affairs (SA), Room 105
253-288-3395

The focus of Recruitment & Outreach is to promote Green River College and its programs to the surrounding communities. Our staff attend community events, host on-campus and virtual events, and provide campus tours to visiting groups. If you would like to volunteer to help



with events or campus tours, please contact our office. Future students enjoy hearing from current students!

COUNSELING SERVICES

Student Affairs (SA), Room 277
253-351-6670

Counseling Services offers short-term personal counseling (in person or virtual) to currently enrolled students residing in Washington state. Counseling sessions focus on personal growth and the development of coping skills related to a variety of concerns. The Counseling Services faculty members also offer workshops on academic success and personal wellness topics. Counseling is confidential and available at no charge.

For current Counseling Services hours, visit Green River's website. For crisis support when a Counselor is not available call the King County Crisis Line at 866-427-4747, and for text crisis support text "HOME" to 741-741 (both are available 24 hours a day).

DISABILITY SUPPORT SERVICES

Student Affairs (SA), Room 210
253-931-6460, TDD 253-288-3359
DSS Office Hours: M, T, W, & Th 8 AM - 5 PM & F 9:30 AM - 4:30 PM

ZOOM LOBBY MEETING ID: 969-031-761
or <https://zoom.us/j/969031761>
Password 98092

Disability Support Services (DSS) works with qualified students with disabilities in a confidential, respectful and safe environment to ensure equitable access and opportunity with academic and professional goals at Green River College.

DSS makes available reasonable requested accommodations for individuals with disabilities with advance notice of need,

and may include, but are not limited to: special location for testing; supplemental note taking assistance; textbooks; assistive technology; sign language interpreters; extended time on tests; supportive chairs; and referrals to campus and community resources.

VETERAN SERVICES

Student Affairs and Success Center (SA),
SA-225 (Veteran Services),
SA-224 (Veteran Lounge)
Phone: 253-288-3452,
Email: Veterans@greenriver.edu

Veteran Services: SA-225

Please stop by the Veteran Services Office if you are a military-connected student (i.e., veteran, active duty/reserve service member, National Guard, or eligible dependent - spouse/child - of a veteran/ service member) wishing to use your Post 9/11 GI Bill®, Veteran Readiness & Employment, Survivors' and Dependents' Educational Assistance, Fry Scholarship, Montgomery GI Bill® or Montgomery GI Bill® Selected Reserve benefits. Students wanting to use these benefits MUST contact a School Certifying Official in Veteran Services. If you are uncertain of your VA benefit eligibility, contact VA Education and Training at 888-442-4551 for assistance or send a secure message through www.ask.va.gov.

Other Military or Active-Duty Funding/
Veterans Discounts:

Active-Duty personnel using Tuition Assistance (TA), will work with their installation's education office and bring the required documents to Green River College's Student Financial Services. Student Financial Services can be reached at 253-288-3399 if there are any questions. Students may also be eligible for a tuition discount. Please contact the Office of the



Registrar in SA or call 253-288-3383 to see about qualifying for a Washington State Veterans discount. If you are on Active Duty and interested in VIE-25, please contact Workforce Education for additional details. WA also offers a Gold Star Book Stipend to spouses and dependents who qualify. Contact Financial Aid for additional details.

Education Planning and Advising Services:

Veteran Services has an academic advisor to assist military-connected students with educational planning needs. This service is open to all GI Bill® participants, Active-Duty, and dependents of veterans/service members regardless of VA education eligibility. To schedule an appointment, please use NAVIGATE, visit the GRC Veterans website, give us a call, or stop by the office.

Veteran Lounge: SA-224

This space is designated as the Veteran Lounge. Regardless of your benefit usage, if you are military-connected you can come to the lounge for relaxation and camaraderie. The Veteran Lounge also offers workshops to assist and connect military-connected students with a range of supports. Stay tuned for announcements and schedules for upcoming workshops!

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

LIBRARY

LIBRARY

Holman Library (HL), 2nd floor
253-931-6480

In addition to traditional print materials, thousands of books, magazines, journals, and films may be accessed electronically both at the library and home. Librarians are available to help with research questions in person, over the phone, by email or 24/7 via online chat. The library also houses a 150-computer open lab for students, a student tutoring center and the Helen S. Smith Gallery. A listing of library services, hours and information is available at greenriver.edu/library.

COPIERS

Holman Library (HL), 2nd Floor,
Technology Center (TC), 2nd Floor
253-931-6480

Self-service photocopiers are located in the Holman Library. The copiers are one printer point each. Copiers can also print, scan, and email documents.

STUDENT IDENTIFICATION CARDS

The Paper Tree
Student Union (SU), Room 140
253-931-6569

Holman Library (HL)
253-931-6490

Each student's first student identification card (ID) is free. This card serves as an official identification card on and off campus and as the college library card. It can also facilitate registration and give students access to special events. To receive a student ID card, students should bring photo identification and their student ID



number to the Paper Tree ID card station or the Holman Library. There is a \$5 replacement fee to replace lost cards.

SECURITY AND RELATED SERVICES

CAMPUS SAFETY OFFICE

Student Affairs (SA), Room 156
253-288-3350

The Campus Safety office is located on the first floor of the Student Affairs building in room 156, on the Main Campus. It is the central location for all areas of campus safety, parking, and transportation services. Campus Safety assists with emergencies and security patrols to include the branch campuses at Auburn Center, Enumclaw, and Kent Station. Their primary responsibility is the preservation of life and protection of property. Campus Safety takes the lead in college related crime prevention, investigations, performs security checks of college buildings, and oversees after-hours facility access. Campus Safety will also render assistance to jumpstart vehicles, help with locked vehicles and escort people to any area on campus. Campus Safety also provides assistance in reporting crimes to local law enforcement and support for the reporting and investigation of violence against women crimes to include Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Campus Safety helps facilitate all emergency responses onto our campus and works closely with local law enforcement and emergency services. The main campus is located in the city of Auburn, giving the Auburn Police

Department primary law enforcement jurisdiction. The Valley Regional Fire Authority has primary jurisdiction for fire protection and medical services. The Director of Campus Safety works in partnership with the City of Auburn's Emergency Management Council, for which the city of Auburn and Green River College work together in disaster preparedness and response.

Campus Safety's business hours are from 9 am to 5 PM, Monday through Friday. Campus Safety officers are available 24 hours a day, seven days a week. Blue poles are located at the Campus Corner Apartments for emergency calls that connect directly with the Campus Safety Office. Campus Safety has officers available at the branch campuses located at Auburn Center and Kent Station. Campus Safety also enforces all Green River College's policies.

EMERGENCIES

Dial 911 for emergencies
Campus Safety Office (253) 288-3350

You will receive an immediate response from Local Emergency Services. For a threatening situation using your cell phone, call Campus Safety at (253) 288-3350 or dial 911. For fires, please notify Campus Safety immediately, locate the nearest fire-pull, or call 911.

Report all on-campus non-life-threatening crimes to Campus Safety at (253) 288-3350. If on campus, an officer will be directed to your location to take a report or you may stop by room 156, in the Student Affairs Building. All criminal actions and other emergencies that occur on campus are part of the public record and are compiled by the Campus Safety Office.



SCHOOL CLOSURES

Classes may be cancelled or delayed due to snow, power outages, or other emergencies. Announcements regarding emergency school closures are updated regularly at www.greenriver.edu. Students may sign-up for immediate Green River safety alerts by text or email emergency at: <https://www.greenriver.edu/campus/campus-safety/emergency-safety-alerts.html>.

REPORT CONCERN FOR A STUDENT

To Report Concern For A Student (Formerly Red Flag), go to the bottom of the Green River web page and click on "Report Concern for a Student (formerly Red Flag)." Information that should be reported is anything that is witnessed, observed, or participated in that "makes you feel concerned about a student or classmate." Reporting can also be done through <https://www.greenriver.edu/campus/campus-safety/assistance-care-team/index.html>.

- Are you worried about the health and safety of student?
- Are you witnessing a student struggle academically or personally?
- Are you unsure of how to assist?
- Bottom line: Report any behavior that causes you concern or may make others feel unsafe, even if you are not sure or just want the information to be documented. If you're asking, "should I submit a report?", please report it!
- There is help - and it begins with sharing information with Green River's Assistance & Care Team (ACT).

Please keep in mind that this system does not replace emergency notification systems such as campus safety and 911. If this is a true emergency, please log off and call 911.

If campus safety should be alerted, please log off and call 253-288-3350. In addition, please keep in mind that reporting false information is a crime and appropriate legal action will be taken as necessary.

SAFETY PLANS AND ESCORTS

Campus Safety will also assist in safety plans if you have a restraining or protection order. Please provide a copy to the Campus Safety Office. If you ever feel unsafe on campus, you can request an escort by contacting the Campus Safety Office. An officer will be sent to your location on campus to escort you.

LOST AND FOUND

Campus Safety makes every effort to contact owners of lost items. Found items are logged and stored for the duration of each quarter and two weeks thereafter.

VANDALISM

Green River considers any and all defacement of public or private property vandalism, regardless of intent. Students who commit vandalism on or off campus are subject to disciplinary action by the college. Reporting to law enforcement for possible criminal prosecution is also an option for the victim.

CENTER FOR TRANSFORMATIONAL WELLNESS AND BENEFITS HUB

Student Affairs (SA), SA 122
253-333-4959

Benefits Hub - Balancing school, work, and life, along with the cost of living is hard. The Benefits Hub is here to help students stay in school by connecting students to financial supports on and off campus. Benefits Hub coaches can assist students with financial coaching/ budget planning, as well as inform students about resources like utility bill assistance, housing assistance, food



access, enrollment into public food and healthcare programs, ORCA LIFT bus pass, and other community supports.

For more information or to make an appointment please visit us on the web at: <https://www.greenriver.edu/campus/campus-resources/ctw-benefits-hub/>.

Gator Pantry - Having access to food is a crucial part of being able to keep up with schoolwork and life responsibilities. For many students it can be difficult to access the food they need because of transportation issues, not qualifying for SNAP/EBT, or running out of food before the next paycheck. The Gator Pantry is here to help students get access to food both on campus and to take home. The Gator Pantry also has hygiene supplies, menstrual supplies, sexual health items, and opioid overdose prevention supplies.

Transformational Wellness- The Violence Prevention and Support Program and Gators Thrive provide individual support to students and promote wellness for the college community. The Violence Prevention and Support Program implements campus-wide strategies to prevent interpersonal violence and provide support to all members of the campus community that have experienced stalking, harassment, sexual assault, and relationship violence. Gators Thrive includes individual and group recovery coaching to students who are either in recovery or interested in recovery. The program practices harm reduction but can also provide support to students in 12-step programs who are practicing sobriety. The Child Care Access Means Parents in School Program (CCAMPIS) helps offset childcare costs for parents who are also pursuing certificates/degrees at Green River College.

WHAT IS GATORS CARE?

The Gators CARE Committee is committed to fostering a safe learning and working environment for the Green River College community by providing prevention education, training and resources to students and employees. The committee is made up of staff, faculty, CCA staff, students, and community partners. More information, please visit the Center For Transformational Wellness, located in the Student Affairs (SA) building, Room SA 122.

WHAT IS VAWA?

The Violence Against Women Act is a federal law enacted to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking. VAWA, along with the Campus Save Act and the Jeanne Clery Act, have worked together to improve the safety of college campuses. Under these laws, colleges must educate students, faculty and staff on the prevention of rape, acquaintance rape, domestic violence, sexual assault and stalking. For more information, please visit <https://www.greenriver.edu/campus/campus-resources/ctw-benefits-hub/index.html> or <https://www.greenriver.edu/campus/campus-resources/ctw-benefits-hub/violence-prevention-center/index.html>.

WHAT IS GREEN RIVER COLLEGE'S SEXUAL ASSAULT POLICY?

The College's policy, GA-11: SEX DISCRIMINATION GRIEVANCE PROCEDURE, is on the Green River College website. To report contact Korland Simmons by email at TitleIXcoordinator@greenriver.edu.



PARKING AND TRANSPORTATION

Parking lots are located on the east, south and west sides of the main campus. Students are encouraged to park in these lots or at the Family of Grace Lutheran Church, or carpool to campus. Campus Safety also provides a fee-based guaranteed parking program located in the southwest corner of campus called P-5 (see below). Campus Safety recommends students register their cars, which is free through the Cashier's Office or Campus Safety in the Student Affairs Building. Students may park their vehicles on campus in any unmarked general stall. The college has designated parking spaces for carpool, motorcycles, faculty/staff and vehicles with state-issued disability tags.

CARPOOL PARKING

Pick up a carpool pass each day you carpool to the main campus at the Campus Safety welcome booths at either the east or west entrance. At least two people must be in the vehicle to receive a carpool pass. Carpool spaces are reserved until 10:30 a.m. Carpool parking spaces are not guaranteed.

CAMPUS SAFETY RIDE PROGRAM

Red Line: 253-508-7081
Blue Line: 253-508-4590

The Campus Safety Ride program is designed to provide students residing in Green River's Campus Corner Apartments, nearby apartments, and with host families, a safe night-time transportation to and from

their homes to nearby destinations. Campus Safety personnel will provide rides to and from CCA, Holman Library, local apartments and local convenience stores. Students requesting a ride should allow a 5-to-30-minute response time by designated Campus Safety staff. The Safety Ride begins at 3 pm and continues until 11 pm, (last calls by 10:40 pm), Sunday through Saturday.

GRADUATION AND COMMENCEMENT

GRADUATION

253-288-3383

Students who are close to completing their program should complete an Intent to Graduate Form online with The Office of the Registrar. Academic progress can be monitored by running an Academic Advisement Report in the student's ctclink account.

APPLYING FOR GRADUATION

Approximately two quarters prior to completing coursework, the Intent to Graduate form should be completed. The Intent to Graduate form is available online at Intent to Graduate. Please include all degrees and certificates expected to be completed. Graduation evaluation responses are sent to the student's Navigate360 account.



ELIGIBILITY FOR GRADUATION

To be eligible for graduation, students must have accomplished the following:

- Completed all admissions requirements
- Earned a minimum grade point average of 2.0
- Completed 24 credits at Green River (doesn't pertain to high school diploma or professional and technical certificate candidates)
- Completed all degree requirements as specified by the Green River catalog
- Completed an Intent to Graduate Form (required to receive a paper copy of the diploma mailed, and/or to participate in the Commencement Ceremony in June)

Students may graduate using the degree requirements in effect during their first quarter of enrollment in that program at Green River, for up to six years. After six years, students will need to meet the requirements listed in the current catalog.

FOR INTERNATIONAL STUDENTS

INTERNATIONAL PROGRAMS

International Village, Building D
253-288-3300

The International Programs office staff offers a variety of services, such as international admissions, orientation, assistance with student visa related immigration questions, academic, cultural, individual and university transfer advising, housing assistance and help getting involved on campus. Students can use the following information to familiarize themselves with living in the United States.

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BANKING

There are many local banks in Auburn. In order to open an individual banking account, a student must be at least 17 years old and present two types of identification containing his or her photograph. For example, a student may use his or her passport and a Washington state identification card. Call the bank to arrange an appointment.

BOOKSTORE

The college bookstore sells the textbooks required for each student's classes. Students may pay with a check, credit card, cash and payment apps. Textbooks are usually listed under the course name and number.

CULTURE SHOCK

Most students require several months to adjust to a new culture. During this time, they may feel excited, sad, homesick, depressed or that U.S. culture is not what they expected. This is not unusual. This is called "culture shock." Stress is common for students who are far from home. Signs of stress include feeling anxious, tired, depressed, or angry. Students who feel overwhelmed should talk to an advisor in International Programs or make an appointment to talk with a counselor. The Counseling and Health Services Prevention Education offices are located on the second floor of the Student Affairs and Success Center. For mental health help through the College's insurance, students can also contact "Student Resources - LewerMark International Student Health Insurance" on <https://www.lewermark.com/support-2/> Here are some suggestions to help students adjust to their new surroundings:



- » Set realistic goals (don't try to do too much)
- » Have patience with yourself
- » Find out as much as you can about your new culture
- » Try to have a sense of humor
- » Practice English daily
- » Learn to manage your time
- » Eat healthy food, get enough sleep, exercise, and try to relax
- » Volunteer; join activities and clubs

EMAIL AND INTERNET

Students may access the Internet and their email accounts on campus at the library and at computer stations in the International Programs and Student Life offices, as well as in the Technology Center. Some useful websites are:

- » Directions to anywhere in the United States - Google Maps on <https://www.google.com/maps>
- » Green River information – Green River College on <https://www.greenriver.edu/>
- » Local events – Seattle Magazine on <https://seattlemag.com/>
- » Bus information – Sound Transit on <https://www.soundtransit.org/>

EMPLOYMENT

Students studying on F-1 visas are only allowed to work on-campus at Green River College if they meet the eligibility requirements. F-1 Students are not allowed to work off-campus unless they have been authorized to do so. The U.S. government takes working illegally very seriously and could cause a student to lose their status as an F-1 student visa holder. There are a limited number of on-campus jobs available for international students holding F-1 visas. International students are not eligible for

on-campus positions funded through the federal “work study” program. International Students should ensure eligibility before accepting any kind of employment to be sure it is allowed by F-1 regulations. International students seeking on or off campus employment should contact their International Student Advisor for more information.

GRADES

Instructors award grades on a point system ranging from 4.0, superior, to 0.0, fail. A student's grade point average is calculated each quarter. A cumulative GPA is also calculated, which is a combined total of a student's grades. At the beginning of each term, students receive a syllabus from each class instructor that provides details about class requirements and grading. The syllabus is very important, so students should keep it safe. For completed classes, students may access their grades online by logging into their ctcLink account and reviewing their unofficial transcript.

HEALTHCARE AND INSURANCE

Green River requires all international students to enroll in a health insurance plan. Students may enroll in the Lower Insurance Plan through Green River College or they must provide proof of insurance purchased through another company that meets minimum coverage requirements. Students who do not provide proof of their own insurance will be charged for the Lower insurance plan. Students who have questions about health insurance or who are looking to find out the minimum coverage requirements should visit the International Programs office. Students who have health problems that are life threatening should go to the emergency room at the nearest hospital or call 911, so an ambulance can take them to the nearest hospital. Those with minor injuries or minor



health problems should not go to the emergency room and should call their local doctor or visit an urgent care center instead. Come to the International Programs office or visit www.lewermark.com for the most recent information about local medical providers.

HOUSING

International students requesting housing have two options: Homestay and Campus Corner Apartments. Campus Corner Apartments have four private bedrooms in each unit and are fully furnished. The cost is based on the type of lease selected. Homestays offer private bedrooms and experience living with a U.S. family with the opportunity to share customs and culture, participate in household activities, and practice English skills.

IDENTIFICATION CARDS

International students can receive a Green River identification card from the bookstore or library.

INTENSIVE ENGLISH PROGRAM

The students in the Intensive English Program are supported in their learning by a variety of services: computer access, tutoring, resource materials, writing assistance and other resources. The IEP office staff are available to assist students from 9 a.m. to 5 p.m. Monday through Friday. Summer hours vary.

IMMIGRATION

As a holder of a student visa in the U.S., it is the student's responsibility to understand and comply with immigration regulations. The most important regulation that applies is that a student must remain "in status." This means each student must register for at least 12 academic credits or full-time IEP classes each term, taking only one term as a

vacation in the U.S. per year and work only when permission is granted by immigration. Being "out of status" can cause problems when trying to transfer to another U.S. school. Out of status students may need to leave the United States without finishing their studies, have difficulty renewing their student visas in their home country and be unable to apply for permission to work. Student visa (F-1 and M-1) renewals can only be done outside of the United States. There is no problem if a student's visa expires while he or she is studying in the U.S. as long as their I-20 is current and they are in status. Students needing to renew their visas should contact the U.S. consulate in their home country to find out the latest visa renewal requirements and timelines.

INTERNATIONAL PROGRAMS STAFF

Telephone: 253-288-3300

Email: international@greenriver.edu

The International Programs staff is here to assist international students and to help make their experiences positive and enjoyable. Office hours are from 9 a.m. to 5 p.m. Monday through Friday. Summer office hours vary.

MAIL

The U.S. Postal Service is the main provider of mail service in the United States. The post office is open Monday through Saturday for service. Stamps are always available if there is a stamp machine in the post office lobby. Stamps may also be purchased at the bookstore in the Student Union or at most grocery stores. Students should never send cash through the mail for any reason. The post office in Auburn is located at 11 - 3rd Street. Kent post offices can be found at 10612 SE 240th Street and 216 W Gowe Street. There is also a postal drop box near the Administration Building traffic circle.



ENROLLMENT / TUITION

Enrollment occurs when a student enrolls in classes at Green River. Continuing academic students will have the option of enrolling online. Enrollment time is determined by the number of completed credits. The more credits a student has earned, the earlier his or her enrollment time. Tuition payment deadlines for international students in academic classes follow the published due dates in the class schedule and on the Green River website.

RULES AND REGULATIONS

Purchasing and drinking alcohol in the U.S. is illegal before the age of 21. Driving a vehicle under the influence of alcohol is a crime. There can be penalties of thousands of dollars, a 90-day license suspension or 30 days in jail. Alcohol and illegal drug consumption is not permitted on any of our campuses. Smoking in the United States also has restrictions. Many public buildings and restaurants are "smoke free," meaning that students cannot smoke in any part of the building. Green River is a smoke-free and tobacco-free campus.

Class expectations are described in the course syllabus, which instructors usually hand out on the first day of class. It is very important that students read and understand the class syllabus. The syllabus includes information about grades, attendance expectations, and what is required for success in the class. All instructors set their own point scale for awarding grades. It is wise to keep the syllabus and graded tests and papers that the instructor returns, even after completing the class. The information may be useful in the future. International students should talk to their instructors regarding any difficulties they have with the class material, such as homework, lectures, exams and textbooks. Remember that cell phones and other

electronic devices need to be turned off in the classroom. Each instructor has individual attendance rules. Those who do not attend class during the first three class meetings may be dropped from the class. In order to learn the required materials to pass exams and receive a passing grade, students must study and attend class regularly. Instructors are eager to help their students. Students should find time to communicate with their instructors if they have any concerns.

Plagiarism is copying the work of another student or copying from a book without identifying the source. It is a serious academic violation. It may lead to failure of the course and possible dismissal from the class or from the college. Behavior that is disruptive is not allowed.

SAFETY

The Auburn area is considered safe and secure. However, there are some precautions one may take to avoid dangerous and risky situations:

- » Don't visibly carry a large amount of cash or valuables, such as cameras, laptops and jewelry
- » When going out at night, travel in groups rather than alone
- » Don't leave a party without a friend or with a stranger
- » Don't drink alcohol with someone you don't know. Don't drink alcohol if you are under the age of 21
- » Tell your host family or friends where you are going and when you expect to return
- » Never leave personal items unattended anywhere on campus

Call 911 for fire, police and ambulance in any emergency where there is a life-threatening situation. Campus Safety provides 24-hour service on the main campus and a Campus Safety ride program.



TELEPHONE SERVICE

Domestic telephone companies provide local telephone services and long-distance companies provide national and international services. Students must arrange their own local and long-distance service, unless they are living in the Campus Corner Apartments, which provides a local phone plan. For local telephone service contact Lumen at (800) 860-1020. Students who share long distance service with roommates should ensure everyone understands how the bill is to be paid. Calling cards come in two types: the first acts like a credit card, and bills are sent each month for all calls made with this card. The other is a pre-paid calling card and may be purchased at the Paper Tree on campus, at stores such as Target, Kmart and Walmart. These cards come in various amounts (\$5, \$10, \$25, and so on). In either case, make sure the rates or cost per minute of the card is understood.

TRANSPORTATION

King County Metro provides bus service. There is a 24-hour information line for bus fares scheduled times and routes. The Metro information number is + 1 (206) 553-3000 and the King County Trip Planner website is at tripplanner.kingcounty.gov. Students must have a valid driver's license to drive in the United States. Each state issues its own driver's license. An international driver's license is valid for a limited time. For a list of driver's license examining schools, see: www.dol.wa.gov and click on "get a driver license" Automobile insurance is required in Washington. Students must carry proof of insurance when they drive. Those who are stopped by the police might receive a ticket and a fine of up to \$500 if they cannot prove they have auto insurance.

Advice for driving in the U.S.:

- » Lock your car and keep valuables out of sight
- » Observe posted speed limits
- » Report all accidents to the police; failure to do so is a crime

Always wear a seat belt. It's a Washington state law and can protect you from serious injury in the unfortunate event of an accident!

Airport shuttles are listed in the yellow pages of the phone book under "airport transportation." Be sure to make a reservation in advance. Door-to-door shuttle services include:

Emerald City Airport Shuttle (206) 622-5500

Shuttle Express (425) 981-7000

TRAVEL

International students may travel anywhere in the United States. Students who are planning to travel outside the U.S. should ensure an advisor has signed the second page of their I-20. International Programs strongly advise international students to carry their I-20 and passport when traveling outside of Washington state.

DISCLAIMERS

NON-DISCRIMINATION STATEMENT:

Green River College does not discriminate on the basis of race, color, real or perceived national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Green River



College prohibits discrimination on the basis of sex, sex-based harassment, and sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to Green River College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

REPORTING

Any employee, student, applicant, or visitor who believes that he, she or they have been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the President's office for referral to an alternate designee.

For all students, applicants, employees and public/visitors:

Korland Simmons, Equity Compliance
Manager

Kent Campus 279

Phone: 253- 833-9111, ext. 3361

Email: TitleIXcoordinator@greenriver.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, complete the Discrimination Complaint Processing Form and submit the form to the Title IX Coordinator.

ACCESSIBILITY

We are committed to providing access to all who visit, work, and study on campus. To receive the following information in an alternative format, students should contact Disability Support Services at: 253-931-6460; TTY 253-288-3359; or dss@greenriver.edu. Staff and faculty should contact HR@greenriver.edu.

DISABILITY SUPPORT SERVICES STATEMENT:

Green River College is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability are invited to contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations.

Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-931-6460; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 210, to request accommodations. For additional information, please visit www.greenriver.edu/dss.

The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.



ASSOCIATED STUDENTS OF GREEN RIVER COLLEGE CONSTITUTION UPDATED MAY 2024

PREAMBLE

This constitution of the Associated Students of Green River College has been adopted for the purpose of fostering and developing student responsibility, interest, and participation in the activities and programs of the Associated Students of Green River College and is dedicated to the furtherance of general student welfare.

ARTICLE I: NAME

The name of this organization shall be the Associated Students of Green River College and the organization hereafter may be designated as ASGRC.

ARTICLE II: OBJECTIVES

The objectives of this organization shall be to provide the opportunity for student organization, for the growth of the academic and social life of the students, and to further student relations with faculty and community.

ARTICLE III

MEMBERSHIP

All students currently enrolled at Green River College shall be members of this ASGRC with the privilege of holding office and voting in any special election process. All GRC students shall be allowed to vote in all ASGRC elections. Students registered for six or more units of college class work at GRC shall be eligible to hold Executive officer positions.

ARTICLE IV

AUTHORITY AND POWERS

Section 1 - POWER

ASGRC is the sole representative governing body for the students of Green River College. Operating under the authority of the Board of Trustees, Community College District 10.

Section 2 - Authority

The ASGRC Student Government has the sole authority to administer and enforce the ASGRC Constitution and Bylaws.

Section 3 - Responsibility

ASGRC will adhere to the Green River College Policies and Procedures manual, and laws and regulations of the State of Washington, including, but not limited to, the Student Code of Conduct.

ARTICLE V

ASGRC OFFICERS

Section 1 - Membership

The ASGRC Executive Board shall consist of the ASGRC President as well as other ASGRC Coordinator positions as spelled out in Article III, Clause 1, Section 1 of the ASGRC Bylaws.

Section 2 - Officer Selection

The ASGRC executive positions shall be selected by the ad hoc Selection Committee, which consists of the current ASGRC Executive Board, at least 3 at large students, and the Director of Student Life or designee.

Section 3 - Term of Office

The terms of office for an ASGRC executive position shall be for one academic year (Fall Term to Spring Term).

Section 4 - Vacancy in Office

The ASGRC Finance Coordinator shall



become President in case the Office of President is vacated. In the case of a vacancy in any of the other executive positions, the President shall appoint a new executive subject to the approval of the executive board, within two weeks after the vacancy occurs. In the event of all offices being vacated the ASGRC advisors will start the selection process within two weeks of vacancies.

ARTICLE VI

RULES OF ORDER

All ASGRC Executive Board meetings shall be governed by Robert's Rules of Order, Revised.

ARTICLE VII

BYLAWS

Section 1 - Jurisdiction

Bylaws of the ASGRC shall be made and amended by a two-thirds (2/3) vote of the ASGRC Executive Board.

Section 2 - Notification of Intent

Any proposed Bylaws or amendments to Bylaws must be presented in writing to each member of the ASGRC Executive Board and read to the ASGRC Executive Board seven (7) calendar days before it can be voted upon. Proposed Bylaws and/or amendments shall be advertised around campus and on Canvas seven (7) calendar days prior to the Bylaw or amendment being voted upon. Bylaws require approval of two-thirds (2/3) of the ASGRC Executive Board.

ARTICLE VIII

CONSTITUTIONAL AMENDMENTS

Constitutional amendments may be initiated by a petition from the student body or by action of two-thirds (2/3) of the ASGRC Executive Board. In the

case of legislative action, the suggested amendment must be presented in writing to each member of the ASGRC Executive Board and read to the ASGRC Executive Board seven (7) calendar days before it can be voted upon. The Constitution shall be amended by approval of the Student Body by a simple majority (50% plus 1) vote of the ballots cast at a special election in which 5% of the student body cast ballots. In addition to this, the ASGRC Executive Board will be required to provide information sessions at a set time where members of the Executive Board will be present to explain the changes to the constitution. No voting will take place at such meetings.

ARTICLE IX

INITIATIVE, REFERENDUM, AND RECALL

Section 1 - Initiative and Referendum

A constitutional amendment, legislative action, or referendum action of any legislative action may be demanded by a petition signed by 5% of the Student Body.

Section 2 - Recall

Any Initiative or Referendum may be subject to recall upon petition signed by 5% of the Student Body.

Section 3 - Adoption

Upon receiving a petition for an initiative, referendum, or recall measure, the ASGRC Executive Board must call a special election in not more than 15 academic days. Initiative, referendum, or recall measures require a simple majority (50% plus 1) vote to pass in a special election.

ARTICLE X

INTERPRETATION

Section 1 - Student Interpretation

The interpretation of this Constitution and Bylaws shall be the responsibility of



the ASGRC President, with advice from the ASGRC Executive Board and ASGRC Advisors, subject ultimately to approval by the Board of Trustees of Green River College.

Section 2 - Guidelines for Interpretation

Any interpretation of this Constitution shall be made with the view of its basic principles which are to increase and foster student responsibility, interest, and participation in the activities and programs of the Associated Students of Green River College.

ARTICLE XI

ADOPTION

Section 1 - Student Interpretation

The interpretation of this constitution, Bylaws, and Senate Standing rules shall be the responsibility of the Governance Committee, subject ultimately to approval by the Board of Trustees of Green River College.

Section 2 - Guidelines for Interpretation

Any interpretation of this constitution shall be made with the view of its basic principles which are to increase and foster student responsibility, interest, and participation in the activities and programs of the Associated Students of Green River College.

ARTICLE XII

ADOPTION

This constitution shall become effective upon approval of the Student Body by a simple majority (50% plus 1) vote of the ballots cast at a special election in which 5% of the student body cast ballots. After the Student Body vote, the constitution will be presented to the President of the college for final approval and presented to the

Board of Trustees as an information item in the monthly ASGRC report. This constitution shall become effective immediately upon final approval by the college president, unless otherwise stated in the legislation document, and shall supersede all preceding GRC Constitutions.

ACADEMIC STANDARDS AND PROGRESS POLICY

We care about your academic success and want to be sure you complete your goals on time. To help you accomplish this, we established minimum grade expectations to ensure you make progress toward your degree or certificate. Advising offices monitor grades each quarter and will reach out to you if you haven't met these expectations to help you co-create a plan for success. Please familiarize yourself with the Academic Standards and Progress Policy, which can be viewed at greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-1-academic-standards-progress-policy/.



STUDENT RIGHTS AND THE STUDENT CODE OF CONDUCT

As a student of Green River College, you have the responsibility and expectation to maintain an environment conducive to the academic success, safety, and well-being of others. The Student Code of Conduct identifies the rights that are guaranteed individual students and the responsibilities of students in our college community according to state law and college policy. The provisions of the code apply to all students whenever they are on campus or engaged in any college-sponsored activity or function. To review the Student Code of Conduct, please visit:
<https://www.greenriver.edu/conduct/>



Lined writing area with horizontal green lines on a background of light green alligator spots.





Lined writing area with a light green crocodile print background pattern.

WEAREGATORS



CAMPUS PHONE DIRECTORY

MAIN CAMPUS PHONE NUMBER

Auburn 253-833-9111

ON-CAMPUS OFFICE

Placement and Testing Center	253-288-3449
Athletics	253-288-5564
Bookstore	253-931-3961
Campus Safety	253-288-3350
Career and Advising Center	253-288-3482
Cashier	253-288-3399
Continuing and Community Education	253-333-6030
Conference Services	253-333-6010
Counseling	253-351-6670
Disability Support Services	253-931-6460
Diversity Services, ODEI/CAP	253-333-4973
English for Speakers of other Languages	253-351-6680
Office of the Registrar	253-288-3383
Financial Aid Office	253-288-3392
Foundation/Development Office	253-288-3330
GED® Preparation	253-351-6680
International Programs	253-288-3300
Library	253-931-6480
Mathematics Engineering Science Achievement (MESA)	253-931-6560
Open Doors	253-333-4968
Progress and Completion Center	253-333-4959
Recruitment and Outreach	253-288-3395
Student Life	253-931-6450
Student Government	253-931-6450
TRiO Student Support Services	253-288-3478
Veteran Services	253-288-3452
Welcome Center	253-333-6000
Workforce Education	253-931-6500

OTHER CAMPUS LOCATIONS

Auburn Center	253-288-3455
Campus Corner Apartments	253-876-0700
Enumclaw Campus	253-288-3400
Kent Campus	253-856-9595

EMERGENCY

LIFE THREATENING

Dial 9, listen for dial tone, call 911;
report emergency.

From campus phone: 253-288-3350

TDD

(253) 288-3359

FAX

Office of the Registrar

253-288-3454

INTERNET ADDRESS

greenriver.edu

MAILING ADDRESS

If you wish to send materials to the college,
please use the following address:

Office of the Registrar
Green River College
12401 SE 320th St.
Auburn, WA 98092-3622

 @GreenRiverCollege

 @GreenRiverCollege

 @greenriverc

 /greenrivercollege





CAMPUS BUILDINGS		POPULAR DESTINATIONS	
Administration Building	AD	Mel Lindbloom Student Union	SU
Bleha Center for Performing Arts	PA	Physical Education Building	PE
Campus Corner Apartments Student Housing	CCA	Rutkowski Learning Center	RLC
Cedar Hall	CH	Salish Hall	SH
Facilities Operations	FO	Shipping & Receiving	S/R
Fitness Center	FC	Student Affairs & Success Center	SA
Holman Library	HL	Technology Center	TC
Maintenance Center	MC	Trades Technologies	TT
Marv Nelson Science Learning Center	SC	Washington Environmental Training Resource Ctr. (WETRC)	WT
McIntyre Int'l Village A-D	IV A-D	West Building	WB
		Zgolinski Center	ZC
		Campus Information & Tours	SA
		Placement & Testing Center	SA
		The Paper Tree Bookstore	SU
		Campus Safety	SA
		Career & Advising Center	SA
		Conference Services	SU
		Continuing Education	WT
		Disability Support Services	SA
		Equity & Diversity Services	SU
		Financial Aid Office	SA
		Gator Grille/Gator Grind	SU
		Helen S. Smith Gallery	HL
		Math Learning Center	CH
		Office of the Registrar	SA
		Payroll	AD
		Recreation & Athletics Center	SU
		Speaking Center	HL
		Student Financials	SA
		Student Life	SU
		TRIO Student Support Services	SA
		Tutoring & Resource Center	HL
		Veteran Services	SA
		Workforce Education	SA
		Writing & Reading Center	RLC

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility. CRO2305_Campus_Map_Color_cmyk