

**Admission Policy**

In accordance with WAC 131-12-010, any applicant for admission to Grays Harbor College shall be admitted when, as determined by the President or his or her designee, such applicant:

- Is competent to profit from the curricular offerings of the college; and
- Would not, by his or her conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; and
- Is eighteen years of age or older; or
- Is a high school graduate, or the equivalent; or
- Has qualified for admission under the provisions of the Running Start student enrollment options program.

Exceptions may be made by the Vice President for Student Services or designee.

**Admission Requirements**

**Application Form**

All students must complete an application. The student may obtain the Standard Application for Admission at all high schools in Washington State or from the college. The application must be completed by the student and submitted to the Office of Admissions and Records. It is also available on the college website, <http://ghc.ctc.edu>.

**High School or GED Verification**

All students must provide a high school transcript verifying graduation or a copy of a GED certificate.

**Transcripts of Previous College Work**

Students with previous college classes must submit transcripts of former work to the Office of Admissions and Records. These transcripts will be evaluated to determine credit equivalency (see page 46, Transferring Credit to Grays Harbor College, for details).

**Grays Harbor College Placement Test**

The placement test measures reading, English and math skills, thereby providing course recommendations to begin a successful academic journey. This test is required of all students planning to register for a course which has a reading, English or math prerequisite. Students are strongly encouraged to take the placement test **prior to advising and enrollment** the first quarter. Transfer students will need to test if they do not have English and math courses completed on their transfer transcript. The Counseling Center conducts computerized placement testing. Appointments are required. Call 360-538-4099 to make an appointment.

**Admission Procedures**

**New Students**

- Complete a college application.
- Provide a high school transcript or GED certificate.
- Take the placement test.
- Meet with an entry advisor.

**Transfer Students**

- Complete a college application.
- Provide a high school transcript or GED certificate.
- Provide official transcripts of previous college work.
- Take the placement test if English or math coursework is not being transferred in or if transfer coursework is five (5) years old or older.
- Meet with your advisor.

**Students Returning After an Absence of One or More Quarters**

- Complete a college application.
- Provide official transcripts to the Admissions and Records Office.
- Meet with your faculty or entry advisor.

*Admission Policy*

*Admission Requirements*

*Admission Procedures*

*Advising and  
Registration***Advising is Important**

Never underestimate the value of academic advising. The following description of a model advising relationship should help you understand the importance of good academic advising. Work to establish an ideal relationship with your advisor. It will save you time and money.

**Why you should work with your academic advisor:**

Academic advisors can help you avoid mistakes like these:

- Taking courses that do not meet graduation requirements.
- Failing to meet admission requirements for other colleges.
- Missing prerequisites and deadlines for professional/technical programs.
- Seeing long-range plans disrupted when not all courses are offered every quarter.
- Failing to have the needed prerequisites for required courses.
- Enrolling in courses which are too difficult and ending up on probation.
- Missing opportunities to discuss career plans.

**What you can expect from your academic advisor:**

- Knowledge of institutional programs, procedures and policies, graduation and major requirements, deadlines, registration, and transfer information.
- Assistance in finding the right resources to help solve problems.
- Guidance in planning your career goals.
- Assistance in developing a balanced class schedule.
- Assistance in developing a long-range plan based on educational and career objectives.

**What your academic advisor expects from you:**

You must take responsibility for your educational plans by:

- Reading the GHC catalog.
- Asking your advisor about certificate and/or degree requirements in your area of study. Be sure you are always moving toward your goal.
- Having all transcripts from other institutions evaluated to determine which classes qualify for your certificate or degree.
- Developing a student file including transcripts, test scores, degree audits, checklists and planning sheets and bringing it to advising sessions.
- Knowing what assessment tests you've taken (CPT, SAT, vocational interest/apptitude or others) and including copies of the results in your student file.
- Learning the entrance requirements at your transfer school, including any special requirements. Catalogs are available in the Counseling Center.
- Knowing deadlines, especially when advising begins each quarter.
- Setting quarterly appointments with your advisor during designated advising days.

**Advising and Registration****Advisors**

- Entry Advisors are advisors who assist new students and those returning after an absence in registering for classes their first quarter. Students new to Grays Harbor College will schedule an entry advising appointment following completion of the college placement test. Students returning to Grays Harbor College must call the Counseling Center for an advising appointment.
- A permanent advisor will be assigned to each student by the entry advisor. This advisor is typically a faculty member with expertise in the student's area of study.

## Advising

- “Advising” designates a time to meet with your advisor to plan your schedule. The advisor can also answer any questions about programs, eventual transfer to a four-year college or other matters concerning college life.
- There are designated advising days every quarter. **Students should schedule an appointment with their advisor to plan their courses at that time.**

## Registration Process

- New students will register for their first quarter following their entry advising session.
- In subsequent quarters, the dates for advising week and advising day will be published and students will be notified. Students will need to schedule an appointment with their permanent faculty advisor during this time.
- Obtain a registration PIN (personal identification number) from your advisor.
- Fulfill all financial obligations from previous quarters.
- Register using the World Wide Web via the college website (<http://ghc.ctc.edu>).
- Pay tuition and fees.

## Educational Planning

Whether you are pursuing a transfer degree or a professional/technical degree at GHC, you should plan your education carefully. Here are a few guidelines to help you:

- **Learn about your educational options.** A transfer degree prepares you to enter a university with all or most of the general university requirements (GURs) of a bachelor degree completed. A professional/technical degree or certificate prepares you to enter the workforce in the field you have chosen.
- **Work hard to determine a career goal.** Choosing a major area of study is very difficult if you don't have a career goal. Making a sound career decision as soon as possible saves time and money.
- **Always use available resources.** Talk to GHC counselors, advisors, and instructors about your career options. Their expertise can prove invaluable. Contact the GHC Counseling Center for career planning activities.

## Educational Planning (continued)

- **Know your transfer school.** If you plan to transfer, consult with GHC counselors and advisors and contact the program advisors at your next school as soon as possible. Universities differ in requirements, so obtaining accurate transfer information is vital for a smooth transition between schools.
- **Know the deadlines.** Meeting application and financial aid deadlines is important to your success.

## When Considering a Transfer

- Understand that the receiving college or university decides what credits transfer and whether or not those credits meet its degree requirements.
- Realize that the accreditation of both the originating and the receiving institutions can affect the transfer of credits you earn.
- Know that transfer courses don't necessarily help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, departmental requirements, and electives. It's nice that your credits transfer, but the real question is, “Will my credits meet the requirements of my chosen program?”
- Accept the fact that a change in your career goal or major may increase the number of credits you must take to graduate.
- Visit your chosen transfer college whenever possible. You learn more about a school by visiting. While you're there, talk to everybody you can: students, admissions officers, financial aid staff, counselors, and instructors.
- Call or e-mail your transfer college whenever you can't get answers to your questions. Your chosen school is your best source of information.
- Request all the written information your transfer school has to offer, such as catalogs, brochures, applications, and departmental publications.

*Advising*

*Registration  
Process*

*Educational  
Planning*

*Transferring*

**The Final Step: Applying for Transfer Admission**

- Transferring*
- Residency*
- Senior Citizens*
- Running Start*
- High School Completion*

- Apply as early as possible before deadlines.
- Remember to enclose the necessary application fees.
- Request official transcripts be sent from every institution you have attended. Check to see if high school transcripts or GED test scores are required.
- Check to make sure all necessary application materials have been received.
- Recheck with your transfer school regarding your application status if you haven't heard from them in a month.
- Request a written evaluation of transfer credit as soon as possible. Transfer credit evaluations are usually available once you have been accepted for admission.

**Residency**

Residency status for tuition purposes requires that an independent student or the parents of a dependent student have a domicile in the state of Washington for the twelve months immediately preceding the quarter application is made. The term "domicile" denotes a person's true, fixed and permanent home and place of habitation. Physical presence in a place is not in itself proof of domicile, and there are a number of factors that are used to determine residency. The factors include, but are not limited to, automobile and driver's licenses, voter registration, permanent full-time employment in the state of Washington, address and other facts listed on a federal income tax return, purchase of a residence or monthly rental receipts for one year immediately prior to the commencement of the quarter for which application is made. Active duty military personnel, their spouses and dependents stationed in the state of Washington can have non-resident fees waived by providing military identification to the Office of Admissions and Records.

Application for a change in residency classification will be accepted up to the 30th calendar day following the first day of instruction of the quarter for which application to the college is made. Residency Questionnaire forms are available at the Office of Admissions and Records.

**Senior Citizens**

Senior citizens may enroll in classes on a space-available basis. A maximum of two classes may be taken each quarter at a reduced rate. Other special fees normally charged students must also be paid by senior citizens. The Office of Admissions and Records at the college can provide the current tuition rate for senior citizens.

**Running Start**

Grays Harbor College fully participates in the Running Start program initiated by the state legislature in 1990. Running Start gives high school juniors and seniors who demonstrate college-level skills the opportunity to take courses at a community college. Students in Running Start attend college full- or part-time. A high school junior or senior who believes that he or she has the skills and maturity to attend college classes should see a high school counselor to get more information and an application to the program. Students will be asked to demonstrate their skills by achieving certain scores on the college placement test. Those students who place at the appropriate college-level in reading, English, and math for the classes they wish to take will be given the opportunity to participate in Grays Harbor College's Running Start program. Tuition for all Running Start students is paid by the school district; students need pay only for fees, books, supplies, and transportation.

**High School Completion**

Grays Harbor College offers a program designed to help adult students earn a Washington State High School Diploma. In order for Grays Harbor College to award a student a diploma, the student must complete the minimum number of credits the state requires for a diploma in all the designated subject areas. Those credits a student did not complete at his or her high school can be completed at Grays Harbor College. Students who are 18 years of age and under must pay full tuition for these classes; however, students 19 and over can get their tuition reduced significantly. Placement test scores and high school transcripts are required to enter the program. Students should meet with the high school completion advisor in the Counseling and Advising Center to begin their program.

### **Tech Prep Program**

Tech Prep is a partnership between Grays Harbor College and local high schools, providing high school students with more opportunities to enhance their futures.

Tech Prep classes link high school and two-year college curriculum to eliminate unnecessary duplication of course work. Grays Harbor College instructors work with high school administrators and teachers to identify a variety of skill-based high school courses that are similar to college courses. Students attending area high schools, which have articulated agreements with Grays Harbor College, and who successfully complete the designated Tech Prep courses with a “B” (3.0) or better, may earn college credit by submitting a Tech Prep Enrollment Form at the end of the semester for the designated Tech Prep course.

A current high school student should talk with his or her counselor about the Tech Prep class options and eligibility requirements at their school.

### **Nursing Program Special Admission Requirements**

Students interested in entering the Nursing Program must complete specific prerequisite courses, admission requirements, and a Nursing Program Application Form to be considered for selection. Nursing program information and application packets are available from the Workforce Education Office. The Associate in Applied Science Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, New York, NY 10006, 1-800-669-1656.

### **International Student Programs**

International students are welcome to attend Grays Harbor College and may be admitted in two ways: the college credit program or to improve their English skills.

Students earning a TOEFL score of 500 or more may apply directly to the college credit programs. These qualifying students should:

- Submit a completed Washington Community College admission application.
- Send official translated copies of all scholastic records (from secondary school, previous college, language schools, etc.).
- Provide declaration and certification of finances or a notarized statement of support (estimated expenses for a 9-month school year at Grays Harbor College are approximately \$18,500).
- Submit proof of proficiency in the English language. A TOEFL score of 500 or above is required, or native English fluency.

Students earning a TOEFL score of 400 to 500 may apply to improve their English before entering the credit programs. These qualifying students should:

- Submit a completed Washington Community College admission application.
- Send official translated copies of all scholastic records (from secondary school, previous college, language schools, etc.).
- Provide declaration and certification of finances or a notarized statement of support (estimated expenses for a 9-month school year at Grays Harbor College are approximately \$18,500).
- Submit proof of proficiency in the English language. A TOEFL score of 400 to 500 is required, or native English fluency.

*Tech Prep*

*Nursing Program  
Special Admission  
Requirements*

*International  
Students*