



Walla Walla Community College
2016-2017

Property of: _____
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Walla Walla Community College is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation (including gender expression/identity), marital status, age (over 40), the presence of any sensory, mental, or physical

disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Washington State laws against discrimination.

This handbook contains selected policies and practices of Walla Walla Community College. It is not meant to be all-inclusive or address all policies or practices of the College. It is simply an effort to highlight what we feel are some very important policies and stress their importance to students, staff, instructors, and administrators at Walla Walla Community College. Additional policies can be found in the Catalog and on the WWCC website at <http://www.wbcc.edu/CMS/index.php?id=426>.

Welcome and Introduction

Welcome from the Vice President of Student Services



José E. da Silva

On behalf of the Student Services Staff, it brings me great joy to welcome our new and returning students to the 2016-17 academic year. We are thrilled to have you with us, and we are excited to help nurture your academic strengths, encourage your personal growth, and inspire your creativity.

As students, you are the cornerstone of our campus community and our partners in advancing Walla Walla Community College's stature as a preeminent world-class institution of higher education. As our returning students already know, learning at Walla Walla Community College extends far beyond the classroom. We also learn a great deal from each other. We encourage our students – and all members of our academic

community – to be full participants in the free and open exchange of ideas and viewpoints that characterizes our college. We commit ourselves to upholding the values we cherish as a community college, and to fostering an atmosphere that is respectful, supportive, and welcoming to all. The diversity of our backgrounds, talents, and perspectives will continue to enrich us all as we live and learn together.

We are proud to have you as part of our Warrior family, and I look forward to seeing you on campus.

Message from the Director of the Clarkston Campus

Welcome to Walla Walla Community College's Clarkston Campus! You are taking an important step to a better future for yourself and your family by deciding to attend college. We are here to help you achieve your educational goals – whether you want only to brush up on your skills or to complete an associate's degree, at the Clarkston Campus you will find what you need to be successful. To enhance your college experience, I encourage you to take advantage of the many activities available to our students through the student organizations and clubs and the leadership roles with the Associated Student Body. The staff and faculty are here to help you create a bright future. Welcome to the Clarkston Campus.



Dr. Janet Danley

Walla Walla Community College Vision & Mission Statements

Vision Statement:

Walla Walla Community College will be the catalyst that transforms our students' lives and the communities we serve.

Mission Statement:

Walla Walla Community College inspires all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services.



Commitment to Diversity

Vision Statement for Equity and Inclusion

Walla Walla Community College will create an equitable and inclusive learning environment.

Mission Statement for Equity and Inclusion

*Transform Walla Walla Community College's culture and practices by embedding equity and inclusion competencies that support the success of **all** students, faculty, and staff.*

Calendar of Advising, Registration, & Instruction

	Fall 2016	Winter 2017	Spring 2017
Advising Day	May 11	November 8	February 23
Returning Student Registration	May 16	November 28	February 27
New Student Registration	June 17	December 5	March 6
Tuition Due	September 9	December 27	March 20
Quarter Begins	September 19	January 3	March 29
Last Day to Drop for 100% Refund	September 23	January 9	April 4
Last Day to Add Most Classes	September 23	January 9	April 4
Last Day to Drop Classes	November 4	February 17	May 23
Quarter Ends	December 9	March 17	June 9

Holidays & Breaks 2016-2017

College Closures

Fourth of July	July 4, 2016
Sustainability Days	June 24, 2016 July 1, 2016 July 8, 2016 July 15, 2016 July 22, 2016 July 29, 2016 August 5, 2016 August 12, 2016 August 19, 2016 August 26, 2016 September 2, 2016
Labor Day	September 5, 2016
Veteran's Day	November 11, 2016
Sustainability Day	November 23, 2016
Thanksgiving Holidays	November 24 & 25, 2016
Sustainability Day	December 23, 2016
Christmas Day (Observed)	December 26, 2016
New Year's Day (Observed)	January 2, 2017
Martin Luther King, Jr. Day	January 16, 2017
President's Day	February 20, 2017
Memorial Day	May 29, 2017

Admissions and Registration

New Student Checklist

1. Apply Online.
2. How will you pay for college?
 - a. Apply for financial aid,
 - b. Research options for funding,
 - c. Find ways to pay at www.wwcc.edu/pay.
3. Send official transcripts from previously attended colleges to the Office of Admissions and Records.
4. Complete Placement Testing.
5. Complete New Student Orientation.
6. Meet with an advisor.
7. Register for classes online at: www.wwcc.edu .
8. Pay tuition and fees prior to the tuition due date.



Admission Policy

509.527.4283 (Walla Walla)
509.758.3339 (Clarkston)

WWCC is an open door higher education institution. We accept all qualified individuals who are at least 18 years of age. Applicants who are under the age of 18 at the time of registration, who are not high school graduates or participating in Running Start, the Alternative Education Program, or Tech-Prep, must complete the Underage Admission Policy process. Some programs have specific admissions procedures and limited space; therefore, admission to the college does not guarantee availability of all programs or courses. Students who previously attended WWCC should update their Admissions Application. Application to WWCC may be made online at www.wwcc.edu or by submitting a written application available at the Office of Admissions and Records at either campus. After WWCC receives your application, you will receive an acceptance letter from the college.

Residency

509.527.4283 (Walla Walla)
509.758.3339 (Clarkston)

A number of factors are used to determine residency. It is the student's responsibility to inform WWCC about changes in residency. The Washington Residence Questionnaire is available online at wwcc.edu/CMS/fileadmin/PDF/OAR/WA_Residence_Questionnaire.pdf. For further information, please call the Walla Walla Campus at the 509-527-4283.

Financial Aid

509.527.4301 (Walla Walla)

509.758.1700 (Clarkston)

The Office of Financial Aid at WWCC accepts applications from all students seeking financial assistance. Financial support for students should come from three sources: the student, the student's family, and financial aid programs. The Financial Aid Office is available to assist eligible students for specific college programs when their personal or family resources are not adequate to meet educational expenses.



WWCC offers the following types of financial aid: grants, loans, scholarships, and employment opportunities. For additional information on financial aid resources, check the college website at: www.wvcc.edu/finaid

To begin the financial aid application process:

- 1) If you will be a new student attending the college, apply for admission to WWCC. Returning students should check with the Admissions Office to make sure address and program of study information are still accurate.
- 2) Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.
- 3) Complete a WWCC Financial Aid Information Form.
- 4) If required, submit additional documents as requested by the Financial Aid Office.

For further information on eligibility requirements and deadlines, contact the Financial Aid Office.

Placement Testing Services

509.527.4267 (Walla Walla)

509.758.3339 (Clarkston)

To be placed into English, reading, and math classes, there are various measuring tools to assess which class the student should enroll in. New students are able to access the Placement Testing schedule online at www.wvcc.edu/testing. Retakes are approved by the testing staff on a case-by-case basis and may cost an additional fee. Students who have transcripts from a previous college or university may submit them to the Office of Admissions for evaluation for placement in English and Math. Other documents may be reviewed for a placement. Please contact the Testing Center for a list of the approved documents eligible for placement evaluation.

Placement testing at the Clarkston Campus, Room 117, is scheduled Mondays, Thursdays, and Fridays from 12:30 p.m. to 4:00 p.m.; and Tuesdays and Wednesdays from 12:30 p.m. to 8:00 p.m. Testing can be scheduled by calling 509.758.3339 during regular business hours Monday through Friday.

New Student Orientation

509.527.4262 (Walla Walla)

509.758.3339 (Clarkston)

New Student Orientation is offered both on campus and online to familiarize students with WWCC programs and degrees, education and career planning, online tools, and the advising and registration process, as well as information on campus and community resources. To sign up, go to www.wbcc.edu/nso. New Student Orientation is held several times during the summer months for Fall Quarter and subsequent quarters. New students are highly encouraged to attend. WWCC Student ID Cards are made available during the orientation. Online orientations are available for all students.

Advising & Educational Planning

509.527.4262 (Walla Walla)

509.758.1718 (Clarkston)

WWCC assigns advisors to all degree-seeking students. Advisors provide assistance in education, career, and life planning and use a variety of tools and assessments to help students determine appropriate career and education plans, including quarterly class scheduling. A quarterly advising day is set aside for students to meet with their assigned advisor to plan their schedule and review their progress toward degree completion. However, the final responsibility for meeting all graduation requirements rests with the individual student.

Clarkston Campus students are encouraged to schedule an appointment with their advisor by calling (509) 758-3339. Some, but not all, departments conduct an "Advising Day" to plan schedules for the upcoming quarter.

Registration

509.527.4283 (Walla Walla)

509.758.3339 (Clarkston)

Registration is the process of enrolling in classes each quarter. Advisors throughout the college can provide detailed information and procedures for registration. After completing the advising process, students will obtain a quarterly registration number from their advisor that allows for online registration. Important dates and deadlines are published in the quarterly class schedule available online at www.wbcc.edu/qcat or at the "Calendars" link at the top of the WWCC home page.

Pay Tuition & Fees

509.527.4204 (Walla Walla)

509.758.1720 (Clarkston)

Tuition may be paid at the Business Services office by cash, check, or credit card, or online at: www.wbcc.edu/sos. Students may also enroll online in an interest-free automatic payment plan that offers automatic bank or credit/debit card payment options. Tuition and fees are due ten days before the first day of each quarter.

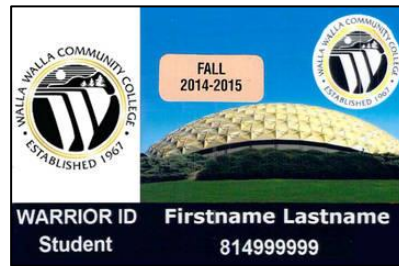
Student ID Card

509.527.4351 (Walla Walla)

509.758.3339 (Clarkston)

To obtain a Student ID Card, pay tuition and fees at Business Services and bring the receipt to the office of Student Activities (Bldg. D, Room 254) in Walla Walla or to the Testing Center (Main Bldg., Room 117) in Clarkston.

Student ID Cards must be validated each quarter, allowing students to attend WWCC athletic events, plays, musical events, and other ASB-sponsored activities for free or at a reduced charge.



Academic Information



Alternative Education Program

509.527.4324 (Walla Walla)

The Alternative Education Program provides Washington State students an educational opportunity outside the traditional high school setting. Students between 16 and 21 years of age who have not earned a high school diploma may be eligible to participate to earn a high school diploma or work toward a GED. Students who are enrolled in local area high schools are referred to the program by high school officials. Students who have passed their graduation year or who dropped out of school can directly inquire about AEP. The program is a partnership with the Walla Walla School District and covers the cost of tuition and books for program participants. All students must apply for admission to the College and complete the WWCC placement test as part of the enrollment process.

Degrees & Certificates

509.527.4283 (Walla Walla)

509.758.3339 (Clarkston)

A description of WWCC's degrees, certificates, programs, and classes is available in the eCatalog online.

Dropping & Adding Classes

509.527.4283 (Walla Walla)

509.758.3339 (Clarkston)

Check the schedule online each quarter for registration, tuition payment, and tuition refund deadlines. It is YOUR responsibility to complete the add/drop process either online before the end of the first week of the quarter or at the Office of Admissions and Records. Online registration is turned off on the fifth day of class. Washington Online (WAOL) courses have different deadlines—see WAOL schedule dates.

GED Preparation

509.524.4808 or 509.527.4295 (Walla Walla)

509.758.3339 (Clarkston)

Classes are available for GED preparation. CASAS assessments must be completed prior to enrollment in GED courses. Please contact the Transitional Studies office (509.524.4808) for more information regarding GED courses.

Graduation

509.527.5168 (Walla Walla)

509.758.3339 (Clarkston)

All graduating students should complete the Application for Degree or Certificate one to two quarters before they plan to graduate. The e-form is available online at <https://www.wvcc.edu/academics/graduation/>. The



graduation ceremony is held at the end of spring quarter, usually in mid-June.

High School Completion Program

509.527.4324 (Walla Walla)

509.758.1708 (Clarkston)

The High School Completion program provides another alternative for students needing to complete their high school diploma. In order to enroll in the program, students must bring transcripts from all high schools they have attended. Students must apply for admission to the College and complete the WWCC placement test prior to meeting with an advisor. Washington residents who are 19 or older pay a reduced tuition which is available in the fee schedule. Non-residents are eligible for this program, but may be subject to paying out-of-state tuition rates.

Honors Program

509.527.4298 (Walla Walla)

509.751.4050 (Clarkston)



The Walla Walla Community College Honors Program offers successful and highly motivated students the chance to advance both their learning and their prospects for college and career advancement through uniquely challenging course work and focused activities. The program is designed to be completed alongside the AA/AS transfer degrees, although others are welcome to take honors classes as well. Transcripts of Honors graduates

announce their special achievement and list the specific courses they took for Honors credits. Students may enroll in the Honors Program if they enter WWCC with a 3.5 high school G.P.A. or if they have earned at least 15 college-level credits at WWCC with a 3.5 G.P.A.



Instructional Support Services

Tutoring and Learning Center (TLC)

509.524.5181 (Walla Walla)

509.758.1291 (Clarkston)

Students who need assistance with Math or Science may drop-in to the Tutoring and Learning Center (TLC) to receive help from a trained tutor. Students who need writing assistance should make an appointment

through the TLC webpage to receive one-on-one help from a trained writing tutor. Tutoring is free and available to all students. In Walla Walla, the Tutoring and Learning Center is located on the second floor of the main building in Room 244. On the Clarkston Campus, the Tutoring and Learning Center is located on the second floor in the mezzanine area. Hours are updated each quarter on the WWCC website.

Nursing tutoring is also available for first and second year nursing students in the Health Sciences building in Walla Walla and in the TLC in Clarkston.

Running Start Program

509.527.4262 (Walla Walla)

509.758.3339 (Clarkston)

Running Start, a program created by the Washington State legislature, provides an opportunity for juniors and seniors in public high schools to enroll in courses at Walla Walla Community College. Junior and senior status is determined by the student's local high school. This program provides academically qualified students an opportunity to attend college courses and earn college credits, tuition-free, while completing high school graduation requirements. Credit and tuition eligibility are determined by the number of courses the student is enrolled in at his/her public high school.



Home-schooled and private school students must enroll in a public high school to participate in this program. Running Start students qualify by taking the WWCC placement test and meeting with their high school counselor in addition to a WWCC advisor. Running Start students pay quarterly fees to the college based on their course load and must pay for their own textbooks; additionally, students may be charged tuition based on the number of credits they are enrolled in at their high school. Students may qualify for fee-waivers and some textbook assistance by providing documentation (example: free or reduced lunch) to their Running Start advisor by the first day of the quarter, once per year.

Transcript Evaluations

509.527.4284 (Walla Walla)

The Office of Admissions and Records (OAR) will review your transcript to evaluate how many classes you must take to graduate. This can be done by submitting a request located at OAR or found online at: <http://applications.wwcc.edu/oar/transcript-evaluation-request/>. Transfer students should request official transcripts and submit this request the first quarter of attendance. Students can access the "Degree Audit" system at www.wwcc.edu/sos.



Transcripts

509.524.5168 (Walla Walla and Clarkston)

Official and unofficial transcript requests are normally made online at www.wwcc.edu/transcripts; you must have a debit or credit card to order official transcripts online. Students without debit or credit cards may also order official transcripts via a link at the web address above. Only WWCC students or former students may request a copy of their transcripts. Unofficial transcripts may be printed free of charge from the WWCC website above. There is a \$5.00 charge for each official transcript ordered; transcripts will be mailed within two to three business days.

Transfer Center

509.527.3679 (Walla Walla)

509.758.1718 (Clarkston)

The WWCC Transfer Center is located in the Student Development Center on the Walla Walla Campus and in Student Services on the Clarkston Campus. Materials are available to help students in developing a transfer plan. Students planning to transfer to other colleges and universities should make an appointment to meet with a transfer advisor. The Transfer Center also hosts the College Transfer Fair, offers workshops, maintains up-to-date information on the WWCC website, and arranges visits from institutional representatives. Please visit www.wwcc.edu/transfer for more information.

WSU Nursing @ WWCC

509.372.7202 (Linda Miller, WSU Tri-Cities)

509.524.5152 (Walla Walla)

WSU offers Bachelors and Masters Degrees in Nursing on-site at WWCC. The program courses are in various modalities including online and ITV.



Student Programs and Services

Walla Walla Community College encourages students to get involved with campus life! Listed below are multiple opportunities to engage in college activities as well as college governance – take this opportunity to impact your campus and get involved!



Ambassadors

509.527.4675 (Walla Walla)

509.758.3339 (Clarkston)

The Walla Walla Community College Student Ambassadors is an honorary group of students who apply and are selected to represent the college at special events on campus and around the community. The WWCC Student Ambassadors serve as liaisons between incoming and prospective students, staff, alumni, distinguished guests of the college, and the general public.

Associated Student Body (ASB)

Student Activities

509.527.4307 (Walla Walla)

509.758.3339 (Clarkston)

Students at Walla Walla Community College are encouraged and welcomed to participate in many programs and activities beyond the classroom. Events and activities are provided to assist students in pursuing a great variety of interests, often at no cost. ASB provides many different activities throughout the year and offers assistance to campus clubs. Popular student activities include Almost-Free Bowling, Trivia Night, Karaoke, Bingo Night, the Cowboy Breakfast, Intramurals, Club Sports, and many more.

Student Government

509.527.4307 (Walla Walla)

509.758.3339 (Clarkston)

Selections for student body officers are held each spring. Contact the Director of Student Activities for details. Volunteers are also needed to help ASB officers in planning student activities. Student Government is comprised of five officers on the Walla Walla Campus and four officers on the Clarkston Campus. News and events on the Walla Walla Campus are available at asb.wwcc.edu and on Facebook, Twitter, and Instagram – WWCC ASB or @wwccasb.

Athletics

Intercollegiate Teams

509.527.4306 (Walla Walla)

WWCC is a member of the Northwest Athletic Conference (NWAC) and the National Intercollegiate Rodeo Association, fielding a variety of men's and women's teams. Women may compete in volleyball, soccer, basketball, golf, and softball. Men may compete in basketball, baseball, soccer, and golf. Additionally, WWCC has men's and women's rodeo teams that compete throughout the Northwest.



Events

All events are posted in the *Warrior Weekly* and on WWCC bulletin boards. Some are listed in the calendar section of this handbook as well. All Athletic schedules and rosters are listed on the WWCC website at: www.gowwcc.com. WWCC Student ID Cards will admit students to all WWCC athletic events.

ATM Machines

Walla Walla

An ATM machine is available for your convenience in the hallway between the Business Services office and the Bookstore.

Clarkston

An ATM machine is available for your convenience in the lobby of the main instructional building.

Bookstore "Warrior's Locker"

collegestore.wwcc.edu

509.527.4255 (Walla Walla)

509.758.1701 (Clarkston)

In **Walla Walla**, the Warrior's Locker is open daily from 7:30 a.m. to 4:30 p.m., Monday through Friday. In **Clarkston**, the Bookstore is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Summer hours may vary in both locations. Other services include:

- *Course materials & supplies*
- *Apparel, gifts, & greeting cards*



Clubs & Organizations

509.527.4351 (Walla Walla)

509.758.1707 (Clarkston)

Any group of students can form a club to promote their common interests. Contact the Director of Student Activities for more information. The following includes clubs and organizations on both campuses:



1st Year Nursing (WW & Clarkston)

2nd Year Nursing (WW & Clarkston)

Agriculture Tech

Ambassadors (WW & Clarkston)

Automotive Mechanics (Auto Tech)

Business Club

Collision Repair (Auto Body)

Computer Technology

Cosmetology

Culinary Arts

Dance

Diesel Mechanics

Digital Media

Diversity & Cultural Club

Drama

Energy Systems Technology (WW & Clarkston)

Engineering Technology

Equality Club

Farrier

Go Green Club

Investment Club

Jazz Band

John Deere 1

John Deere 2

L.E.G.I.T. – Plant Operations

Outdoor Power Equipment

Parent Co-Op

Professional Golf Management

Skills USA

Sports - Clarkston

Sports Medicine

Students Art Association

TRiO (WW & Clarkston)

Turf Management

Vocal Music

Welding

Wind Energy Technology

Computer Labs

509.529.5858 (WW Main Building, Room 246)

509.758.3339 (Clarkston)

Computers are available for student use. These labs are staffed by peer lab monitors who are available to assist students with the computer software programs.

In **Walla Walla**, hours for Computer Lab 246 are: Monday – Thursday 7:30 am to 9:00 pm; Friday 7:30 am to 4:30 pm; Saturday 9:00 am to 3:00 pm; and Sunday 1:00 pm to 5:00 pm. Computers are also available in the Library and the TLC, The Learning Center. Six laptop work areas with Ethernet cables and power strips are available in Computer Lab 246.

In **Clarkston**, open computer lab hours for Room 117A are 7:30 am to 12:30 pm, Monday - Friday; Library hours are Monday-Thursday 7:30 am to 6:00 pm and Friday 7:30 am to 4:00 pm. Room 122 hours are Monday, Tuesday, and Thursday, 2:30 pm to 7:00 pm; and Wednesday and Friday, 2:30 pm to 5:00 pm (when not used for classes or testing). Room 125B is open 7:30 am to 4:30 pm, available when not used for occasional classes and testing.

Summer hours vary at both campuses. Wireless connection to the internet is available.

Copy Machines

Copiers are available for public use in the Walla Walla campus and Clarkston Campus libraries. The machines are coin-operated and able to make change. The cost is 10 cents per copy.

Counseling

Student Development Center/Student Services

509.527.4262 (Walla Walla)

509.758.3339 (Clarkston)

Counseling, intervention, and referral services are available to students facing personal challenges and decisions that impact their success in college. All sessions are private and confidential. This service is available at no charge to WWCC students.

Clarkston Campus – Please call Quality Behavioral Health at 509.758.3341 for mental health and personal counseling.

Crisis 911 (Campus Phones dial 9-911)

Call 911 to summon emergency services for any crisis with immediate threat to health or safety.

Walla Walla County Department of Human Services (Mental Health)

509.524.2920

509.524.2999 (Crisis Unit)

Walla Walla County Dept. of Human Services provides individual counseling, 24-hour crisis intervention, community consultation, and education on a sliding fee scale.

Child Protective Services

509.524.4900 (Walla Walla)

509.751.4686 (Clarkston)

866.363.4276 (WA State Child Abuse Hotline)

CPS investigates complaints of child abuse and neglect, and offers adolescent reconciliation services, counseling, and community referrals.

YWCA

509.525.2570 (Walla Walla)

509.529.9922 WW 24 Hour Crisis Line

208.743.1535 (Clarkston)

208.746.9655 Clarkston 24 Hour Crisis Line

The YWCA provides information, support, counseling, advocacy, and referrals for victims of sexual and domestic violence.

Help Hotlines

Suicide Hotline

800-273-TALK (800-273-8255)

Sexual Assault Hotline

800-656-4673

Disability Parking Permit

State designated disabled parking stalls are available on campus for use by persons who have a state disabled parking permit.

On the Walla Walla campus, temporary permits (two week maximum) are available at the Student Development Center with medical documentation indicating a need for special parking.

Students requiring a permanent or temporary state disabled parking permit can find more information at <http://www.dol.wa.gov/vehicleregistration/parking.html>.

Disability Support Services

509.527.4262 (Walla Walla)
509.758.3339 (Clarkston)
509.527.4412 (TDD) 509.593.5383 (VRS)

Students may request accommodations due to a disability by contacting the Coordinator of Disability Support Services (Claudia Angus, Walla Walla Campus; Janet Danley, Clarkston Campus). The Coordinator will issue accommodations based on the functional limitations of the disability and the course requirements. Accommodations are modifications to the instructional setting or campus facilities; for example: a quiet location for testing, sign language interpreters, or adjustable tables.

Email and Student Accounts

509.527.4357 (Walla Walla)
Toll Free: 877.992.9922
877.471.6629, ext. 1357 (Clarkston)

GET SIGNED ON!

All students accepted to Walla Walla Community College (WWCC) can access the student portal (pictured left). You can designate your password and activate your portal account by choosing MyWWCC on our web site at <http://wwcc.edu>. WWCC students enrolled in courses gain elevated privileges that include the ability to login to campus computers, print on campus printers, and access the college's online learning management system. Graduated students no longer enrolled in any classes can access MyWWCC, but cannot login to campus computers, print, or access the online learning management system.

MyWWCC provides access to the Student Portal Communicator where timely and targeted messages and information will appear. For example, enrollment in a wait-listed class, personal information, student email access, posted grades, class schedules, registration, online classroom login (also available at <http://online.wwcc.edu>), progress towards degree, grades, and transcripts. In addition, students can save and edit their NETID passwords used to login to most campus resources including MyWWCC and webmail.

To access MyWWCC –the student portal - go the Walla Walla Community College home page at <http://wwcc.edu>. Click on the MyWWCC link in the upper right corner of the page and follow the instructions at the bottom of the next page to activate your account.

You will need:

- 1) Student ID Number

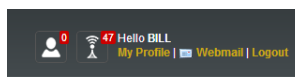
- 2) Date of Birth
- 3) Social Security Number (if you did not provide a SSN to the college, call the help desk to activate your account).
- 4) Select a password

Students can also request 100MB of private storage on the campus network by contacting the Help Desk. You are then able to use this space for saving homework files. Files are backed up and kept safe for you. In addition, you can access class assignment folders and class-shared work folders instructors might set up for your class.

EMAIL and STUDENT PORTAL COMMUNICATOR

Enrolled students are provided email accounts. Your instructor will inform you if they use your college email address to communicate with you. Many will use the online learning management system (Canvas) for this purpose. You can access your email account at <http://wwcc.edu/webmail>.

We recommend all students use MyWWCC to activate their NETID account and choose a password. Using MyWWCC regularly is valuable because it allows easy access to a wealth of resources. We also recommend every student access the student portal communicator tool from MyWWCC. Click on one of the message icons and then SETTINGS to view/update your profile information. One can unsubscribe for broadcast channels that are not relevant to you (such as messages addressed to another WWCC campus) and provide another email address to which directed (non-broadcast) portal messages will be forwarded.



Note these important points:

- *Your NetID is your 9 digit WWCC Student ID number.*
- *You need to activate your NetID account before logging into WWCC resources such as MyWWCC and webmail.*
- *When you activate your NetID account, you will be given your email address. You can also see your assigned email address in the MyWWCC student portal under "My Profile".*
- *Refer to the following page for mobile device setup:*
<http://www.wwcc.edu/CMS/index.php?id=3231>
- *Refer to the following page for access to the wireless network:*
<http://www.wwcc.edu/tech-services/networks-and-wireless/>

Check out the other resources at <http://wwcc.edu> under CURRENT STUDENTS and FUTURE STUDENTS.



Emergency Assistance

Walla Walla

Help Line - 509.529.3377

Walla Walla Help Line is a community network organization that provides services to any resident of Walla Walla County in need of emergency social services. While some resources are available only for those living within specific poverty guidelines,

resource counseling and information are provided for anyone, regardless of income. There is no fee for Helpline services. Emergency assistance includes food, shelter, homeless prevention/rent assistance, utility assistance, transportation, and other crisis referral services.

Blue Mountain Action Council - 509.529.4980

BMAC is a community agency that offers services to meet the basic needs of low-income individuals and families. Services provided include food distribution, home energy assistance, Pro Bono lawyer referral, Ombudsman program, transitional housing, and home improvement services to community members in need.

Employment Services

Student Help/Work Study Positions

509.527.5230 (Walla Walla)

509.758.3339 (Clarkston)

On-campus and off-campus student jobs are available through the Work Source on-site affiliate office. Work-study positions are part-time jobs available to students who qualify to receive work study funds through the Financial Aid office. Other community and regional job opportunities are also posted on the Walla Walla Community College website <http://www.wwcc.edu/CMS/index.php?id=3197>.

Work Source

509.527.5230 (Walla Walla)

509.758.3339 (Clarkston)

<http://www.go2worksource.com>

Services include:

- Assistance with building resumes, applications, and interviewing skills.
- Local, regional, and out-of-state occupation information.
- Career planning in your area of study.
- Part-time employment for students on or off campus.
- Self-service computers with internet access.

Fitness Center

509.527.4306 (Walla Walla)

The Fitness Center/Tone Zone on the Walla Walla Campus may be accessed by enrolling in the Tone Zone (HPER 107-109) course. Each quarter, there are also a limited number of posted hours the Tone Zone is available to all WWCC registered students.

509.758.3339 (Clarkston)

The Fitness Center, located to the north of the main building, is available to all enrolled Clarkston Campus students free of charge after signing a waiver. The hours of operation are posted each quarter and may change without notice. The Fitness Center is equipped with various exercise machines and equipment.

Food Service

CC's Espresso and Treats

509.758.3339 (Clarkston)

A local vendor, CC's, serves specialty coffees and light fare for breakfast and lunch from 8:00 am to 1:00 pm Monday through Thursday and 8:00 am to 12:30 pm Fridays at the **Clarkston Campus**.

Titus Creek Café

509.527.4272 (Walla Walla)

Breakfast and lunch is served Monday through Friday between 8:00 am and 1:30 pm. Be sure to check your student or staff email for daily/weekly features. Students and college staff may purchase meal tickets in amounts of \$50, \$25, or \$15 at the Business Services counter.



College Style - Hair Salon Services

509.527.4247 (Walla Walla)

College Style is a full-service salon and spa, practicing cutting-edge cosmetology techniques and learning to create an outstanding customer experience in a professional environment. Making an appointment is recommended, but walk-ins are welcome. All services are offered at a very affordable rate.

Health Insurance

509.527.4204 (Walla Walla)

509.758.3339 (Clarkston)

Students can get reduced rates on **Injury Only** insurance coverage. Brochures are available from the Cashier. Claim forms can be obtained at the Student Services Office.

Health Services

There are no health services available on campus. Various clinics, doctors, and hospitals are available in the community.

Walla Walla County Health Department

- 509.524.2650
- WWCHD provides free immunizations for children up to age 18 and testing for sexually transmitted diseases, TB, and HIV. Services are also available for children with special health care needs.

Asotin County Health Department

- 509.243.3344
- ACHD provides free immunizations for children up to age 18 and testing for sexually transmitted diseases, TB, and HIV.

Planned Parenthood

- 866.904.7721 (Walla Walla)
- 866.904.7721 (Pullman)
- Planned Parenthood of Walla Walla provides information, contraceptive care, physical exams, pap smears, pregnancy testing, infection checks and breast exams, mid-life services, male exams, and HIV testing. Counseling and referrals are also available.

Walla Walla Family Medical Center

- 509.525.6650
- Medical and dental care services are available on a sliding fee based on income.

Snake River Community Clinic (Clarkston)

- 208.743.5899
- Medical care services available for free or on a sliding fee based on income.

Help Desk

For General Technical questions:

509.527.HELP (4357) - Walla Walla

509.758.1357 - Clarkston

For questions related to the online learning system (currently Canvas) see the section of the handbook related to Online/eLearning.

The Technology Services Help Desk is usually the first point of contact for faculty, staff, students, and the general public when technology issues arise. The Technology Services Department emphasizes “**One-Stop-Calling**”. This means that all employees and students are encouraged to call the Help Desk number to ensure the calls are answered, logged, and tracked to completion.

After-hours calls (**5:00 pm - 7:00 am**) will access the Help Desk voice mail where an emergency phone number can be obtained. Non-emergency calls will be attended to the following business day. Call the Help Desk at **509.527.HELP** (ext. **4357** on campus).

Housing

509.527.4262 (Walla Walla)

509.758.3339 (Clarkston)

Walla Walla Community College does not have on-campus housing or a housing director. However, the Walla Walla Campus has compiled a list of local apartment complexes and various housing opportunities (i.e., roommates, rooms in private homes, etc.) that you may obtain from the Student Development Center; and the Clarkston Campus has information on local real estate and property management firms in the Lewiston-Clarkston Valley.



Intramurals

509.527.4229 (Walla Walla)

509.758.3339 (Clarkston)

Intramurals is an extracurricular and leisure program designed for students at the Walla Walla Campus. Programming reflects a broad spectrum of team and individual activities in order to meet the recreational needs and interests of the student population. Information is available on the ASB website and on bulletin boards located throughout the campus and in the Dietrich Center.

The **Clarkston Campus** Sports Club provides students with the opportunity to pursue individual and team sports.

Library

509.527.4277 (Walla Walla)

M-Th: 7:30 am-7:30 pm, F: 7:30 am-4:00 pm

509.758.1714 (Clarkston)

M-Th: 8:00 am-6:00 pm, F: 8:00 am-4:00 pm

(Hours vary when classes are not held, during breaks and in the summer. Call or check the website at www.wwcc.edu/library for the most current schedule.)



The Walla Walla and Clarkston campus libraries provide a comprehensive selection of collections and services for WWCC students with on-site and remote access to expanded, web-based resources. Both facilities provide computers and networked printing for academic purposes; research and library use instruction; study and listening/viewing space; and borrowing privileges from libraries throughout the country. When accessing databases from a non-WWCC networked computer, students, faculty and staff are prompted to login with their student/staff identification number (SID). A 24/7 reference chat service and full text article and streaming video databases are available from home or work. Visit the Library or our homepage at www.wwcc.edu/library for more information about library services and student access to resources.

Lockers

509.527.4307 (Walla Walla)

509.758.3339 (Clarkston)

Walla Walla – Lockers are available by signing up at ASB. Email asb@wwcc.edu.

Clarkston – Go to ASB, Room 114, to sign-up. Cost is \$4 per quarter.

Lost & Found

509.522.2500 (Walla Walla - Main Information Desk)

509.758.3339 (Clarkston – Business Office)

Individuals may turn in **Found** items or report **Lost** items at one of the locations above. Items are logged, tagged, and secured until they can be matched with their owners.

Mental Health & Substance Abuse Counseling and Treatment

Confidential information regarding mental health and substance abuse counseling and treatment is available from WWCC counselors in the Student Development Center. Referrals for assessment, support groups, and treatment are also available in the community.

For students at the Walla Walla Campus, the following resources are available:

Student Development Center	(509) 527-4262
Alcoholics Anonymous	(509) 522-5059
Help Line	(509) 529-3377
Narcotics Anonymous	(509) 522-7842
Sexual Assault Hotline	(800) 656-4673
Suicide Prevention Lifeline	(800) 273-8255
VA Medical Center	(509) 525-5200
Walla Walla County Chemical Dependency Info & Referral	(509) 524-2652
Walla Walla County Crisis Response Unit.....	(509) 524-2999
Walla Walla Mental Health Info & Referrals	(509) 524-2920
TDD/TTY	(509) 524-2994

For students at the Clarkston Campus, the following resources are available:

Student Services	(509) 758-3339
Alcoholics Anonymous	(509) 758-2821
Narcotics Anonymous	(208) 746-7632
Sexual Assault Hotline	(800) 656-4673
St. Joseph Regional Medical Center	(208) 743-2511
Suicide Prevention Lifeline	(800) 273-8255
Tri-State Hospital.....	(509) 758-5511
YWCA Crisis Center.....	(208) 746-9655

Parking

509.527.2500 (Walla Walla)

509.758.3339 (Clarkston)

There is no charge for parking on either campus; however, fire zone and disabled parking regulations will be enforced.

Post Office

509.527.4255 (Walla Walla)

A United States Postal Service pick up location is located inside the Walla Walla Campus Bookstore. The Substation offers stamps, mailing boxes, and outgoing mail service for letters and packages. Postal services are *not* available at the **Clarkston Campus**.

Publications

509.527.4351 (Walla Walla)

509.758.3339 (Clarkston)

The Walla Walla Campus ASB produces *The Warrior Weekly*, featuring student news, events, and ads. The newsletters are distributed throughout campus and available online at asb.wwcc.edu. Items can be submitted by email to asb@wwcc.edu.

Student Development Center

509.527.4262 (Walla Walla)

509.758.3339 (Clarkston)

The Student Development Center houses advising and counseling services, disability services, veteran's services, testing services, and the transfer center. Advisors and counselors in the Student Development Center help students identify and successfully achieve their academic, career, and personal goals. Staff members also assist students with the development of problem-solving skills and advocate for students when appropriate.



Telephone, Student Use

Walla Walla Campus

Courtesy phones are located in the main building in the Information Center lobby and the Student Activity Center (SAC) for brief local calls. Courtesy phones are also located in the Technology Center, Professional-Technical, and Health Sciences buildings. A pay phone is located outside the Northeast (bridge) entrance of the Main Building for toll calls.

Clarkston Campus

Courtesy phones for brief local calls, or to contact the Walla Walla Campus at no charge, are available for students in the lobby of the Clarkston Campus main building and the Health Sciences building.



Testing

509.527.4267 (Walla Walla) testing@wwcc.edu

509.758.3339 (Clarkston) www.wwcc.edu/testing

Walla Walla Campus Testing Center

The Walla Walla Campus Testing Center is located in Room 236, on the second floor of the main building (Bldg. D) on the Walla Walla campus.

Placement Testing Services

To be placed into English, reading, and math classes, there are various measuring tools to assess which class the student should enroll in. New students are able to access the Placement Testing schedule online at www.wwcc.edu/testing. Retakes are approved by the testing staff on a case-by-case basis and may cost an additional fee. Students who have transcripts from a previous college or university may submit them to the Office of

Admissions for evaluation for placement in English and Math. Other documents may be reviewed for a placement. Please contact the Testing Center for a list of the approved documents eligible for placement evaluation.

General Testing Services

Professional staff members provide proctoring services for distance learning exams, make-up exams, and other specialty exams including CLEP, TEASV, and PearsonVUE. Open testing sessions are available Monday through Friday. Please call or email the contact information above or check on the website at www.wbcc.edu/testing for availability.

GED Testing Services

Walla Walla Community College is an official GED (General Educational Development) testing center. Students interested in the GED testing service must register for exams at www.GED.com. After successful completion of GED exams, a certificate is issued by the State of Washington for Washington residents. The GED testing fee is \$30.00 per test.

Clarkston Campus Testing Center

The Clarkston Campus Testing Center is located in room 117 in the main building. Testing is available from 1:00 p.m. to 4:00 p.m. on Mondays, Thursdays, and Fridays; and 1:00 p.m. to 9:00 p.m. on Tuesdays and Wednesdays. GED testing services are available at the Clarkston Campus; go to GED.com for scheduling.

Theatre

509.527.4317 (Walla Walla)

The drama department presents four productions annually. Productions are open to any WWCC student who wishes to audition or participate in the production as technical or support personnel.



Transportation

509.525.9140 (Walla Walla)

509.758.3567 (Clarkston)

509.527.3779 (Walla Walla Dial-A-Ride)

The Valley Transit bus system in Walla Walla provides transportation throughout the city and College Place to the college. ASB provides discounted bus passes to any current WWCC student. Dial-A-Ride arrangements can be made for students with mobility disabilities.

The **Clarkston Campus** is on the Valley Transit line with a stop on Bridge Street in front of the campus. Contact the numbers above for route and schedule information.

TRiO - Student Support Services

509.527.4258 (Walla Walla)

509.758.1721 (Clarkston)



The Student Support Services program aims to increase student retention, graduation, and transfer rates for 280 enrolled participants. Students must either be a first-generation college student (neither parent has graduated from a four-year college), low income, or

have a documented disability. Students must be pursuing an associate's degree at WWCC and planning to transfer to a four-year college after completing the associate's degree.

Some of the services provided by SSS/TRiO are:

- Personal, career, and academic advising
- Free one-to-one math and science tutoring services
- Scholarship and financial aid planning/monitoring
- Transfer planning to four-year colleges, including campus visits

The program application is available at the SSS/TRiO Office or on the web at <http://www.wvcc.edu/trio/application/>.

Veteran's Information

509.527.1864 (Walla Walla)

norma.sandoval@wvcc.edu

A veterans' education benefit specialist is located on the Walla Walla Campus to assist veterans attending both the Main Campus and the Clarkston Campus with obtaining VA Education Benefits. The main function of the Veteran's Affairs office is to assist veterans/dependents with the application process and to monitor usage of education benefits for compliance with the policies and procedures of the Department of Veterans Affairs.

Important Policies



Academic Standards Policy

Honor Roll

Students eligible for the President's Honor Roll or the Vice President's Honor Roll must meet the following minimum criteria:

- 1) Is a full-time student enrolled for 12 credits or more in a quarter exclusive of remedial courses.
- 2) Achieve a 3.85 G.P.A. for the President's Honor Roll.
 - a. --OR--
- 3) Achieve a 3.50 G.P.A. for the Vice President's Honor Roll.

Students with grades of I (Incomplete), Y (In-Progress), Z (No Credit), or an F are not eligible for honor roll recognition.

Academic Warning, Probation, and Suspension

The academic warning and suspension policy is intended to promote successful learning. With this help, students will be alerted to potential problems in time for them to take corrective action. The following guidelines have been established to ensure that academic standards are maintained:

- 1) *At the conclusion of each quarter, the grades of all students enrolled in that quarter will be reviewed.*
- 2) *Students who have attempted twelve or more credits in the quarter and whose grade point average that quarter is less than 2.0 will be notified of their situation.*
- 3)
 - a) **Warning (Level 1)** - *The first time a student's cumulative or quarterly grade point average falls below 2.0, the college notifies the student that they have been placed on warning status.*
 - b) **Probation (Level 2)** - *The second consecutive quarter of enrollment that the cumulative or quarterly grade point average falls below 2.0, the college will notify the student that he or she is on probation status. Students will be advised*



that they are required to meet with their advisor to develop an educational plan and implement strategies to correct this condition.

*c) **Academic Suspension (Level 3)** - When students fail to earn a 2.0 G.P.A. for three consecutive quarters, they are suspended from attendance at the college for a period of one academic quarter (exclusive of summer) until a successful appeal is completed. The student may appeal this suspension (see process below). After academic suspension of one quarter, a student may appeal to the Academic Standards Review Board for re-instatement to the College. If re-admission is allowed, the student will remain on academic probation.*

*d) **Appeals** – Students placed on academic suspension may appeal to the Academic Standards Review Board if they felt that unusual circumstances were the cause of their low academic achievement.*

- 4) Any student whose G.P.A. is under 2.0 will be encouraged to take advantage of the assistance provided by the college to enhance student success.*
- 5) Students placed on academic probation or suspension must appeal to the Academic Standards Review Board for a re-assessment if they feel that unusual circumstances beyond their control were the cause of their low academic achievement.*

After academic suspension of one quarter (fall, winter, spring), a student may appeal to the Academic Standards Review Board for re-instatement to the college. If re-admission is allowed, the student will remain on academic probation until achieving a quarterly 2.0 G.P.A.

Admission Policy & Procedures for Underage Students (under age 18)

On the web at <http://www.wvcc.edu/admissions/underage-students/>.

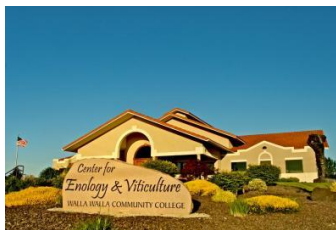
Confidentiality of Student Records (FERPA)

In accordance with the federal Family Educational Rights and Privacy Act (FERPA), Walla Walla Community College enforces guidelines concerning information about the student's permanent educational record and governs the conditions of its disclosure. Except as otherwise indicated, the college will not provide information contained in student records in response to inquiries unless the student has given consent to the college in writing using the form at www.wvcc.edu/CMS/fileadmin/PDF/OAR/Release_of_Information_Form.pdf. Exceptions will be made if knowledge of the information is necessary to protect the health or safety of the student or other individuals or disclosure is required by law.

The following information may be released without notification to the student on a need-to-know basis, as it is representative of public directory information:

- Student's Name, Address (street & e-mail), and Phone Number
- Field of Study
- Enrollment Status (e.g., full-time or part-time)
- Athletic Information
- Dates of Attendance and Completion
- Degrees and Awards Received.

The college provides additional information to military recruiters in compliance with federal Solomon Act requirements. Students wishing to be excluded from the student directory information as defined in PL.93-380 must file a quarterly non-disclosure request with the Registrar to seal their records. Walla Walla Community College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure. By sealing your records, WWCC will be unable to verify degrees, graduation, or any other requested information. Call 509-527-4283, Office of Admissions and Records, if you need further information.



Criminal Violations

Any student who shall commit theft, assault, acts of forgery, or any other act on college facilities which is punishable as a gross misdemeanor or a felony under the laws of the state of Washington and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action.

Facts, Regulations, & Programs Relating to Crime, Drugs, & Alcohol

Walla Walla Community College cares about the safety and welfare of all its students and staff. The College is committed to maintaining an environment free of crime, illicit drug use, and abuse of alcohol. While it is the policy of the College to assist students and employees to seek treatment for drug or alcohol dependency, any student or employee committing criminal acts or participating in the unlawful use of drugs or alcohol on any property under the control of Walla Walla Community College or participating in any sponsored activity shall immediately be subject to the rules and regulations concerning such acts and shall be referred to appropriate authorities.

The above information is published in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Chapter 28B.10 Revised Code of Washington and the Student Right to Know and Campus Security Act, 1990. (Public Law 101-542)

Grading Policies

Grades and Grade Reporting

The WWCC grading system provides a permanent record of grade evaluations which reflect the student's course achievement. The following grades are used:

Outstanding Achievement

- A** 4.0 points per credit hour
- A-** 3.7 points per credit hour

High Achievement

- B+** 3.3 points per credit hour
- B** 3.0 points per credit hour
- B-** 2.7 points per credit hour



Average Achievement

C+	2.3 points per credit hour
C	2.0 points per credit hour
C-	1.7 points per credit hour*

Minimum Achievement

D+	1.3 points per credit hour
D	1.0 points per credit hour

Unsatisfactory Achievement

F	0.0 points per credit hour
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Grades not included in G.P.A. calculation

I	Incomplete (see description below)
N	Audit - Course not taken for credit (does not appear on transcript)
P	Passing - Used for short courses, workshops and where deemed appropriate by the Vice President of Instruction.
W	Withdrawal (see description below)
Y	In progress (not a final grade) - Used in courses that allow enrollment on a continuous basis. Students who enter such courses after the quarter has begun and need additional time to complete course requirements may be given time in the subsequent quarter to the equivalent of a quarter. Students do not re-enroll for the time allowed in the subsequent quarter. The "Y" grade will be changed to an appropriate letter grade at the end of the equivalent quarter through the grade change process. Students needing more than the equivalent of a quarter must be given a grade and be required to re-register for the course.
Z	No credit - Student has not met minimal objectives due to extenuating circumstances (accident, illness, death in family, etc.). The faculty member initiates this grade. This grade is not computed in the grade point average and cannot be changed unless instructor error has occurred.
S/U	Satisfactory/Unsatisfactory - Used in a limited number of courses where students will not have their work recorded on their transcripts.
*	Some departments do not consider a C- grade as sufficient to satisfy course requirements or to progress to the next level.

The Incomplete (I) Grade

The grade of "I" may be assigned only upon the request of the student and with the concurrence of the instructor. It is given to the student who is doing passing work and has completed at least two-thirds of the course when a circumstance arises that prevents normal completion. Neither lateness in completing work nor the desire to do extra work to raise a poor grade is considered an extenuating circumstance. A student must obtain an Incomplete Grade Contract from the Office of Admissions and Records and negotiate a formal agreement with the instructor specifying the work done, the work remaining to complete the course and the time allowed to do the work.

If the incomplete is to be made up in any other than the subsequent quarter, excluding summer quarter, the student must re-register for the course. If a student does not make up the incomplete grade, the instructor will change the incomplete grade to the grade and

credits agreed to in the Incomplete Grade Contract. If the instructor has not specified the grade and credits that the incomplete grade will revert to and the student does not honor the Incomplete Grade Contract, the incomplete grade will remain permanently on the student record and "0" grade points are earned.



Prerequisite Course Incompletes

A student may enroll in a course that has a prerequisite course for which the student has negotiated an incomplete grade. However, the student must successfully complete the required work for the requisite course and replace the incomplete with a grade that meets the prerequisite requirement during the first three days of the subsequent quarter. If the student does not complete the prerequisite course in the first three days of the subsequent quarter, the college will withdraw the student from the current course.

The Withdrawal (W) Grade

If students feel that they are improperly enrolled in a course, they should initiate withdrawal as soon as possible. See the quarterly class schedule for the last day to withdraw. Withdrawals after the 10th day of the quarter will become part of the student's transcript. Students are not eligible to receive the Withdrawal (W) grade after the last day to drop (see quarterly course schedule). See the section on adding or dropping courses.

Grade Point Average (G.P.A.)

The grade point average indicates the general achievement of a student. It is calculated by multiplying the number of credit hours for a course attempted by the grade points assigned to the grade for that course, taking the sum of products calculated and dividing by the total credit hours attempted. The calculation does not include courses in which the student received grades I, Z, N, Y, W, S or P.

Quarterly Grades

At the end of each quarter, grades are processed for each student enrolled for credit. Students may get their quarter grades and grades for the previous quarters by getting an unofficial copy of their transcript online at www.wvcc.edu/sos or by leaving a self-addressed and stamped envelope at the Office of Admissions and Records.

Grade Change

Once a grade has been filed with the Office of Admissions and Records, it is regarded as final. Except for the conversion of Incomplete (I) and In-Progress (Y) marks, grade changes are accepted only under restrictive circumstances. These circumstances include:



- 1) Clerical error in transcription or recording of grade
- 2) Instructor error in computation
- 3) Decision as the result of a grievance procedure
- 4) Grade resulted from academic dishonesty

At the end of each quarter, grade reports are available on the web for each student enrolled for credit. If an error or omission should occur on a student's grade report, the registrar must be notified no later than the last day of the subsequent quarter.

Repeating A Course—Grade Forgiveness

A student may request grade forgiveness when repeating any course for which a grade of "C-" or lower was received. Students **must** submit the online *Grade Forgiveness/Repeat Class Request* to have the highest grade calculated into the WWCC grade point average. Grade forgiveness is only granted when both courses are taken at WWCC and can only be granted twice, if necessary, beyond the original course. If approved, the course(s) with the lower grade will have an "R" posted next to the grade in the permanent transcript.

All courses repeated for which a grade of "C" or better was earned will remain as part of the student's record, and an average of those grades will be reflected in the cumulative grade point average.

The course must be repeated at WWCC or the repeat will not be shown on the WWCC transcript, and the grade point average will not be recalculated.

Note: Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. We recommend checking with the transfer institution before repeating a class to determine course transferability.

Students receiving financial aid or veterans benefits should consult the respective office prior to repeating a course as financial penalties may be imposed. This procedure has no effect on admission criteria and procedures established for selected program areas.

Student Grievance Procedure

For Instructional Issues

Please see the Walla Walla Community College website for the current procedure: http://www.wbcc.edu/CMS/fileadmin/PDF/Student_Policies/Student_Grievance_Instruc_Final.pdf

Rules of Conduct Regarding Drugs, Alcohol, Tobacco, & Firearms

Pursuant to RCW 28B.50.140, the Board of Trustees is empowered to adopt rules and policies regarding the operation of Walla Walla Community College. Over the past several years, the Board has adopted policies and rules regarding drugs, alcohol, and tobacco, and mandated strict compliance with both the letter and intent.

Drugs

Walla Walla Community College has a drug abuse prevention program with procedures ensuring that all employees and students are notified of its drug-free policy and bound by its terms.

In accordance with the Code of Conduct, any student who shall use, possess, or sell any drug on college facilities or at college-related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed as medication by authorized medical personnel. Employees or students engaging in such prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination.

All students engaged in athletic or intramural activity shall upon conviction be immediately suspended from participation in college-sponsored athletic or intramural events.

Marijuana, although now deemed "legal" (I-502) in Washington State, is still prohibited on the WWCC Campus. The new marijuana law is not consistent with Federal law; therefore WWCC must conform to Federal rule or risk losing Federal financial aid funding.

Alcohol

The possession or consumption, or being demonstrably under the influence of any form of alcohol by any student on college facilities or at college-related activities shall be cause for disciplinary action.

Tobacco

Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.

Support programs are available for students who would like assistance with quitting:

- Tobacco Quit Line 1-800-Quit-Now (800) 784-8669
- Spanish Quit Line 1-877-2No-Fume (877) 266-3863
- www.quitline.com
- Free Cessation Classes Through WWCC

Firearms

No person or group may use or enter onto college facilities having in their possession firearms, even though licensed to do so, except commissioned law enforcement personnel as prescribed by law.

Security

Facility Services employees are alert to any breaches of security observed during the normal course of their duties. The buildings and grounds are periodically patrolled, and breaches of security are reported to Facility Services. Close coordination with local law enforcement agencies is maintained on a 24-hour basis.

Student Complaints

Vice President of Instruction (509.527.4289/Walla Walla)

Vice President of Student Services (509.527.4300/Walla Walla)

Clarkston Campus Director (509.758.1701/Clarkston)

The Vice Presidents and/or Clarkston Campus Director are available to help you resolve any of the following or related problems. Policies are also available for your review. See *Student Policies* on the WWCC website (www.wvcc.edu/CMS/index.php?id=426) for links to the *Student Code of Conduct* and other policies and procedures.

- Problems with Teachers
- Grade Appeals

- Discrimination
- Sexual Harassment
- Academic Misconduct
- Damaging Property
- Criminal Violations
- Plagiarism

Student Code of Conduct

Walla Walla Community College inspires all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services. The college has identified three core themes that manifest essential elements of its mission. The core themes are: Student Success, Strengthen Communities, and Resource Stewardship. Core Themes describe the fundamental aspects of the College's mission by translating it into practice.

Walla Walla Community College students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college community, they are subject to those responsibilities which accrue to them by virtue of this membership.

Admission to Walla Walla Community College carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the College, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community.

Walla Walla Community College expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the College.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes, the College is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

WWCC is in the process of adopting an updated student code of conduct. Refer to our website for the most current version of the code of conduct at: <http://www.wbcc.edu/wp-content/uploads/2015/10/student-code-of-conduct.pdf>.

Initiation of Disciplinary Action

WWCC is in the process of adopting an updated student code of conduct and conduct process. Refer to our website for the most current version of these policies at: <http://www.wbcc.edu/wp-content/uploads/2015/11/student-conduct-processes.pdf>

Student Participation in College Governance

Walla Walla Community College recognizes the special role that students play in the development and maintenance of student programs. Students shall be represented by the recognized student governmental organization. The constitution of the associated students of Walla Walla Community College and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policy. Student representation can be found on several college committees including: college council, tenure review committee, dismissal review committee, curriculum committee, and academic standards committee.

Student Right to Know

509.527.4300 (Walla Walla)

509.758.3339 (Clarkston)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus disciplinary procedures and campus crime statistics for the most recent three-year period is noted below and can also be found on-line at www.wbcc.edu/CMS/index.php?id=551, or can be requested from the Office of Admissions & Records, Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362.

Information concerning registered sex offenders in the Walla Walla Valley can be obtained at the Walla Walla County Sheriff's web site: www.icrimewatch.net/index.php?AgencyID=54492 or go to ml.waspc.org/ for information concerning all Washington counties on the Washington State Sex Offender Information Center's website. Any questions can be directed to the Walla Walla County Sheriff's Office at (509) 524-5400 or the Asotin County Sheriff's Office at (509) 243-4717.

Student Rights & Responsibilities

To improve our college learning environment, all students are asked to work together to promote positive, respectful interactions on our campus. The following "**Rights and Responsibilities**" suggests the kinds of mutually respectful behaviors that create a healthy learning environment.

Each student has the right to expect a campus climate in which all students:

- are given the opportunity and encouragement to succeed
- are treated with dignity and respect
- demonstrate good manners and courtesies
- are safe from sexual harassment and discrimination
- are free to ask for help, anytime

In addition to rights, each student has a responsibility to:

- support a learning environment that provides opportunities for all students to succeed
- prepare mentally and physically to be the best they can be
- treat all students and staff with dignity and respect
- exhibit good manners and common courtesies at all times

- serve as a positive role model for less experienced students
- respect the property and space of others
- help keep the campus litter free
- refrain from swearing and using any inappropriate communication
- read and abide by the college rules in the Student Handbook
- be accountable for your own actions

Summary of Crime Reported at WWCC

	2012		2013		2014	
	WW	CLK	WW	CLK	WW	CLK
Aggravated Assault	0	0	0	0	0	0
Arrests/Disciplinary Actions /Judicial Referrals for Liquor, Drug and/or Weapon Violations	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	1	0	1	0
Dating Violence					0	0
Domestic Violence					0	0
Hate Crimes	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	2	0
Murder and/or Negligent or Non-Negligent Manslaughter	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Sex Offenses/Non-Forcible and/or Forcible	0	0	0	0	0	0
Stalking					1	0
Total Offenses	0	0	1	0	4	0

Frequently Asked Questions...

✓ **What is the difference between my Global PIN and my quarterly PIN?**

Your **Global PIN** (Personal Identification Number) is used to access general information about yourself such as grades, financial aid records, and unofficial transcripts from the WWCC website. Your global PIN number is initially assigned as your date of birth in six digits (MMDDYY). Your **Quarterly PIN** (registration access number), which can be obtained through your assigned advisor, is a number allowing you to register for, add, and drop classes each quarter. This number changes each quarter.

✓ **How do I get a transcript?**

To request an official or access an unofficial transcript, go to <http://www.wvcc.edu/transcripts/> and follow the instructions. There is a \$5.00 processing fee for each official transcript ordered. For same day processing, the fee is \$15.00.

✓ **What is the cost of tuition and fees?**

Tuition and fees for one year for a Washington resident enrolling in 12 credits per quarter, is approximately \$3,900.00. Books, supplies and tools are an additional cost, depending on classes and program.

✓ **When is tuition due?**

Tuition is due 10 days before the first day of each quarter.

✓ **How long do I have to withdraw and still get a 100% refund?**

You have until the 5th business day of the academic quarter (4th day in summer quarter) to withdraw and receive a 100% refund for credit courses. See quarterly schedule for actual 100% refund dates.

✓ **Do I have to enroll full time to receive financial aid?**

You do not have to be enrolled full time (12 or more credits) to receive aid. However, if you enroll for less than full time, your grant award may be pro-rated for part time attendance. Your student loan amount remains the same as long as you enroll and complete at least 6 credits. If you have a student loan and enroll for less than 6 credits, you will not be eligible for the loan portion of your financial aid. However, you may still be eligible and able to receive a small amount of grant aid.

✓ **What is the application fee at Walla Walla Community College?**

Nothing, nada, it's FREE!!!

✓ **When and how do I get my Student Identification Number?**

When you apply for admission, you will be assigned a 9 digit Student ID number (SID) on a temporary card. It is not your social security number.



✓ **How do I sign up for the WWCC placement test?**

On the **Walla Walla Campus**, if you have submitted your application for admission, and been assigned a Student ID number, you may attend a FREE placement testing session on a first-come, first-serve basis. Placement test schedules are available online at: www.wvcc.edu/testing or at the Student Development Center.

On the **Clarkston Campus**, FREE placement testing is held Mondays, Thursdays, and Fridays from 1:00 p.m. to 4:00 p.m.; and on Tuesdays and Wednesdays from 1:00 p.m. to 8:00 p.m. Testing is held in Room 117.



✓ **How do I get disability services at Walla Walla Community College?**

To request accommodations due to a disability, contact Claudia Angus, Ph.D., Coordinator of Disability Support Services at 509.527.4262. Clarkston Campus students contact Janet Danley, Clarkston Campus Director, at 509.758.1703. On the **Clarkston Campus**, appointments may be made at the Student Services office, 509.758.3339.

✓ **How and when can I start using my student email account?**

An email account is generated 24 hours after a student enrolls. You can access your account by following the instructions on the website at: <http://www.wvcc.edu/email/>.

✓ **How will I know if I've completed all required classes for my certificate or degree?**

Meet with your assigned advisor to review a degree audit. You can access the degree audit system as a student at: www.public.ctc.edu/DASStudentWeb/Login.aspx?col=200. Log in and choose your degree from the drop down menu at the top. If you have questions or concerns about your degree audit, see your advisor.

✓ **How do I get my degree posted on my transcript?**

You must complete and submit a degree application to the Office of Admissions and Records one to two quarters prior to your anticipated graduation date. It is critical to provide the correct quarter of graduation, permanent address, and name you wish to appear on your diploma. The degree application can be found at: <http://www.wvcc.edu/academics/graduation/>.

✓ **When will I receive my diploma indicating my completed degree or certificate?**

You will receive your diploma approximately **6 – 8 weeks** after the end of your final quarter. Make sure your address is accurate in our student records.

✓ **When is the graduation ceremony/commencement at WWCC?**

The graduation ceremony and reception is held at the end of spring quarter. Students who complete their degree prior to and including the summer quarter after graduation are welcome to participate. Please note that participation in the

graduation ceremony does not imply that a degree or certificate will be awarded. The Credentials Evaluator in the Office of Admissions and Records will provide final verification of the awarding of the degree.

✓ **Who do I see if I have questions about transferring to another college or university?**

Make an appointment to meet with your advisor and visit the Transfer Center (located in the Student Development Center in Walla Walla or the Student Services office in Clarkston).

✓ **Is there childcare available on campus?**

Yes! First Flight Child Care center is available on the Walla Walla Campus and Tender Care Child Care center is available on the Clarkston Campus.

✓ **Where can I go for help planning my career?**

On the Walla Walla Campus, career services are available in the Student Development Center. On the Clarkston Campus, career information is available in the Student Services office. Both provide career planning and resume assistance to students at WWCC. Students also have access to online career exploration programs.

