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SECTION A:
ENROLLMENT, AID AND COLLEGE LIFE

SECTION A: Enrollment, Aid and College Life

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Welcome Center

360-699-NEXT

Our Welcome Center is your first step whether you are a new, transfer or returning student. We provide information on how to become a student at Clark College. Our services include assistance with admissions procedures, residency information, campus tours, new student orientation and referral to other services and programs. The Welcome Center is located in the lower level of the Penguin Union Building, PUB 002. New students seeking Adult Basic Education, GED preparation classes or English as a Second Language classes should visit the Pathways Learning Center at our Town Plaza Center location or call 360-992-2741.

Admissions

360-992-2107

All students intending to enroll at Clark College are required to submit an application for admission and pay a non-refundable application fee. Applications received by the priority application date are guaranteed an earlier access date for registration. You may apply in one of the following ways:

- Submit a Clark College admissions application in-person or by standard mail, available at www.clark.edu/admissions, OR
- Submit an online admission application, available on the Clark College website at www.clark.edu/quickstep.

Clark College has an open-door admissions policy and admits anyone who is eighteen (18) years of age or a graduate of an accredited high school or the equivalent. Applicants who are under the age of eighteen (18) and without a high school diploma or equivalent may be considered for admissions. Refer to the Exception to Admissions Policy section on page A4 for further details. Admission to the college does not guarantee admission to a specific area of study. Some programs require additional applications and are limited or competitive-entry programs. See additional information on page A4, under Special Admissions Programs.

The Running Start program has its own set of admission policies and procedures. Please refer to page A4 or www.clark.edu/runningstart for more information.

Residency classifications for the purpose of tuition rates are determined by length of time a student has been permanently living in the state of Washington. Please refer to the Residency Classifications section on page A5 for detailed information.

New Student Admission

Students with no previous college experience need to submit an admissions application, provide a non-refundable application fee, and attend and complete the COMPASS placement test. The placement test is available on a walk-in basis and is a non-timed, computer-based test. For further information, see the Placement Testing section on page A19. New students are also required to attend New Student Orientation before they are allowed to register for classes. For more information on orientation, refer to the New Student Orientation section on page A9.

Transfer Student Admission

Students transferring from other colleges are required to submit an admissions application, provide a non-refundable application fee and complete the COMPASS placement exam if math and English was not completed at a previous college or university. Transfer students are required to meet with an advisor before they can register for classes.

If a student intends to use previous credits earned towards a program at Clark College, an official transcript of their college records needs to be sent to the Admissions Office. Transfer students should have an unofficial copy of their transcripts mailed to their homes to use during their advising session. The Admissions Office cannot make unofficial copies of transcripts for students. All admission materials become the property of the college and will not be returned to the student or forwarded to another institution.

Transfer credits are usually accepted by Clark College if such credits were earned at an institution accredited by a regional association recognized by the Council on Postsecondary Accreditation. Students should refer to section B of this catalog for information about non-traditional credits and the process for transcript evaluation.

Withholding information regarding previous attendance at any other school or college is a serious breach of student conduct and may result in disciplinary action.

Former Student Admission

Former Clark College students who are returning to school after an absence of six (6) or more quarters must submit a new admissions application by the priority application date to receive priority registration access. Former students are required to meet with an advisor before they are allowed to register for classes.

If a student has attended another college since their last enrollment at Clark College and wants to apply those credits to a Clark College program, an official transcript needs to be sent to the Admissions Office. Students should have an unofficial copy of their transcripts mailed to their homes to use during their advising session. The Admissions Office cannot make unofficial copies of transcripts for students. All admission materials become the property of the college and will not be returned to the student or forwarded to another institution.

Re-entry Student Admission

Students who have attended Clark College within the past five (5) quarters are considered continuing students for purposes of registration and advising. If any contact information has changed since the last enrollment date, students need to submit an Update Form to the Registration Office. Information on registration access dates and times can be obtained online using the student ID number and global PIN. If assistance is needed, contact the Registration Office in Gaiser Hall or call 360-992-2183.

Special Admission Programs

The following programs are limited and/or competitive entry and require completion of specific entrance requirements as well as submission of separate applications and application fees:

Dental Hygiene	Medical Assistant
Medical Radiography	Nursing
Pharmacy Technician	Phlebotomy

Refer to the Clark College website at www.clark.edu or section C of this catalog for further information. Because selection criteria are subject to change, the Clark College website is the most current source of information.

Exception to Admission Policy

Students who are 14 to 17 years of age, have not completed high school (excluding Running Start students), and would like to enroll in college classes need to apply for Exception to General Admissions. To be considered for Exception to General Admissions the following is needed:

- Completed Clark College Admissions Application;
- A non-refundable admissions application fee;
- Completed Exception to General Admissions Form;
- Read and sign the Campus Environment Statement;
- Submit two (2) high school counselor recommendation forms completed by your high school counselor and another school official;
- Submit a copy of your high school transcript; and
- Take and complete all sections of the COMPASS assessment test.

Completed applications need to be turned into the Office of Admissions by the stated deadlines. In some cases an interview with an Admissions official may be required. Students will be contacted with approval and registration access information after their file has been reviewed.

Application packets can be obtained from high school counseling offices or from the Clark College Welcome Center in Penguin Union Building room 002. Students must apply for Exception to Admissions each quarter until they meet full Clark College admissions requirements. For more information please contact the Admissions Office at 360-992-2107.

Homeschooled students can use an informed and involved contact other than a family member to complete the high school counselor recommendation forms. Recommendation forms from family members will not be accepted. For more information regarding applying for Exception to General Admissions as a homeschooled student please contact the Admissions Office.

Deadlines

Exception to General Admission applications need to meet the following deadlines. Those students who meet the deadline will receive priority review.

<u>QUARTER</u>	<u>DEADLINE</u>
Summer	May 1
Fall	May 1
Spring	March 1
Winter	December 1

International Student Admission

360-992-2390

Clark College accepts qualified international students from around the world who wish to study in the U.S. using a student visa.

To be eligible for admission, applicants must complete a college preparatory program in their home country, and submit the international student application form found on the International Programs Web page at: www.clark.edu/international.

The completed application includes:

- official transcripts from previous high school and college or university,
- a non-refundable application fee
- a courier fee (if outside the U.S.)
- either the TOEFL, IELTS, SLEP, STEP-Eiken test scores, or complete the required level ESL course from an English language school
- a 300-500 word essay.

Applicants must also submit a bank statement with their application to prove that sufficient funds are available for their first year of study. Resources must cover cost of tuition, fees, books, medical insurance, living expenses and transportation.

Medical insurance while in the U.S. is mandatory and will be added to the student's bill each quarter.

International students must enroll for a minimum of 12 credit hours each quarter and are not allowed to work off campus.

Residency Classifications

To qualify for any of the residency classifications listed below, students must be U.S. citizens, resident aliens, refugees or non-immigrant aliens with visa classifications of A, E, G, H, I, K or L.

Residency Classification Definitions

Washington In-State Resident: a person who meets the qualifications of citizenship listed above, has been domiciled in the state of Washington for a minimum of 12 months prior to the beginning of the quarter and has taken actions to declare Washington as their state of permanent residence.

Washington Non-Resident Waiver: a person who meets the qualifications of citizenship as listed above and who has been domiciled in the state of Washington for less than 12 months prior to the beginning of the quarter.

Non-Resident: a person who resides outside of the state of Washington and does not qualify for the Oregon Border Waiver; a person who does not submit the required documents for the Washington Non-Resident Waiver, Oregon Border Waiver or Oregon Border Opportunity Waiver.

Non-Resident Refugee: a person who holds Refugee-Parolee status and has established a domicile in Washington before the first day of the quarter.

Non-Citizen: a person who does not meet the qualifications of citizenship as listed above, regardless of their length of time domiciled in the state of Washington.

Oregon Border Waiver: a person who meets the qualifications of citizenship as listed above and who has been domiciled in one of the 13 qualifying Oregon border counties for a minimum of 90 days prior to the beginning of the quarter.

Oregon Border Opportunity Waiver (HB1474): a person who meets the qualifications of citizenship as listed above, was domiciled in a qualifying Oregon border county for at least 90 days immediately prior to moving to Washington state, has been domiciled in Washington for less than 12 months and has taken all steps to declare Washington as their state of permanent residence.

Qualifying Oregon Border Counties: Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco or Washington.

Applying for Residency Reclassification

Students are granted residency classification based on the information provided on the initial admissions application. The student is responsible for submitting the appropriate application and supporting documentation to have residency reviewed for a reclassification to a new category. Applicants who are not U.S. citizens are required to submit a copy of their permanent resident card or I-94 for reclassification consideration. All residency reclassification requests and documentation are accepted until the 30th calendar day of the quarter. The college has ten (10) business days to review a completed application before making a decision on the reclassification request. If the application is approved, adjustments to the tuition will be applied to the quarter for which the reclassification was submitted. If the application materials are incomplete or received after the 30th calendar date, the request will be reviewed for the following quarter.

Supporting documentation is defined in two categories: proof of physical presence and proof of intent to remain in the state of Washington. Students applying for reclassification will be asked to provide these documents as part of their application materials. Acceptable types of documents are listed below.

- Proof of Physical Presence (one document required, showing at least 12 months)
- Copy of mortgage closing statement for the home in which the student resides;
- Copy of a rental/lease agreement for the home in which the student resides; or
- Copy of rental receipts or mortgage payment receipts for the home in which the student resides.
- Proof of Intent to Remain (three documents required, each showing at least 12 months)
- Valid Washington driver's license;

- Valid Washington voter registration;
- Valid Washington vehicle registration (not title);
- Proof of permanent full-time employment; or
- Verification of checking, savings or safe deposit box accounts located at a bank in Washington

* Note that the Oregon Border Opportunity Waiver also requires proof of Oregon Border county domicile in addition to the documents listed above. The Washington Non-Resident Waiver requires one piece of documentation from the list above, while the Oregon Border Waiver requires one piece of documentation from the list above from Oregon rather than from Washington. For additional details, refer to the directions on the application forms.

The forms are available online at www.clark.edu/admissions or by visiting the Welcome Center in Penguin Union Building room 002.

- **Washington Residency Reclassification Form:** used to apply for in-state status by those who did not reside in Washington state for at least 12 months prior to enrolling at Clark College.
- **Border County Opportunity Application HB1474:** used to apply for in-state status by those who qualify under the Oregon Border Opportunity Waiver guidelines.
- **Washington Non-Resident Waiver:** used to apply for the waiver by those who originally applied for admissions with a non-Washington state address and who have since moved to Washington and established a domicile.
- **Oregon Border Waiver:** use to apply for the waiver by those who are domiciled in a qualifying Oregon border county.

Washington residency is governed by RCW.28B-15, RCW 46.16.028, RCW 46.20.021, WAC 250-18 and WAC 208-104-006. Contact the Admissions Office at 360-992-2107 with any questions you have regarding your residency status or how to apply for a reclassification. You can also visit our office in the Welcome Center, located in room 002 of the Penguin Union Building.

HB 1079 (Undocumented Person) Waiver

Effective July 1, 2003, Washington state law (HB1079) was changed to make certain students, who are not permanent residents or citizens of the United States, eligible to pay resident tuition rates. To qualify, students must complete an affidavit declaring they have:

- Resided in Washington state for the three (3) years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school, OR completed the equivalent of a high school diploma and resided in Washington state for the three (3) years immediately before receiving the equivalent of the diploma, AND
- Continuously resided in the state since earning the high school diploma or its equivalent AND
- Certify that they will file an application to become a permanent resident of the United States as soon as they are eligible to apply.

Active Duty Military

Active duty military stationed in the state of Washington, as well as their spouses and dependents, qualify as residents for tuition purposes. At the time spouses or dependent family members apply for admission, documentation such as a copy of the military ID card or other appropriate documents must be presented.

Washington National Guard

Washington National Guard members, as well as their spouses and dependents, qualify for resident tuition as long as they are domiciled in Washington.

Veterans Tuition Exemption

Contact the Veterans Affairs Office at 360-992-2112 for information regarding eligibility criteria for the Veterans Tuition Waiver. You must provide the original or certified copy of form DD214.

Tuition Waivers

Most tuition waiver guidelines and charges are set by the Washington state legislature and may change on an annual basis. Those eligible for waiver are listed below, under the departments that serve them.

- Registration Office
- Clark College employee
- Classified state employee or Washington Public Higher Education employee
- Senior Citizen Gold Card
- Admissions Office
- Children of Deceased Law Enforcement Officer or Firefighter
- Native American Waiver
- Washington Non-Resident Waiver
- Oregon Border County Waiver
- Non-Resident Refugee Waiver
- High School Completion Office
- High school completion
- Veterans Affairs Office
- Military personnel
- Running Start Office
- Running Start

New Student Orientation

Starting in fall 2010, all new incoming Clark College students who have never attended college before are required to attend a New Student Orientation session before they are granted access to registration services. Students will gain valuable information about support resources, critical dates and policies, online tools and academic advising at the orientation. They will also register for classes and have the option of participating in a campus tour. To attend, students need to visit the online registration page to sign up for a session. For current information on upcoming dates for specific quarters, visit our website at www.clark.edu/orientationcalendar.

Financial Aid

The Financial Aid Office helps eligible degree- and certificate-seeking students obtain funds to help meet their educational expenses at Clark College. During 2009-2010, more than 10,800 students benefited from over \$ 45 million in federal, state, institutional, and private financial aid.

Financial Aid Contact Information

The Financial Aid Office is located in Gaiser Hall.

Clark College	phone: 360-992-2153
Financial Aid Office – MS #18	e-mail: finaid@clark.edu
1933 Fort Vancouver Way	fax: 360-992-2864
Vancouver, WA 98663-3598	web: www.clark.edu/finaid

Application Process

All applicants must have applied for admission to Clark College to be considered for financial aid. As part of this process, applicants must submit official copies of academic transcripts from all colleges they attended previously to the Clark College Admissions Office, whether they received financial aid at those schools or not.

Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) and the Clark College Data Sheet. The best way to submit the FAFSA is electronically, using the U.S. Department of Education's FAFSA-On-The-Web at www.fafsa.ed.gov. Clark College's Federal School Code, which is needed on the FAFSA, is 003773. Students and parents should request and use Personal Identification Numbers (PINs) as their electronic signatures for this process. PINs may be requested at www.pin.ed.gov. Financial Aid Clark College Data Sheets are required to be considered for state and institutional financial aid and are available on the Clark College website at www.clark.edu/finaid-forms. The Financial Aid Office has computers available that can be used to make application.

The FAFSA should be completed as soon as possible after January 1 for the next academic year that begins in the summer and also includes fall, winter, and spring quarters. Applicants should submit the Clark College Data Sheet and respond to any requests for additional information (such as signed copies of federal income tax returns) as quickly as possible to receive priority funding. Priority processing dates are established each quarter and are available on the Clark College website.

Eligibility Criteria

The basic eligibility criteria for federal, state, and institutional financial aid include:

- being a U.S. citizen/national or eligible non-citizen.
- being registered with the Selective Service System if required.
- being admitted to and enrolled in an eligible degree or certificate program (typically one that requires the completion of at least thirty-six [36] credits).
- having a high school diploma or General Education Development (GED) certificate, or having passed an approved ability-to-benefit test (such as the COMPASS) or having successfully passed six (6) quarter hours of coursework that is applicable to a degree or certificate offered by Clark College.
- making satisfactory academic progress as defined by the school.
- not being in default on a federal education loan.
- not owing a refund or repayment on a federal grant.

Students' eligibility for certain kinds and amounts of aid is determined through a series of standardized calculations known as Federal Methodology. Household size, income, assets, and other data elements are assessed and an Expected Family Contribution (EFC) is calculated. The EFC represents the amount that a student's family is deemed to be able to contribute toward the student's educational costs during the academic year. The EFC is subtracted from the Cost of Attendance (COA) that each school uses. The result is the student's "need" or eligibility for financial assistance for that academic year.

Financial Aid Awards and Disbursements

Grants and loans credit toward a student's tuition and fee charges at the beginning of each quarter as long as the student is enrolled in the number of credits for which his or her financial aid eligibility was determined. In addition, loans require separate applications and, for new Federal Direct Student Loan borrowers, the successful completion of an online entrance counseling session and signing of a Master Promissory Note. Work study funds do not credit toward the student's charges; they are earned hourly after the recipient obtains employment and begins working.

If the student's financial aid award does not equal his or her tuition and fee charges, he or she will have a balance owing that must be paid to the Cashier. If the student's financial aid exceeds the amount of his or her tuition charges, the student will receive a check for the difference. Checks are available in the Student Center in Gaiser Hall during the first two (2) days of the quarter, and from the Cashier during the rest of the quarter.

Once the student has picked up his or her check, he or she should not change their enrollment level for that quarter. Dropping credits after receiving financial aid may result in the student having to repay a portion of his or her funds for that quarter, may place the student out of compliance with the Satisfactory Academic Progress policy (see the Satisfactory Academic Progress section), and may jeopardize the student's future financial aid eligibility.

Students who withdraw completely during the quarter may owe a repayment of some of the funds they received as calculated under the federal Return of Title IV Funds policy (see the Return of Title IV Funds section). A student who owes a repayment must repay the funds to maintain their future financial aid eligibility for attendance at any school.

Financial aid awards can change for a variety of reasons. If a student declines an award, the Financial Aid Office will cancel it. If a student's enrollment plan for future quarters change, his or her financial aid award will change as a result. For this reason, students must inform the Financial Aid Office when their enrollment plans change. On rare occasions, the Financial Aid Office may have to reduce or withdraw funds that were awarded because those funds are no longer available.

Revised information about student or parent income and assets received after the student's funds are awarded may result in an increase or decrease to a student's award. If a student receives an outside scholarship or agency funds after his or her financial aid has been awarded, the Financial Aid Office may be required to reduce the student's financial aid if his or her receipt of those additional funds results in the student's federally defined need being exceeded. If a student presents documentation of extenuating circumstances that affects his or her ability to pay college costs, the Financial Aid Office may be able to increase the award. Forms to request this consideration are available in the Financial Aid Office.

If a student becomes ineligible for financial aid due to their failure to comply with the Clark College Satisfactory Academic Progress policy, the Financial Aid Office will cancel his or her financial aid until he or she regains eligibility by completing credits at his or her own expense or having an appeal for continued aid approved. If a student is placed on academic suspension by the college, he or she will be ineligible for continued aid regardless of his or her compliance with the Satisfactory Academic Progress policy. In either case, any funds received after losing eligibility must be returned to their source.

Maintaining Your Financial Aid: Satisfactory Academic Progress (SAP)

Colleges are required to monitor the academic progress of federal and state financial aid recipients according to federal and state guidelines. Academic progress is measured according to the students' credit hour completion per quarter and by program, and by quarterly and cumulative grade point averages as described in the table below.

Maximum Time-Frame—Federal and Institutional Aid

Students can only receive federal and institutional financial aid for a maximum of 125% of their required program as measured in attempted credit hours. For example, students whose program requires the completion of ninety (90) credits may only receive federal and institutional funds for attempting 135 college-level credits. These credits will include all credits taken at Clark College, as well as all transfer credits from other colleges that Clark College accepts. Up to forty-five (45) developmental education (DVED) credits may be attempted and will count toward this total.

Maximum Time-Frame—State Aid

Students can only receive state financial aid for a maximum of 125% of their required program as measured in attempted credit hours. For example, students whose program requires the completion of ninety (90) credits may only receive state funds for attempting 112 college-level credits. These credits will include all credits taken at Clark College, as well as all transfer credits from other colleges that Clark College accepts. Up to forty-five (45) developmental education (DVED) credits may be attempted and will count toward this total.

Apart from maximum time-frame considerations, students may receive funding for a maximum of two (2) degrees and/or certificates at Clark College.

Credit Hours

Students are expected to complete at least the minimum number of credits in their enrollment level, rounded to the nearest whole credit as shown in the table (right), to comply with the Satisfactory Academic Progress (SAP) policy. For example, a student who enrolls in and is funded for fifteen (15) credits fall quarter must complete at least twelve (12) credits to comply with the SAP policy. A student who completes fewer than the required number of credits will be placed on financial aid probation or financial aid suspension.

Students who complete at least six (6) credits but less than 100% of the minimum credit hours in their enrollment level (see table) are placed on financial aid probation. During their next quarter of enrollment, those students must complete the appropriate number of the credits for their enrollment level (see table). Students who fail to do so will be placed on financial aid suspension and must complete a minimum of five (5) credits in one quarter at their own expense to regain financial aid eligibility. For example, a student who enrolls full-time fall quarter and completes ten (10) credits is placed on financial aid probation. If that student enrolls full-time again winter quarter and completes twelve (12) credits, they are again in compliance with the SAP policy. If, however, that student enrolls full-time winter quarter and again completes ten (10) credits, they are placed on financial aid suspension and must pay for and successfully complete at least five (5) credits at their own expense to regain financial aid eligibility.

Students who complete less than six (6) credits are placed on financial aid suspension and must complete a minimum of five (5) credits with a quarterly GPA of 2.0 at their own expense to regain financial aid eligibility. If you enroll in more than five (5) credits, you must successfully complete the range of credits in that enrollment level with a quarterly GPA of 2.0.

Credits with grades of F, I, N, U, W, or Y (see Grades and Records, Grade Legend) are considered credits attempted, but do not constitute successful credit completion for SAP policy purposes. Grades of A, B, C, D and S constitute successful credit completion for SAP policy purposes (Note: grades are handled differently for academic purposes; for example, a grade of “C” or higher may be required to advance to the next class in a sequence).

The following table shows the minimum credit completion requirements for each enrollment level:

12 or more credits attempted	
Enrollment level	Full time
Satisfactory Academic	Progress Status
• Compliance	12 or more
• Probation	6 to 11
• Suspension	5 or fewer
9 to 11 credits attempted	
Enrollment level	Three-quarter time
Satisfactory Academic	Progress Status
• Compliance	9 to 11
• Probation	6 to 8
• Suspension	5 or fewer

6 to 8 credits attempted

Enrollment level	Half time
Satisfactory Academic	Progress Status
• Compliance	6 to 8
• Probation	6 to 8 below 2.0
• Suspension	5 or fewer

5 or fewer credits attempted

Enrollment level	Less than half time
Satisfactory Academic	Progress Status
• Compliance	All credits attempted
• Probation	Not available
• Suspension	Less than all credits attempted or quarterly GPA below 2.0

Grade Point Average (GPA)

Students must also maintain 2.00 or higher quarterly and cumulative GPA to be in compliance with the SAP policy. Students who do not do so will be placed on financial aid probation or financial aid suspension.

Students who do not earn a 2.00 or higher quarterly GPA are placed on financial aid probation and must earn a 2.00 or higher GPA during their next quarter of enrollment to maintain financial aid eligibility. Students who fail to do so will be placed on financial aid suspension and must attend at their own expense until they earn a 2.00 or higher quarterly GPA. Students in this situation will regain financial aid eligibility for their next quarter of enrollment after the quarter in which they earn a 2.00 or higher quarterly GPA.

Students must also attain a 2.00 or higher cumulative GPA by the end of their sixth quarter of enrollment. Students who fail to do so must attend at their own expense until their cumulative GPA is 2.00 or higher. Students who are beyond the maximum time-frame described above are ineligible for continued financial aid regardless of their GPAs. Students who are on academic suspension are also not eligible for continued financial aid regardless of their GPAs.

Appeals

Students who have been placed on financial aid suspension who feel that circumstances outside their control contributed to their situation may submit a written appeal to the Financial Aid Office. Appeals must include:

- 1) a statement from the student explaining why the situation occurred, how they have resolved it, and how they will recover academically (a plan for future educational success);
- 2) a degree audit or long-term plan developed with an academic advisor that shows the credits the student must take to complete their intended program; and
- 3) appropriate documentation of the student's situation, such as a statement from a physician, social worker, or counselor. If the student is citing a medical reason, a release to return to school will be required from the doctor.

The Financial Aid Appeals Committee reviews appeals throughout the academic year. A student whose appeal is approved will regain and retain financial aid eligibility by complying with the committee's directions for credit completion, grade point average increase, or both. If a student's financial aid eligibility is reinstated, the student might not receive the original award. Aid will be based on the funds available at the time of reinstatement. Students whose appeals are denied must complete credits at their own expense as directed by the committee before they can regain financial aid eligibility. Students who exceeded the maximum time frame and exhaust their financial aid eligibility will not be reinstated. The decisions of the Financial Aid Appeals Committee are final.

Return of Title IV Funds

Students who receive financial aid are subject to the federal Return of Title IV Funds Policy (R2T4) as well as the Satisfactory Academic Progress (SAP) policy. The R2T4 policy is effective only if a student completely terminates enrollment by withdrawing from all credits. Students who remain enrolled through at least 60% of the payment period (quarter) are considered to have earned 100% of the aid received and will not owe a repayment of federal Title IV funds. If a student completes at least one course they will be subject to the Satisfactory Academic Progress policy, rather than the Return of Title IV Funds Policy. Federal financial aid recipients are subject to both the federal policy for Title IV aid and the Clark College institutional refund policy for institutional aid.

A student's withdrawal date is one of the following:

1. The date the student began the institution's withdrawal process or officially notified the institution in writing of intent to withdraw;
2. The midpoint of the period for a student who leaves without notifying the institution;
3. The student's last date of attendance at a documented academically related activity; or
4. The student's last date of attendance as reported by their instructor for a student who leaves without notifying the institution.

Funds are returned to the following sources in order of priority, as established by Congress:

1. Unsubsidized Direct Student Loans
2. Subsidized Direct Student Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Federal SEOG
6. Other federal, state, private or institutional financial assistance

There are six basic steps to the formula for calculating the amount of funds that must be returned to the Title IV programs:

1. Determine date of withdrawal and percentage of payment period attended by the student.
2. Calculate amount of Title IV aid earned by the student.
3. Compare amount earned and amounts disbursed to determine amount unearned.
4. If amount earned is greater than amount disbursed, determine late disbursement.
5. If amount earned is less than amount disbursed, determine amount of Title IV aid that must be returned.
6. Calculate portion of funds to be returned by institution and student. Both Clark College and the student have specific responsibilities under this policy. Students who owe a repayment due to the return of Title IV funds must pay that obligation before regaining eligibility for additional financial assistance.

Washington State Need Grant Repayment Policy

Students receiving Washington State Need Grants who then withdraw from all classes prior to the 50% point in time during the quarter will have their Washington State Need Grant eligibility reduced to reflect the "amount of Title IV aid earned by the student" as determined through the Return of Title IV Funds calculation.

For example, if a student is eligible to retain 50% of his/her Title IV aid, and that student received an \$816 disbursement of Washington State Need Grant funds, the student would be allowed to retain \$408 of the Washington State Need Grant funds for that quarter. Only repayments of \$50 or more will be identified.

Students who withdraw from all classes after the 50% point in time during a quarter are eligible to retain all of their financial aid, including the Washington State Need Grant.

Financial Aid Programs

Financial aid consists of grants, scholarships, work-study and loans. Clark College participates in all of the major federal and state financial aid programs. The financial aid programs available to Clark College students include the following:

Grants

Grants are typically awarded to applicants who demonstrate the highest federally defined “need.” Because of funding limitations, some grants are awarded to the neediest early applicants.

Federal Pell Grants are awarded according to a federal formula to eligible students who have not yet earned a bachelor’s degree. Award amounts are determined by the student’s EFC and the number of credits in which the student is enrolled each quarter.

Federal Supplemental Educational Opportunity Grants are awarded to Federal Pell Grant recipients who demonstrate “exceptional need.” Funding for this program is extremely limited.

Washington State Need Grants are awarded to eligible Washington residents based on income criteria established by the state. Eligible students can be enrolled in three (3) credits or more. Funding for this program is limited.

Tuition Waivers and Clark College Grants are awarded to eligible Washington residents enrolled in at least three (3) credits per quarter and who have significant financial “need.” Funds in both programs are extremely limited. Tuition waivers cover tuition but not fees, books, or supplies costs. Clark College Grant amounts vary.

Scholarships

Clark College offers one of the best-funded community college scholarship programs in Washington. The Clark College Foundation awards scholarships to students in both transfer and professional/technical programs. Applications are available in January from the Financial Aid Office and from the Clark College website at www.clark.edu/finaid. Applications must be submitted to the Financial Aid Office in early April. The Financial Aid Office also has information and applications for a variety of state and private scholarships. Students can access scholarship information online or in person at the Financial Aid Office.

Student Employment

Clark College participates in both the federal work-study and state work-study programs. Funds in both programs are limited. Students who demonstrate federally defined “need” are awarded available funds that can be earned by working at jobs either on or off campus. While the offer of a work-study award does not guarantee a job, most recipients of work-study funding who want to work are able to find employment. Contact the Employment Services Office for further information.

Loans

Clark College participates in the Federal Direct student loan and Federal Direct PLUS programs. Federal Direct student loans are available up to certain annual maximums to eligible students enrolled at least half-time (six (6) credits per quarter). Borrowers who demonstrate “need” that has not been met by other aid can borrow subsidized loans that do not accrue interest while the student is enrolled and for a six-month grace period afterward. Borrowers whose “need” has been met or who do not demonstrate “need” can borrow unsubsidized loans that begin to accrue interest when they are disbursed. Students must make satisfactory academic progress in order to receive these loans from quarter to quarter. *Please see Satisfactory Academic Progress for details.*

Federal Direct parent loans for undergraduate students (PLUS) are available to credit-worthy parents of dependent students. Interest on these loans begins to accrue when the funds are disbursed. Repayment begins sixty (60) days after the last disbursement of the loan for the academic year. Students must be enrolled at least halftime (six (6) credits per quarter) to be eligible to receive proceeds from these loans. Students must make satisfactory academic progress in order to receive these loans from quarter to quarter. *Please see Satisfactory Academic Progress for details.*

Students who wish to borrow must complete the Free Application for Federal Student Aid (FAFSA) and submit all requested documents so the Financial Aid Office can determine student need. Once need and grant funding has been determined, students must complete a separate loan application and successfully complete the loan entrance interview and Master Promissory Note. The loan application process and forms are available online at www.clark.edu.

When students withdraw completely, drop below six (6) credits in a term, transfer to another college, or graduate, they are required to complete an exit interview. The exit interview informs students and parents of their loan repayment options, repayment start dates and deferment option that are available to prevent student loan default.

Sponsored Programs Assistance 360-992-2307

Clark College Sponsored Programs staff, located in the Financial Aid office, serve as a central point of contact for current and future students attending Clark under agency sponsorship (e.g., Dislocated Workers, Labor and Industries, WorkSource affiliates, etc.). The staff serves as a liaison between students, sponsoring agencies, and other appropriate Clark personnel.

Admissions assistance and information referrals are provided for students on sponsored programs. There is an administrative fee in addition to tuition for agency-sponsored accounts.

Opportunity Grant 360-992-2039

Opportunity Grant helps eligible students get started in training programs and prepares students for high-demand occupations. The grant pays for tuition, mandatory fees, and required books and supplies. The student must be a Washington state resident, meet income guidelines, and be seeking an approved Opportunity Grant program.

Worker Retraining 360-992-2922

Worker Retraining offers services to unemployed workers who are interested in upgrading their skills or learning new skills. Worker Retraining provides current information on occupations and training options at Clark College. Financial assistance for the costs of tuition, books and fees is also available to eligible unemployed.

WorkFirst College Programs

Various programs are available to parents who are receiving Temporary Assistance for Needy Families (TANF). Training is directly related to employment and wage progression.

WorkFirst Financial Aid (free tuition) 360-992-2915

Tuition assistance for TANF parents. Training is directly related to employment and wage progression. WorkFirst Work Study Provides TANF recipients a work-study job on campus while they take classes to improve their skills.

Veteran Educational Benefits 360-992-2711

Eligible veterans and dependents are granted certification for approved certificate and degree programs, and can receive benefits for only those courses that are applicable toward their chosen objective. Eligible students must report any change in their classes to the Veterans Affairs Office.

Students receiving educational benefits are expected to maintain satisfactory progress. In the event academic probation is imposed, students are given the next quarter to demonstrate significant improvement; otherwise, their educational assistance will be terminated. In the event of academic suspension, recertification will be allowed only upon approval from the Department of Veterans Affairs.

- Withdrawing from a Class Recipients of benefits should consult with a veterans advisor before withdrawing from a class.
- Withdrawing from the College Veterans are required to notify the Veterans Affairs Office of their last day of attendance at the time of withdrawal.
- Auditing a Class Veterans cannot receive benefits for classes that are audited.

- Incomplete Grades Veterans benefits will be reduced for “I” (Incomplete) grades. However, they will be reimbursed when the incomplete is removed and a new grade has been assigned. Incomplete grades must be completed as stated by college policy.
- Change of Address Veterans must report any change of address directly to the Department of Veterans Affairs. Information and phone numbers can be obtained from the Clark College Veterans Affairs Office.

Military Experience Credit Students may be granted general elective credit for experience gained from military training. Credit recommendations are based on the American Council on Education (ACE) guidelines. Clark College does not post military experience credit as a specific course. The transcript will reflect the credits under the heading of “Military Experience” with the total number of credits granted. Military experience is a non-traditional credit program and is subject to the restrictions listed in the Non-Traditional Credit Policy section of this catalog.

Contact the Veterans Affairs Office in the Financial Aid Office at Clark College for further information.

Scholarships

Scholarship funding is made possible through the generous support of individuals and organizations. Quite often, those who received scholarships while they were in college wish to give back to today’s students. These donors believe in the importance of education and recognize Clark College as the premier institution of higher learning in Southwest Washington. Because of their generosity, more than 100 scholarships are available to students who qualify and submit the required application form(s).

Some scholarships have basic qualifications, such as academic, athletic or artistic talent. Others are available to students who are interested in a particular field of study, who are members of an underrepresented group, or who come from certain geographic areas.

Generally, applications are made available online in mid-December and are due to the Financial Aid Office in mid-April for the following academic year. A number of transfer scholarships, designed to assist with tuition expenses at four-year schools, are also available to students graduating from Clark.

Scholarship applications, qualification criteria and helpful tips and instructions can be found on the Clark College website at www.clark.edu/scholarships.

Placement Testing

360-992-2648

Placement testing is the first step toward student success. As a community college, Clark serves a very diverse population with classes ranging from adult basic education to university transfer programs. Prior to taking the placement test, students must complete an application for admission and pay the \$20.00 admissions/testing fee.

The COMPASS placement test assesses writing, reading and mathematics skills, which helps determine the level of coursework for which the student is prepared and also readiness for entry into specific programs.

All students entering the college for the first time are encouraged to complete placement testing. Placement testing is required for students wishing to enroll in English, reading, psychology, sociology and/or mathematics courses. Students should also complete their placement test prior to attending a New Student Orientation.

The COMPASS test is not utilized like a traditional pass-or-fail test. There is no “passing” score. Scores indicate areas in which a student is strong and areas for improvement. The information will not be used to deny admission to the college.

Placement testing is offered on a walk-in basis at the Assessment Center, located in the Penguin Union Building, room 015. Testing hours are available at www.clark.edu/assessment or by calling 360-992-2588.

Placement Testing Retest Policy

All students are allowed an initial COMPASS placement test at no additional cost. After receiving the results, students have the following options:

- a. Enroll in the courses into which they were placed.
- b. Request a retest using COMPASS examinations. Students may test on any or all of the three (3) modules (writing, reading, or mathematics). The COMPASS test is not a timed assessment. Each module requires a separate fee. Students will then be placed into classes using the higher of the two (2) scores.

Retesting

After the initial retest, students do have the right to retest periodically. Once a letter grade is received, a student may not retest without the explicit permission of the Dean of that area.

COMPASS

Individual modules may be taken once every three (3) months. Each module retest requires a separate fee. Once a student has taken a mathematics, reading, developmental education or English class and received a grade of record (A - F, not W), a retest will not be allowed in that subject area.

Distance Learning Proctoring

The Assessment Center provides proctoring services for students taking distance learning or correspondence courses. There is a fee for this service. Contact the Assessment Center at 360-992-2588 to discuss available proctoring options or visit www.clark.edu/assessment to download a proctor request form.

Foreign Language Placement

The Assessment Center offers placement into foreign language courses for students who already have a background in French, Spanish or German languages. The foreign language placement exams are computer-based and offered on a walk-in basis in the Assessment Center, located in the Penguin Union Building, room 015.

General Educational Development (GED) Testing

Clark College is an official General Educational Development (GED) testing site. The GED tests provide a high school credential to adults who have not graduated from a traditional high school. Participants in GED testing may go on to further their education at Clark College following the examination process or can participate in traditional college classes while completing the GED tests. Refer to page A2 for further information on the Admissions process.

The GED test is designed for adults who are 19 years old or above and who have not received a traditional high school diploma. Examinees who are 16 to 18 years old and wish to take the GED test must provide a high school release form from the school district in which they live.

The GED examinations are given in the following five (5) subject areas:

Writing	Reading
Social Studies	Science
Mathematics	

Successful completion of each of these examinations leads to the issuance of a GED certificate.

In order to begin the process of obtaining a GED, all participants must register for testing with the Assessment Center. Registration is available Wednesdays, Thursdays and Fridays between 8:00 a.m. and 4:00 p.m. The Assessment Center is located in the Penguin Union Building, room 015. At the time of registration, each examinee must have the following items with them:

- Government-issued photo identification.
- Receipt of payment of the test fee from the Clark College Cashier or a voucher from the organization sponsoring the test.
- If under the age of nineteen (19), a high school release form.
- Appointments may be made for each GED test subject after completing the mandatory registration session.

GED preparation classes are available through the Clark College Town Plaza Center. Contact 360-992-2741 for further information.

Career Services

360-992-2902

www.clark.edu/student_services/employment
online job database system: www.clark.edu/nextjob

Career Services provides the resources and strategies for choosing a college major; developing career plans; finding jobs, internships and volunteer opportunities; and making successful career transitions. Resources include a computer lab, an extensive library of books and videos, and one-on-one appointments with career and employment specialists. Services are free and open to students, former students and the general public.

Career Center resources:

- Assistance in assessing personal skills and interests to explore career options or select a course of study.
- Detailed descriptions of more than 1,000 occupations and industries.
- Information about employment outlooks, labor trends, wages and job preparation.
- Databases of universities, technical training programs and scholarships in Washington, Oregon and the United States.
- Strong Interest Inventory and Myers-Briggs Type Indicator assessments including a career report and 90-minute small group interpretation of results.

Employment services and work experience opportunities for students:

- An online job database system, NextJob, on the Career Services website: www.clark.edu/nextjob
- Work study and institutional hire job referrals for on- and off-campus student employment opportunities.
- Local and statewide full- and part-time job listings.

Job search and employment preparation services:

- Assistance with resume writing, cover letters and interviewing skills.
- Job- and career-related workshops and resources.

Employer services:

- On-campus recruiting table, free of charge.
- Free advertisement of job and internship vacancies.

- Multiple career events each year, including targeted job fairs and employer guest speakers discussing various career fields.
- Opportunities to serve on college advisory boards.
- Equal opportunity guidelines are followed and applicants are referred on a non-discriminatory basis for all possible co-op, internship, volunteer or job placements.

Cooperative Education/ Internship Work Experiences

360-992-2391

Clark College recognizes the value to students of actual experience in a work environment and has developed a nationally recognized program which allows credits to be earned for that experience under controlled conditions.

The purpose of Cooperative Education Work Experience (co-op) is to provide on-the-job experience that complements students' academic career goals and that furnishes an opportunity for career exploration. Co-op involves the faculty, student and employer in determining learning objectives and evaluating the student's progress in achieving those objectives. Students may use internship experiences to test their interest in a field or their fit in the work environment of a particular industry.

Equal Opportunity guidelines are followed and students are referred on a non-discriminatory basis for all possible cooperative education, practicum, clinical experience or job placements.

Service Learning

360-992-2447

www.clark.edu/cc/volunteer

Service learning is a method of education in which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with school and community. Service learning focuses on critical reflective thinking and civic responsibility. The Service Learning program supports students in implementing service and civic-engagement projects at the college and in the community.

Advising

360-992-2345

www.clark.edu/advising

The mission statement for Clark College advising is:

By providing accurate, timely and consistent information, Advising personnel at Clark College, in collaboration with faculty: guide, support, and help students develop lifelong learning skills, assist students as they plan and achieve their educational and career goals, and work with students to establish a lasting relationship with Clark College.

As a result of working with advising personnel, students will:

- Develop an understanding of their own educational pathway so that remaining classes and timeliness of completion are clear and accurate.
- Develop an educational plan that addresses academic, career, and life goals.
- Develop an awareness of their own personal responsibility within the advising process.
- Develop skills to successfully navigate and use campus services and tools.
- To ensure the communication of accurate program information to all Clark students, advising is required for all new students to Clark and at certain checkpoints during degree or certificate progress.

The advising system at Clark College is an educational process that assists students as they pursue educational, career, and life goals. It is expected that students will build relationships with advisors during their time at Clark College and, over the course of their degree or certificate, will attain the objectives listed above.

What is eLearning?

eLearning at Clark College provides options to students that give them the opportunity to attend classes beyond the traditional on-campus experience.

What type of classes and programs are offered?

Clark College offers a combination of eLearning courses that fulfill the requirements for an AA general transfer degree. The two specific options are the Weekend Degree Program (WDP) and the option to complete your AA online. Please see www.clark.edu/eLearning for more information about WDP and AA Online. eLearning classes are offered in the following format:

- **Online** classes have activities that are completed in the online environment. Most online classes require no face-to-face contact between the students and the instructor, however there are a few exceptions so always check the class schedule. There is an eLearning fee associated with these courses in addition to tuition. The section numbers of online courses follow the format: “#DL.”
- **Hybrid** classes combine traditional face-to-face classroom time with the flexibility of online learning. Typically, the on-campus time is reduced by 20 percent to 80 percent. The rest of the coursework is done online. There is an eLearning fee associated with these courses in addition to regular tuition. The section numbers of hybrid courses follow the format: “#H#.” Weekend Degree Program classes are also delivered in the hybrid format, but the section numbers follow the format: ‘#’WD.
- **Telecourse** classes deliver all course content through videos and the textbook. They typically meet face-to-face weekly for exams. There is no online component to these classes. There is an eLearning fee association with these courses in addition to tuition. The section number follows the format: “#DL.” Video viewing options and associate costs can be found on the eLearning website.
- **Teleweb** classes combine the video component of the telecourse with online activities, instead of weekly face-to-face meetings. There is a fee associated with these courses in addition to regular tuition. The section number follows the format: “#DL.” Video viewing options can be found on the eLearning website.
- **Web-Enhanced** is a course that requires access to web-based tools on a regular basis but whose online activity does not replace any face-to-face seat time. Web-based tools may include but are not limited to: The eLearning LMS supported by eLearning, websites, or web-based e-books and software. These are not eLearning classes, and there is no eLearning fee associated with these courses.
- **Weekend Degree Program** leads a selected cohort of students through a specific course of study towards a general transfer Associate in Arts degree. Cohorts begin every Fall. Courses are hybrid format, meeting 3 weekends throughout the quarter. For more information, see the Weekend Degree Program.

How do I start an eLearning class?

eLearning classes follow the same campus policies and procedures as face-to-face classes; therefore, they have the same start and end dates, unless otherwise noted. This means students are expected to log into the Learning Management System (LMS) the first day of the quarter for class instruction.

Please visit the eLearning website at www.clark.edu/eLearning for up-to-date answers to frequently asked questions, technical help and information about how and where to log into your class.

Technical Requirements and Support

To see if you have appropriate technology for eLearning courses go to: www.clark.edu/eLearning/tech-reqs.php.

For technical support, eLearning maintains a tech support site: www.smartpenguin.org/smartpenguin. Students can find solutions to current technical issues, video tutorials, test taking tips and other helpful information. Feel free to contact our office via e-mail or phone for further assistance or to answer any questions.

Registration

360-992-2183

You've submitted your application. You're ready to take The Next Step and register for classes. At Clark College, we offer registration online, and in person at the Registration Office located in Gaiser Hall. If you are a new student or a student re-entering Clark College, you will be mailed information regarding meeting with an advisor and registering for classes after completing an application for admission and submitting it to the Admissions Office.

After your first quarter of attendance at Clark College, your registration access date/time can be found online prior to the beginning of the registration period for each quarter. A notification will be e-mailed to your Clark College e-mail address to let you know when registration access dates/times will be posted online each quarter.

Registration access dates/times are based on cumulative credits earned at Clark College and additional credits transferred from accredited institutions. To have your transcripts from another institution evaluated, please send official transcripts from each college you have attended to the Registration Office in Gaiser Hall.

Specific information on dates, deadlines, and hours of service can be found in the quarterly schedule of classes or on the Clark College website at www.clark.edu.

Online Registration Services

The following services are available online for current Clark College students:

- Enrollment verification
- Change of address
- Registration access date/time
- Schedule Planner
- Student Global PIN change
- Student schedule
- Unofficial transcript
- Waitlist inquiry
- Degree Audit (online degree audit)
- Online Registration

You may conveniently enroll online each quarter by taking advantage of online registration. You will need your SID (student identification number) and your registration PIN. You will receive information each quarter regarding your registration PIN from the Advising Department. By using online services you can also use our Schedule Planner tool to plan your class schedule. Schedule Planner allows you to select the most convenient times available for you to take classes and view available options at those times. Schedule Planner also offers a list of alternative classes and verifies your eligibility for classes requiring a prerequisite. Printing your class schedule and changing your address, phone, or e-mail are other convenient options available online at www.clark.edu.

Degree Audit

Clark College offers an online degree audit service to current Clark College students. By using Degree Audit, you are able to obtain an unofficial evaluation of credits you have earned at Clark College and credits you have transferred from other accredited institutions by submitting official transcripts during the admissions process. Degree Audit will evaluate your progress towards a Clark College degree and/or certificate. For an official evaluation of earned credits, students must submit an Evaluation Request or a Program Completion Application to the Credential Evaluations Office in Gaiser Hall.

Registration Policies

Credit Maximum

Students may register online or in person for 0-20 credits. Students who wish to add excess credits (i.e., 21 or more) must make an appointment and obtain written permission from an advisor or counselor to register over the credit maximum.

Late Add Policy

Beginning the first day of the quarter and through the tenth day of the quarter (eighth day in summer), the instructor's signature is required to enroll. The Late Registration Petition form is available at the Registration Office.

Exception: When a course begins late in the quarter or is designated as variable credit (this includes weekend courses), instructional days are counted beginning the first day of the class. The Late Add Policy is applied based on the length of the class.

First Day Attendance Policy

It is essential that students attend the first class meeting of their courses. If a student is unable to attend due to an emergency or conflict of a serious nature, he or she should contact the instructor. If the instructor is not designated in the class schedule, the student should contact either the Division Office or the Office of Instruction who will direct the student appropriately. Students who fail to attend one (1) or more sessions during the first five days of the quarter may be dropped from the class. Students who miss any classes during the first five (5) days are responsible for verifying their enrollment status.

Note: Students dropped by the college during the first five (5) days of the quarter will receive a full refund of tuition and fees, if due.

Dropping a Class and Withdrawal from the College

Students who find it necessary to withdraw from classes must do so formally. The withdrawal is effective on the date a Change of Registration form is processed at the Registration Office. The dates for dropping and/or withdrawing from classes are listed in the quarterly schedule of classes.

- A class officially dropped before the tenth day (eighth day in summer) of the quarter will not be entered on the student's transcript.
- After the tenth day and through the eighth week of the quarter, classes formally dropped at the Registration Office will be posted to the student's transcript with a withdrawal grade of "W" assigned to the class.
- No withdrawals will be accepted after the last day of the eighth week of the quarter.
- For courses with unusual start and end dates, no withdrawals will be accepted after 80% of the class meetings have occurred.
- If the student decides not to attend, it is his/her responsibility to withdraw from all classes.

Late Withdrawal Appeals: Students unable to withdraw by the end of the eighth week of the quarter due to extenuating circumstances should contact the Instructional Dean's office by the end of the last scheduled class day.

Administrative Withdrawal: circumstances for consideration of an Administrative Withdrawal are:

- Verifiable error on the part of a Clark College employee.
- Miscommunication on the part of a Clark College employee that prevents a student from taking appropriate action.
- Documentable misinformation about college policies or procedures.

Please contact the Registration Office for information on petitioning for an Administrative Withdrawal.

Auditing a Class

Any student may enroll in a course on an audit basis with instructor's written consent and upon payment of the regular tuition and fees. Audit students will be exempt from examinations and will not receive college credit; however, the instructor may require reasonable attendance and class participation. To change from credit to audit or audit to credit, the student must complete a Change of Registration form at the Registration Office. Such changes may be made only with the written consent of the instructor and must be processed by the end of the tenth day of the quarter (eighth day in summer).

Student Attendance Status

Clark College considers twelve (12) or more credits to be a full-time student. The definition of "full-time student," however, may vary for certain agencies, such as the Immigration and Naturalization Service, Veterans Services, Financial Aid, Social Security, and insurance companies.

Student attendance status for Financial Aid and GI Bill is as follows:

Financial Aid

Full-time student	12 credit hours
Three-quarter-time student	9-11 credit hours
Half-time student	6-8 credit hours
Less than half-time student	1-5 credit hours

GI Bill attendance status for fall, winter and spring quarters

Full-time student	12 credit hours
Three-quarter-time student	9-11 credit hours
Half-time student	6-8 credit hours

GI Bill attendance status for summer quarter

Full-time student	8 credit hours
Three-quarter-time student	6-7 credit hours
Half-time student	4-5 credit hours
Less than half-time	3 credits or less

Absence

Students are expected to attend classes in which they are enrolled. Attendance may be a factor in grading for a course. When unavoidable absence occurs, it is the obligation of the student to notify the instructor and arrange for the make-up work deemed necessary by the instructor.

Change of Address

In order to ensure receipt of important information, students must notify the college of any change of address. Offices that should be informed include Admissions, Financial Aid and Registration. Student Update forms are available at the Registration Office and online at www.clark.edu.

Credit by Challenge

360-992-2183

Students who have previously taken courses and have established a transcript record at Clark College are able to challenge a course. If a student believes that previous experience has provided them with the competencies essential for passing a course, they might request to challenge that course. Students may not be currently enrolled in the course they wish to challenge and may not challenge courses if they have completed a course with a higher degree of difficulty. Some courses may not be challenged. Courses and grades resulting from the challenge process will be posted to the student's transcript record at the end of the quarter in which the exam is proctored. Please contact the appropriate instructional department for more information.

Special Projects (Independent Study)

360-992-2183

To provide for challenging learning experiences beyond regular course work, more advanced students may arrange to undertake special projects. With the approval of the division chair and under instructor supervision, students are given an opportunity to plan, organize, and complete independent study projects. Special projects are listed in the department course description section of the catalog as course number 290. No more than fifteen (15) credits in special projects will be allowed toward the associate in arts degree. Students are responsible to ensure that the credits earned do not exceed this limit and that credits earned will be accepted for transfer. Students should contact the instructor to register for a special projects course.

Tuition and Fees

At Clark College, we help people make their dreams come true. We offer excellent classes taught by outstanding faculty. In addition to affordable tuition, we also offer scholarships and financial aid opportunities to help you take the next step.

Tuition rates, based on residency requirements, are set by the Washington state legislature and the State Board for Community and Technical Colleges and are subject to change. The per-credit amount charged reflects three (3) fee collections: tuition, services and activities fees, and building construction fees. Students at Clark College have approved additional supplemental fees that support matriculation and facilities/on-campus parking charges, construction of a student union, and technology resources. Current tuition rates and information about tuition waivers are listed in each quarterly class schedule. Tuition and fees must be paid within ten (10) business days of registration prior to the start of the quarter. Beginning the first day of the quarter, tuition and fees must be paid on the same day as registration. Students who have not paid by that time will be dropped from their classes. Clark College offers a tuition and fee payment plan (STEPP) for students who need to fit their tuition expenses within their monthly budget. Information on STEPP can be obtained at the Cashiers Office.

Some class offerings such as customized training, community education, and others are not supported by state funds. There is no tuition charged for these self-support classes, however, there is a course fee. All students registering for these classes must pay the fee amounts published in the quarterly class schedule or other college publications.

Matriculation and Facilities/On-Campus Parking Fee*

Students are charged per credit hour to a maximum of twenty (20) hours for matriculation and facilities/on-campus parking.

Student Union Fee*

Students are charged per credit hour to a maximum of twenty (20) hours to support the construction of a student union (PUB).

Technology Fee*

Students are charged per credit hour to a maximum of twenty (20) hours for technology such as computer software, computer replacement, and technical lab assistance to maintain open computer labs. Other examples of technology available to students are online registration and student kiosks, and online services featured on the Clark College website.

*These fees are refundable on the same basis as tuition.

Additional Fees

Some courses may require payment of lab or course fees in addition to or instead of tuition. These fees help the college defray expenses not funded by the state. Fees are used for specific course expenses such as breakage, hazardous waste management, consumable supplies, special materials, minor repairs, and materials that become the property of the student.

Textbooks and Supplies

The Clark College Bookstore stocks required textbooks and supplies as requested by classroom instructors. Also available are many supportive suggested materials to assist in the student's class preparation and participation. The store staff understands the impact of class materials, thus provides the lowest price for textbooks of any college in this region and diligently pursues and stocks as many used textbooks as possible, partly supplied from a quarterly book buyback program. To assist in cost estimating, please visit the Clark College Bookstore on the main Clark College campus or visit their website at www.clarkbookstore.com.

Financial Obligations of the Student

Students are expected to meet their financial obligations to the college. Clark College staff will act in accordance with adopted procedures and, if necessary, initiate legal action to ensure that collection matters are brought to a timely and satisfactory conclusion. Collection fees will be added to debts owed the college.

Admission to, or registration with, Clark College, conferring of degrees, availability of grade information or issuance of academic transcripts, and other college services, will be withheld for failure to meet financial obligations.

Refund Policy

A student who officially withdraws through the Registration Office may receive a refund of tuition and certain fees. The complete Refund Policy is printed in the college information section of this catalog and in the quarterly schedule of classes.

Students who believe extenuating circumstances justify an exception to the policy may complete a Petition for Exception to the Refund Policy Form at the Registration Office. Exceptions may be granted for extreme, extenuating, urgent and unavoidable circumstances that prevent a student from withdrawing within the established guidelines. Exceptions may be granted for documented sudden medical emergencies that prevent a student from continuing successfully in their courses, death of an immediate family member or being called to active military duty. Requests for exceptions to refund policy are accepted through the eighth week of the quarter. Students receiving Financial Aid may not qualify for exceptions to the refund policy due to federal financial aid guidelines.

A separate refund policy applies to classes offered by Basic Skills (ABE, GED and ESL), Community Education and Mature Learning classes. For more information see the Adult Basic Education, GED, English as a Second Language, Community Education or Mature Learning sections of the class schedule.

Grades and Records

Grade Legend

Clark College uses the grading symbols listed below.

The grades A, B, C, and D may include pluses (+) and minuses (-).

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7

F	0.0
I	Incomplete
N	Audit
P	Pass
S	Satisfactory (credit only, no grade points)
U	Unsatisfactory (no credit, no grade points)
W	Official withdrawal
Y	In process/re-register

Grade Information

Students enrolled in credit classes may obtain grade information approximately eight (8) days after the end of each quarter. Students may access grades at a college student information kiosk or through the Clark College website: www.clark.edu.

Grade Point Average (GPA)

Grade points are calculated by multiplying the number of credit hours for each course by the decimal grade appropriate for the grade earned. The quarterly GPA is computed by adding the total number of grade points for the quarter and dividing by the total number of credits attempted in courses that received a letter grade.

Credit Hrs. Attempted	Grade	Grade Points Earned
5	B+ = 3.3	16.5
3	C = 2.0	6.0
8 Total Credits		22.5 Total Grade Points

Dividing 22.5 by 8 computes to a grade point average of 2.81.

The student's cumulative grade point average may be obtained by adding the total number of grade points for all quarters and dividing by the total number of credits attempted in the courses that received a letter grade.

Incomplete Grades

An incomplete grade indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. Incomplete grades may be assigned at the discretion of the instructor if the student is unable to complete the work because of illness or other circumstances beyond the student's control. When assigning an incomplete grade, the instructor must provide a date for which the work must be completed, and the grade that will be entered on the student's transcript if the work is not finished on time. The incomplete grade remains on the student's transcript until the specified date or until the student completes the required work and the instructor submits an amended grade to the Registration Office.

In Process/Re-register

Students enrolled in variable credit or continuous enrollment courses may be given a "Y" grade if their effort is not sufficient to grant one (1) credit. Students must re-register and pay tuition to continue the course. A "Y" grade may also be used for courses which last more than one (1) quarter.

Pass/No Pass

Students may request to enroll in certain courses on a pass/no pass basis. Students must contact the Registration Office for information about courses approved for this option. No more than thirty (30) credits taken for pass/no pass will be allowed toward the associate in arts degree, associate in science degree, the associate in applied science degree, or the associate in applied technology degree. Students must earn a grade of "C" or better (2.00 GPA) to be given a "Satisfactory" grade in a pass/no pass course. An "Unsatisfactory" grade will be posted for students earning

less than a “C” grade. Students planning to transfer to a university should contact that institution to determine their policy for acceptance of pass/no pass courses.

Repeating a Course

Courses may be repeated to improve a grade earned, but credit will be granted only once. When students notify the Registration Office that a course has been repeated, the symbol “R” will be placed next to the first grade, and only the last grade earned will be used in calculating the grade point average. No courses may be repeated more than twice (defined as two repeats in addition to the original enrollment).

Students who plan to transfer to another institution should be aware that their GPA might be recomputed. Repeated courses will be received in accordance with the institution’s own requirements and policies. Students receiving financial aid or Veterans benefits, or those participating in athletics, should consult those offices prior to repeating a course. Benefits or eligibility may be reduced or lost due to course repetition.

Setting Aside Past Record

Qualified students may set aside a previous substandard academic record that does not reflect their true ability at Clark College. Setting aside does not expunge the previous record, but places a “set aside” notation on the student’s transcript, marking the term from which the college will calculate a new GPA for determining probation, eligibility, or honors at graduation. Students may not count credits set aside to fulfill credit requirements for graduation. Students should understand that the record to be set aside includes all courses taken before the date selected by the student.

Students may set aside a previous record if:

- They have earned fifteen (15) credits at Clark College beyond the quarter to be set aside.
- They have a 2.50 GPA at Clark College for these credits.
- The work to be set aside is at least one (1) year old.

Petition forms are available at the Welcome Center in the Penguin Union Building, PUB 002.

Caution: Although Clark College makes provisions for setting aside past records, students should not assume that other colleges to which they transfer will compute the GPA in the same manner. Only the Clark College record can be set aside; the college cannot set aside records from other colleges. Financial aid students will still be subject to federal regulations that require that all attempted credits be counted toward completion of an initial degree.

Grade Change/Error

Students who believe an error has been made in recording their grades should contact the Registration Office. If a recording error has been made, it will be corrected. If an error was not made when grades were posted, the student should contact the instructor. Grade changes are made at the discretion of the instructor. A “Change of Grade Form” must be signed and submitted to the Registration Office by the instructor. Grade changes and corrections made for Veterans and Financial Aid recipients must also be reported to the Office of Veterans Affairs and/or the Financial Aid Office.

Grade changes must be made no later than the end of the second quarter following the quarter the student attended the class.

Grade Change/Academic Appeal Policy

An academic appeal refers to a claim by a student that a specific grade assigned to the student by an instructor is the result of an arbitrary or capricious application of otherwise valid standards of academic evaluation or to a student’s claim that the instructor has made an arbitrary or capricious decision or taken an arbitrary or capricious action which adversely affects the student’s academic standing.

The student must file a written complaint within ninety (90) calendar days after termination of the course. The

appropriate instructional dean or supervisor may suspend this rule only under exceptional circumstances such as extended illness, sabbatical leave, or absence of one or both parties involved in the complaint. Grade appeal process forms are available through the instructional deans' offices or the Office of Instruction.

Students having complaints relative to academic performance evaluation should follow the steps below:

Step 1: The student should complete a grade appeal process form and discuss the complaint with the instructor. If the complaint is not resolved, proceed to Step 2.

Step 2: The student should speak to the appropriate division chair. The division chair must notify the student within fifteen (15) working days of the resolution after the meeting with the student. If the student is not satisfied with the resolution, the student should proceed to Step 3.

Step 3: The student will provide a written statement describing the nature of the appeal to the instructional dean or supervisor. A meeting will then be scheduled with the student, the instructional dean or supervisor, and the instructor to discuss the appeal. The instructor will receive a copy of the student's written material prior to the meeting. A decision by the dean or supervisor will be made within fifteen (15) days of the meeting. The decision by the dean or supervisor will be final and cannot be appealed further.

Confidentiality of Records

Clark College has adopted procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) as amended, and maintains confidentiality of student records. College employees are trained to comply with information release guidelines.

With few exceptions, parties outside of school officials will not have access to student records without the written consent of the student. Clark College will not release a student's record to a parent/ guardian without the student's written request. This policy is in effect regardless of the student's age or financial dependency upon the parent or guardian. The college may release student directory information without student consent. Directory information includes student name, student address, student e-mail, date of birth, major field of study, quarters of attendance, degrees and awards received, participation in activities and sports, and weight and height of members of athletic teams. Additional information regarding FERPA is found in section G of this catalog. In compliance with state law (SB5509) Clark College no longer uses the student's Social Security Number for the purpose of student identification. This law is intended to add additional protection to the student's identity.

The college will assign all students a Student Identification Number (SID). Students are required to use their assigned SID to access their records, register for classes, pay tuition, etc. For a copy of SB5509 or for additional information regarding this process, you may contact the Registration or Admissions Office.

Transcripts

Fax Request Line: 360-992-2876

A transcript of each student's educational record is maintained in the Registration Office. An official transcript is signed by the Registrar, has the college seal attached and is provided in a sealed envelope. To obtain an official transcript, students should submit a signed Transcript Request form or mail a letter requesting the transcript to the Registration Office. Call 360-992-2287 for information about requesting an official transcript. Transcripts will be mailed to any college, university or other agency upon receipt of the student's written request. Transcripts will not be faxed.

Students may obtain an unofficial transcript through the Clark College website, www.clark.edu, at student information kiosks, or by submitting a written request to the Registration Office.

Transcript requests are processed within seven (7) business days after receiving a written authorization from the student.

Vice President's List

A Vice President's List will be compiled at the end of each academic quarter to recognize outstanding student achievement at Clark College. In order to qualify for the list a student must earn at least twelve (12) credits of

graded course work and a GPA of 3.75 or higher. The credits from courses in which a student receives an “I,” “S,” or “Y” will not count toward the twelve (12) credit minimum. Students who qualify for the list will receive a congratulatory letter from the Vice President of Instruction and a notation will be made on the student’s transcript.

Academic Standards Policy

Clark College is committed to the academic success of its students. The primary purpose of the Academic Standards Policy is to quickly identify and alert students with low academic achievement and provide those students with assistance to improve their academic performance.

This policy applies to all students. Some individual college programs/funding sources may have additional requirements. Students in these programs should contact the appropriate program advisor for information regarding these requirements or check with an academic advisor if they have questions.

Students must earn a cumulative GPA of 2.0 or better to remain in good academic standing. The following consequences will be imposed progressively for students who are not in good academic standing.

- Academic Concern if cumulative GPA falls below 2.0 AND quarterly GPA is less than 2.0.
- Academic Intervention if cumulative GPA remains below 2.0 for the second consecutive quarter* AND quarterly GPA is less than 2.0.
- One (1) Quarter Academic Dismissal if cumulative GPA remains below 2.0 for the third consecutive quarter* AND quarterly GPA is less than 2.0.
- Four (4) Quarter Academic Dismissal if cumulative GPA remains below 2.0 for the fourth consecutive quarter* AND quarterly GPA is less than 2.0.

*Consecutive quarter is defined to mean the next quarter in which a student is enrolled even if a break in time occurs.

Note: Students will remain at currently assigned academic standard level if cumulative GPA remains below 2.0 but quarterly GPA reaches 2.0 or better.

Academic Standards Procedure

Academic Concern

If your cumulative GPA falls below 2.0 AND you did not achieve a quarterly GPA of 2.0 or better, you will be placed on Academic Concern.

- You will be sent an e-mail to your Clark student e-mail address that offers information about the Academic Standards process and tells you what happens at each stage.
- You will also receive a listing of college resources and a recommendation to take advantage of support and services available to you.

Academic Intervention

If your cumulative GPA remains below 2.0 for the second consecutive quarter AND you did not achieve a quarterly GPA of 2.0 or better, you will be placed on Academic Intervention.

- You will be required to attend either a group workshop or register for a specific Human Development class.
- You will be required to complete an academic success plan that outlines steps for improving your academic performance.
- You may lose the ability to carry a full course load.

One (1) Quarter Academic Dismissal

If your cumulative GPA remains below 2.0 for the third consecutive quarter AND you did not achieve a quarterly GPA of 2.0 or better, you will be placed on One (1) Quarter Academic Dismissal.

- You will be blocked from registering for classes while on One (1) Quarter Academic Dismissal.
- You will be sent an e-mail to your Clark student e-mail address that outlines the Appeal Process for One (1) quarter Academic Dismissal. To have a successful appeal, you must submit all documents requested including documentation of circumstances over which you did not have control. Decisions will be made and communicated to you before the first day of classes.
- If you do not appeal or if your appeal is denied, you will be administratively withdrawn and tuition will be refunded.
- You will also receive information about how to Return from One (1) Quarter Academic Dismissal. You must complete a Request to Return to College Form no later than six (6) weeks before the first day of classes for the quarter in which you plan to return. You will be notified about the process, expectations and time deadline to make an appointment to see a designated staff member. You must prepare a written plan in advance that includes the following items for your discussion with the staff member.
 - o Your short-term educational goals
 - o Specific plans to overcome barriers and improve your academic progress
 - o Proposed course schedule

The designated staff member will review the plan with you and outline specific conditions you must meet for return from One (1) Quarter Academic Dismissal. Once the plan is finalized, you will return to Academic Intervention status.

Four (4) Quarter Academic Dismissal

If your cumulative GPA remains below 2.0 for the fourth consecutive quarter AND you did not achieve a quarterly GPA of 2.0 or better, you will be placed on Four (4) Quarter Academic Dismissal.

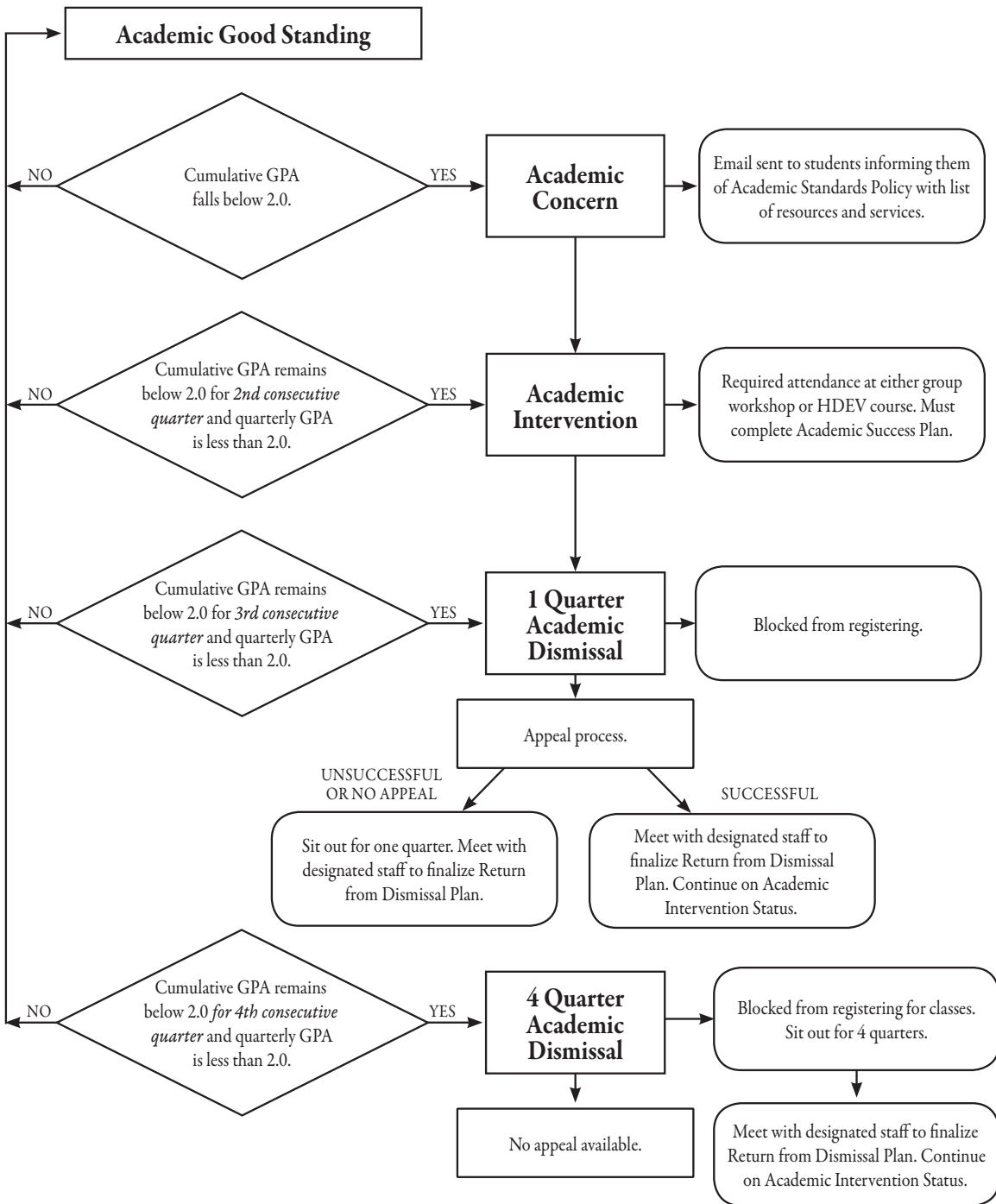
- You will be blocked from registering for classes while on Four (4) Quarter Academic Dismissal.
- If you enrolled for classes before academic dismissal status, you will be administratively withdrawn and tuition will be refunded.
- There is no appeal process.
- You will receive information about how to Return from Four (4) Quarter Academic Dismissal. You must complete a Request to Return to College Form no later than six (6) weeks before the first day of classes for the quarter in which you plan to return. You will be notified about the process, expectations and time deadline to make an appointment to see a designated staff member. You must prepare a written plan in advance that includes the following items for your discussion with the staff member.
 - o Your short-term educational goals
 - o Specific plans to overcome barriers and improve your academic progress
 - o Proposed course schedule

The designated staff member will review the plan with you and outline specific conditions you must meet for return from Four (4) Quarter Academic Dismissal. Once the plan is finalized, you will return to Academic Intervention status.

Academic Standards Professional/Technical Programs

Students in certain professional/technical programs must receive grades of “C” or better in program core courses to advance in the program class sequences. Students should refer to the department description in section C of the catalog for further information.

Academic Standards Procedure Chart



College Life

Archer Gallery

360-992-2246

Archer Gallery has been exhibiting fine art in Southwest Washington since 1978, consistently presenting an impressive list of artists and exhibits. Focusing on Northwest and Washington artists, the gallery also exhibits works by national artists. Featuring both established and emerging talents, the cultural, social, and ethnic diversity of the region is expressed in the exhibition schedule.

Archer Gallery is located on the lower level at the south entrance of the Penguin Union Building and features 2,000 square feet of exhibition space. All exhibits are free and open to students and the community. Support for the Archer Gallery is provided by the Associated Students of Clark College (ASCC), the Clark College Foundation, the college and donations from individuals. Archer Gallery is wheelchair accessible.

Athletics

Clark College Penguins

360-992-2691

Clark College is a member of the Northwest Athletic Association of Community Colleges (NWAACC), which coordinates and regulates both men's and women's athletics in Washington and Oregon. Clark sponsors intercollegiate teams for women in volleyball, cross country, basketball, track and field, softball, and soccer; and for men in soccer, cross country, basketball, baseball, and track and field. Students interested in intercollegiate sports should contact the Athletics Department.

Penguin Athletic Club

360-992-2301

Through individual, family, and corporate memberships, the Clark College Penguin Athletic Club (PAC) provides funding for athletic scholarships, special events and recognition for student athletes, coaching enhancements, and general support for all eleven (11) Clark teams competing for the Penguins. Membership in the PAC provides special discounts on both alumni and PAC events, free admission to all home regular season games, and the opportunity to utilize the Clark College Thompson Fitness Center for a nominal fee per quarter or per year. For more information, please contact the PAC office.

Bulletin Boards

360-992-2336

The majority of college bulletin boards are used for college or departmental information only. There are boards located in Gaiser Hall, Hanna Hall, Joan Stout Hall and Anna Pechanec Hall that are for general information. Student-to-student announcements and other material must be dated and posted for a period not to exceed two (2) weeks.

Signs or posters may not be placed on wood, glass, painted, plastered or metal surfaces. Only thumbtacks may be used on bulletin boards. Staples are not permitted. Materials placed improperly will be removed by college personnel. Complete bulletin board guidelines and a listing of campus boards and their classifications may be obtained from the Facilities Services Office.

Event Scheduling

360-992-2713

The hub of campus life is the Student Center in Gaiser Hall. This facility provides space for dances, concerts, dinner theater, lectures, food service, and other college/community events. College rooms are available for small and large meetings of students, staff, and community groups. A use agreement will be sent to those contracting for college facilities outlining responsibilities and privileges. Space utilization cannot conflict with regularly scheduled classes or activities, and space is assigned on a first-come, first-served basis. There is a charge for use of college facilities by off-campus groups. To arrange for the use of any college space, contact the Event Scheduling Office.

Student Life and Multicultural Student Affairs

360-992-2441

The Office of Student Life and Multicultural Student Affairs (SLMSA) coordinates programs, support services and activities that enhance the educational experience of a diverse student population and foster the intellectual and personal development of students on campus.

Student Life services include student activities, student clubs, student-funded programs and student government. The Office of Student Life and the Associated Students of Clark College (ASCC) plan and present more than 50 events each year. Some activities include: Welcome Week, O.S.W.A.L.D. Awards (Outstanding Students With Academic Leadership and Development), Earth Week, and Spring Thing.

Services available through Multicultural Student Affairs include information and referral to campus resources, support services, counseling and advising; programs and services; outreach and education within community organizations; and student activities and cultural awareness programs designed to promote cultural understanding.

In addition to these services, SLMSA oversees the ASCC offices, open-use student computers, the club room, the game room and a student-use lunchroom featuring a refrigerator, a microwave, and free coffee Monday through Thursday mornings. For more information on any of these services, contact the Office of Student Life and Multicultural Student Affairs, located in the Penguin Union Building room 160.

Peer Mentors

Peer Mentors are current Clark students who help students navigate the college system and who connect them with campus resources.

Student Clubs and Programs

Student clubs and programs provide students with an opportunity to combine various aspects of academic, vocational and/or personal learning and allow students to apply the skills and responsibilities of leadership by becoming involved in the campus and community. With more than 45 student clubs being chartered each year, student organizations may have an instructional, national, cultural, political, activity and/or religious focus.

Among the most active student organizations at Clark College are the Swing Club, Engineering Club, Photography Club, German Klub and Clark Manga and Anime Club, to name a few. With more than 30 student-funded co-curricular programs on campus, almost all students can find a program to develop personally and educationally as well as earn college credit for participation. Student programs include Athletics, The Independent, Model United Nations, Phoenix, Phi Theta Kappa Honor Society, Theatre, Health Services, Intramurals, Orchestra, Vocal Music, and many more.

Student Government

Recognized by the Board of Trustees as the representative body of Clark College students, the Associated Students of Clark College (ASCC) consists of a seven-member Executive Council and a four-member Activities Programming Board (APB). APB conceptualizes, plans and coordinates events offering social, cultural, educational and entertainment opportunities for students. As a whole, student government keeps students informed about administrative or legislative policies that directly affect the student body.

All enrolled students are members of ASCC and are thus eligible to participate in events, serve as student government officers, or participate in campus governance through representation on Clark College committees. Student government leaders gain valuable leadership experience through leadership training, decision making, fiscal organization and conflict management.

Student Publications

The Independent

Working at *The Independent* offers students hands-on journalism experience. Working with one or more aspects of the newspaper (writing, editing, photography, layout, advertising, and business management) provides an introduction to the journalism profession as well as a means of earning credit. Some staff positions are paid. *The Independent* serves as a major communication link between students, student government, the faculty, staff and administration.

Phoenix

Phoenix, Clark College's literary and arts magazine, is funded by ASCC to encourage the creative efforts of Clark College students. All Clark College students registered in the immediate spring, summer, fall or winter quarters prior to publication may submit fiction, poetry, flat artwork and photographs of three-dimensional work. Under the direction of the faculty advisors from English and from Art, staff members practice budgeting, marketing, writing, editing, judging and layout skills. Volunteer student staff members are welcome; some paid student staff positions exist.

Student Services

Bookstore

fax: 360-992-2862

www.clarkbookstore.com

360-992-2149

e-mail: bookstore@clark.edu

The Clark College Bookstore, owned and operated by the college, is located in Gaiser Hall and stocks required textbooks and supplies as requested by classroom instructors. The staff vigorously supports student interests by maintaining the lowest possible price for textbooks of any college in this region; by diligently stocking as many used textbooks as possible; and by providing e-book and rental options whenever feasible. The store also sponsors a book buyback each quarter during finals week, allowing students to recover cash for textbooks that may be utilized in future quarter(s).

The Bookstore strives to support the interests of the entire community by selling computer accessories, software (special student pricing on many items), logo items, apparel, gifts, cards, convenience food items, various reading (both for class and for relaxation) and reference materials including many test preparation items, and an extensive health reference and supply section. Reloadable Bookstore gift cards are available for purchase for student shopping convenience. Services provided include personal faxing, personal package shipment, notary public, special orders, sale of Clark College theatre tickets, USPS stamps, C-Tran bus passes, payment for parking and student ID tags, an e-commerce site to place Web orders and holds, supply support for college departments, and computer access for college community use.

Payment options at the store include Bookstore gift cards, cash, check with appropriate identification, and Visa, MasterCard or Discover charge cards. Refunds are granted with the required documentation and within a specified time frame. Returns require a receipt and the length of time allowed for a return is determined by the type of item being returned (specifics available in the Bookstore).

Child and Family Services

360-992-2179 Toddler and School-Age

360-992-2393 Preschool

The Child and Family Studies program is located at the north end of the Clark College main campus. Child care and early education services with family support options are available to Clark College students, faculty, staff and the local community. Child care services are available for children twelve (12) months and walking through ten (10) years of age. Contact the program for more information or to arrange a tour. Services are available from 7:30 a.m. through 7:00 p.m. Monday – Thursday, 7:30 a.m. to 5:30 p.m. on Fridays. Evening hours vary due to sufficient enrollment between 7:00 to 9:00 p.m. Quarterly waiting lists are maintained to determine the evening schedule.

Computer Services

Computer Labs

Students enrolled in credit classes may use the open computer lab facilities at Clark College. Students are required to use their college-supplied network account to access computer resources in the labs.

Open computer labs are available at the following locations:

- Anna Pechanec Hall, Rm. 102
- Cannell Library, Rm. 203
- Scarpelli Hall, Rm. 135 and Rm. 023
- Clark College at WSUV, Rm. 202
- Clark College at Columbia Tech Center, Rm. 203 and Rm. 219

Wireless Network Access

Students may use personal computers to access the Internet and online services available through the Clark College website using the college wireless network. Wireless access is available in most college facilities. A network account is required to use the wireless network.

Computer Proficiency: A Statement to Students

Students at Clark College, in order to succeed here and in the communities outside the college, need to be familiar with and capable of using computers and computer software. Both upper division college work and the requirements of the workplace demand such skills. Many Clark College faculty will require students to access class materials on the Internet, use a word processor, e-mail and databases as part of regular course activities.

Students need to determine which computer skills are appropriate to their areas of study and take positive steps to acquire and use them early. In order to facilitate appropriate student access to computers and computer software, the college provides classrooms, labs, course work and library access where students can learn about and use these tools.

Students should contact their instructors, the college library, the Office of Student Affairs, the Associated Students of Clark College (ASCC), or the Advising and Counseling offices to find out what computer resources are available and when they can be accessed. Advisors, counselors, and faculty can assist students in choosing appropriate courses to help them achieve computer proficiency.

Dental Hygiene Clinic

360-992-2158

High-quality dental care is provided at a reduced fee by students under the direct supervision of licensed dental hygienists and dentists. Adults or children, five (5) years of age or older, are selected for care based on the educational needs of the students. Services provided may include exams, x-rays, scaling and polishing, sealants, fillings, tooth whitening, diet analysis, and personalized preventive education. Free screenings are available by appointment.

Disability Support Services

360-992-2314—Voice

www.clark.edu/DSS

360-991-0901—Video Phone

Clark College and Disability Support Services (DSS) staff assist those with disabilities in pursuing their educational goals. DSS staff is committed to ensuring that Clark College, its services, programs, and activities are accessible to individuals with disabilities. The institution takes seriously its responsibility to follow both the spirit and the letter of all pertinent federal and state mandates.

Clark College recognizes that traditional methods, programs, and services may need to be altered to assure full accessibility to qualified persons with disabilities. DSS is the primary focus of efforts by Clark College to assure nondiscrimination on the basis of disability. Through DSS, qualified persons with disabilities can address their concerns regarding attitudinal or procedural barriers encountered, as well as any need for academic adjustments and/or

auxiliary aids to ensure equal access. DSS will provide information and auxiliary aids or services, as well as serve as a resource to the campus community in striving to make Clark College both an accessible and hospitable place for persons with disabilities to enjoy full and equal participation.

Displaced Homemaker Program

360-992-2321

Individuals who have spent at least ten (10) years as homemakers and now need to support themselves and/or their families receive job readiness classes that offer sixty (60) hours of training over four weeks and address:

- Discovering hidden job skills.
- Dealing with stress, anger and health issues.
- How to stretch your current income.
- Legal assistance.
- Learning about the jobs that are available in the area.
- How to fill out job applications and write resumes.
- Personal and group counseling; support groups; educational advising.

Fitness Center

360-992-2808

The Thompson Fitness Center, located in the O'Connell Sports Complex (OSC), is free to students currently enrolled in an HPE, fitness trainer or PE class. The following individuals are eligible to use the fitness center during open times for a quarterly or annual usage fee, which is payable at the Cashier's Office:

- Current full- and part-time Clark students;
- Clark employees, their spouses and children sixteen (16) years old and older;
- Penguin Athletic Club members, sixteen (16) years old and older; and
- Alumni Association members, sixteen (16) years old and older.

Completion of fitness center basics, circuit fitness and/or weight training class is recommended prior to using the fitness center.

Food Service

The Clark College Culinary Arts Department offers a variety of food services to the campus and community including a bakery, dining room, and food court in Gaiser Hall adjacent to the Student Center. All food is prepared by cooking and baking students who are training for jobs in the food service industry. These services are available during the normal academic quarter, except during final exam week. Snacks, light meals and beverages are also available from vendors in Bauer Hall, Joan Stout Hall and the Foster/Hanna lobby during the academic year. The Bookstore maintains a wide variety of convenience food and beverage items. Vending machines and microwaves can also be found in many locations.

Health Insurance

A low-cost private health insurance plan is available to all students taking six (6) credits or more at a community college in the state of Washington. This plan provides coverage for twenty-four (24) hours a day and for most risks unless specifically excluded. Students may enroll for accident or accident/illness coverage. There is also an option to enroll dependents. The insurance is purchased by mail directly from the company. A brochure with information, costs and an application can be obtained at the Health Services Center, located in the Health Science building, as well as in many offices located in Gaiser Hall.

International students (those students who hold F-1 or M-1 visas) are required to carry health and accident insurance. A quarterly insurance fee to cover premiums for the college-endorsed policy will be automatically included with international students' tuition payments.

Health Services

360-992-2264

Health Services, located in the Health Sciences building, provides many free or low-cost services to students, faculty and staff. Emphasis in care is placed on prevention, self-care, and early intervention for the highest possible level of wellness. Student resources within Health Services include a self-care area, telephone, and relaxation room. Other services include:

Health Education

The staff of Health Services works to assist the student in learning about their health and taking responsibility for lifestyle choices. This is accomplished through a self-care resource room, individual education, and college educational programs. Student participation in these programs is greatly encouraged.

Health Examinations

Some programs at Clark College have specific health screening requirements. Physical examinations and other required health screenings are available for a small charge for students enrolled in these programs. Health screenings are required by departments including but not limited to athletics, early childhood education, and health occupations programs. Information on specific requirements for a program should be obtained through the department.

Counseling/Mental Health Care

Short-term counseling is available to students who may be experiencing difficulties due to life stresses and changes that may occur during a college experience. Health Services is staffed with counselors and consulting psychiatric/mental health nurse practitioners to meet these needs. Individual counseling is available, and students requiring ongoing counseling may be referred to an appropriate campus or community support group or agency. Call 360-992-2641 or visit the Clark College Counseling web page at www.clark.edu/student_services/counseling/ for more information.

Primary Care

Health Services is staffed by nurse practitioners, specializing in outpatient adult health care. Health care provided within Health Services includes on-campus emergency care, primary care, and preventative health care, including limited-cost vaccinations, physical exams and laboratory services. Referrals to community health providers may be facilitated to better serve the student's needs.

Housing

Campus housing is not available. While the college does provide a housing referral bulletin board, located in central Gaiser Hall, it does not assume the responsibility for screening rentals.

Note: International Programs does work with international applicants to secure housing for them and to place them in one of the following options:

- An apartment building shared with domestic and international students from the International Air Academy (two- or four-bed apartments);
- An apartment with single or double rooms close to campus; or
- A host family arrangement.

Please contact International Programs for details.

Legal Consultation

360-992-2264

Free, one-time legal consultation is available to students on an appointment basis. Attorneys, who are Clark alumni, visit the college periodically for a one-time, 20-minute consultation. Appointments may be made through Health Services, located in the Health Science building on the main campus.

Library

www.clark.edu/library

360-992-2151

Clark College Libraries provide resources to support the educational mission of Clark College. Located on the main campus Cannell Library provides students, faculty and staff with books, movies, and CDs. Cannell Library also has group study rooms and computer labs. Students attending classes at Columbia Tech Center can visit the Information Commons located on the second floor of the building in Room 219. Students are encouraged to ask librarians at either location for assistance using the wide range of in-print and online resources. Library faculty offer a variety of instruction sessions and workshops.

Through Summit, a shared catalog that combines the holdings of academic libraries in Washington and Oregon students also have access to books, DVDs, videotapes, government documents and more. Direct online borrowing and an efficient courier service allows students to obtain books quickly and easily.

From the Libraries' website (www.clark.edu/library), Clark College students, faculty and staff have online access 24/7 to thousands of resources, including electronic books, full-text journals and 64 electronic databases. Consult the library website or call 360-992-2151 for hours of service and other library information.

Parking and Traffic Rules

360-992-2133

Traffic and parking regulations at the college are authorized by the Board of Trustees and codified under the Washington Administrative Code. The enforcement of parking and traffic regulations is the responsibility of the Security/Safety Department.

Student parking on the Clark College campus is limited to open parking spaces. Open parking spaces are identified as lined spaces without any special labels. No permit is required to park in open parking. The Security/Safety Director is authorized to designate various parking areas on the campus by the posting of signs or pavement markings. Restricted parking areas include faculty/staff (F/S) parking, visitor parking, and disabled person parking. No one may park in these areas without the proper permit or other authorization.

Drivers of vehicles on campus shall obey all regulatory signs, including stop signs and directional arrows, and shall comply with directions of campus security officers in the control of traffic and parking.

Any violations of the parking and traffic rules and regulations of the college may result in issuance of a monetary citation by the Security/Safety Department. Vehicle impounding, immobilization or transcript hold may result if vehicles are parked improperly or if fines are not paid.

The Security/Safety Department works continually toward safe and effective parking lot use. Concerns, suggestions and ideas for meeting the challenges of managing campus parking are always welcome. Students should contact the Security/Safety Department in Gaiser Hall for a complete copy of the Clark College Parking and Traffic Rules and Regulations, or for a copy of the Parking Survival Guide.

Public Transportation

Clark College is served by C-Tran, the Clark County Community Transit System, at the main campus, Clark College at WSU Vancouver, and Town Plaza. The Clark College main campus is currently served by three (3) bus lines which link the college to all parts of the city of Vancouver, Clark County, and to Portland, Oregon.

To encourage and enable transit ridership, the college funds and supports the BackPASS program. Through the BackPASS program, all registered Clark College students can purchase a BackPASS endorsement for their student body identification cards. The BackPASS will afford the student unlimited access to C-Tran service in Clark County. Students may receive only one subsidized BackPass per quarter. To facilitate use of the BackPASS, bus schedules, maps and other transit information can be found in several locations. C-Tran regularly participates in new student orientations and hosts information booths on the main campus.

Van service is now available at a reduced rate to students with disabilities. Check with C-Tran for more details by calling 360-695-8918 (voice) or 360-695-2760 TTY.

Additional information about the BackPass program can be obtained from the Security/Safety Department in Gaiser Hall.

Security/Safety Department

360-992-2133

Clark College Security/Safety works to provide a safe and secure environment in which members of the college community can pursue their educational goals and professional commitments. The department staff protects life and property, provides service and assistance to students, staff, and community members, provides fair and easy access to college facilities and assures compliance with campus regulations. The Security/Safety Department strives to offer proactive protection services to the college community. The department responds to the changing needs of the college by stressing prevention above response, planning above reaction, education above enforcement, and service above all.

The Security/Safety Department staffs a walk-up and phone-in service and information center, open extended hours during quarter sessions and for limited hours during breaks. Any time during open campus hours, security assistance may be contacted by coming to the Security-Information desk in Gaiser Hall, or by pressing the campus security number button.

The Security/Safety Department can provide informational and directional assistance, aid to stranded motorists, including jumpstarts and lockout service, security escorts across campus, crime prevention advice, and other general assistance to students and other members of the college community. The Security-Information Department also issues student body identification cards, and provides all information required by the Clery Act.

The Security/Safety Department works cooperatively with the Vancouver Police Department, the Clark County Sheriff's Office, and the Washington State Patrol in emergency, dangerous, or volatile situations and in criminal investigations.

Student Ambassadors and the Campus Visit Program

360-992-2078

Student Ambassadors are current Clark College students who are here to assist you with the admissions and orientation process of starting at Clark. Student Ambassadors are also available to take you on a campus tour so you can begin to become familiar with campus. Taking a campus tour with a current student is a great way to hear the student perspective of being at Clark.

Student Discounts

A list of merchants that offer discounts can be found at the Security/Information Office in Gaiser Hall.

Student ID Cards

A student photo identification card is available to students for a minimal fee. The ID card provides free or discounted admission to events and may offer discounts at local businesses.

Tutoring and Writing Center

360-992-2253

The Tutoring and Writing Center, located in Hawkins Hall room 102 and AA4 room 106, offers tutoring services free of charge to all registered Clark College students. Tutors recommended by faculty provide help in many subject areas. Students are encouraged to visit the Tutoring Center early in the quarter to request help and check posted tutor schedules. Tutoring is also available at Columbia Tech Center room 336 and online at www.eTutoring.org.

The Writing Center, housed within our Tutoring Centers, is open to the entire campus community to provide free one-on-one tutoring with all types of writing, from course assignments to resumes. Tutors suggest strategies and teach principles to help students evaluate and revise their own writing and become more effective writers. Both appointments and drop-in hours are available. The center has a library of handouts on the writing process, grammar, mechanics, and documentation styles.

Veterans Affairs

360-992-2112

The academic programs of study at Clark College are approved by the Washington State's Higher Education Coordinating Board's State Approving Agency (HECB/ SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, US Code.

Students can visit the Veterans Affairs Office, located in Gaiser Hall, and receive assistance with admissions and program information, benefit applications and procedures, tutorial assistance, financial aid, and individual counseling.

Special Instructional Programs and Locations

Clark College at Town Plaza

360-992-2741

Town Plaza—5411 E. Mill Plain Blvd.

Adult Basic Education

360-992-2741

Adult Basic Education (ABE) classes are available for persons sixteen (16) years or older (16- to 18-year-olds must have a high school release). ABE offers classes in reading, writing, and math. There is a quarterly tuition charge. Classes are held at Town Plaza and other sites in the community.

Student Learning Center

360-992-2750

The Student Learning Center at TPC (room 107) supports Basic Education and ESL students with a library, computer-based learning, tutoring and mentoring programs and educational workshops. One-on-one and small-group tutoring are available for adults learning English as a second language as well as for native English speakers who want to improve basic reading, writing and math skills. Available only for students with limited English or literacy skills. Hours: 9:00A – 7:00P—MT, 9:00A – 6:00P—WTh, 9:00A – 1:00P—F.

Citizenship

360-992-2741

Citizenship classes explore the basic ideas of American government, politics, and culture. Citizenship classes are offered to adults preparing for the U. S. citizenship exam.

English as a Second Language

360-992-2741

Classes are for non-native speakers who want to communicate more effectively in English. Classes are held at various times during the day and evening. There is a quarterly tuition charge to students. Most classes are held at Town Plaza or on campus, but some are held at community sites.

GED Preparation

360-992-2741

GED preparation classes help prepare students to take all five (5) GED tests. Classes are available morning, afternoon and evening. (Evening classes are also available at other community sites.) Instruction includes timed practice testing. There is a quarterly tuition charge.

Advising

360-992-2770

College advisors are available at Clark College Town Plaza. Drop in or call for an appointment.

Pathways Center

360-992-2747

The Pathways Center at TPC is available to help with career and educational planning, including such steps as information-gathering, decision-making, planning, getting started or taking your next step. Pathway Coaches pres-

ent information sessions and workshops as well as meet with individuals. Computers are available for educational use to increase basic computer skills, basic academic skills and to gather career and educational information.

Department of Corporate and Continuing Education

360-992-2939

The Department of Corporate and Continuing Education is the region's premier provider of classes, seminars, certificate programs and training opportunities, serving both the business community and the residents of Southwest Washington. The department is dedicated to lifelong learning, personal enrichment and professional development for individuals moving up the corporate ladder or simply interested in acquiring a new skill.

The Department of Corporate and Continuing Education is comprised of the following program areas:

Continuing Education

360-992-2939

Continuing Education courses offer an array of personal enrichment and self-improvement courses designed to enhance your life and offer an opportunity to explore new interests. Taught by talented instructors, our courses make the most of the wide resources offered by Clark College. Continuing Education has something for everyone, with classes that cover such topics as computers, finance, world language and culture, dance, fitness and gardening. Many classes are appropriate for the whole family, and new classes are offered quarterly.

Cooking and Wine School

360-992-2163

The Cooking and Wine School, located at Clark College at Columbia Tech Center, offers fun and educational classes designed for the home cook, with a variety of demonstration and hands-on opportunities. In the well-appointed kitchen classroom, credentialed instructors educate about nutrition and world culture while building students' skills. Classes contain a "green" emphasis to reflect the commitment to environmental sustainability found throughout the LEED-certified building. Additionally, skill-building courses for the burgeoning local wine and hospitality industry are offered. The space is also available for private rentals.

Customized Training

877-473-1600

Customized Training is the college's primary means of providing high-quality, effective learning solutions to both public and private sectors in the business community. By using a large pool of talented Clark College faculty, adjunct instructors and pre-qualified service providers, the department offers flexible, competitively priced training and consultation services to any type of business, association or institution.

Customized Training staff work one-on-one with clients to identify specific needs and tailor programs accordingly. Most classes take place on-site at the workplace, which increases convenience and cost-effectiveness. If space or equipment is an issue, the department can provide classrooms and training venues to suit the client's particular needs. Customized Training also coordinates industry-wide workshops, seminars, certificate programs and grant-funded training.

Mature Learning

360-992-2213

Mature Learning is an educational and cultural enrichment program for persons fifty-five (55) years of age and older. The program provides an opportunity to learn in a relaxed atmosphere with no tests, grades or homework. A wide variety of courses are offered including fitness, art, writing, computers, sciences, history, creative writing, health, humanities and others. Most classes meet two hours a week, either on the main Clark campus, at Town Plaza or at other locations in the community. Students also travel by coach to Portland/Vancouver opera, theater, symphonies, art galleries, ballet and lectures.

Professional Development

877-473-1600

The department offers business-focused classes, workshops and seminars that are specially designed to help individuals succeed in today's rapidly changing world. A wide range of topics and disciplines are offered, from computers to

information technology to customer service and leadership development. These classes are open to everyone and range from efficient one-time learning sessions to seminars and certificate programs. Courses and workshops help businesses and business professionals increase their knowledge, productivity, job satisfaction and career success.

Workforce Education

360-992-2483

Workforce Education provides a variety of training and education services that assist individuals pursuing a career pathway starting from Basic Education through certificate- and degree-completion. Integrated learning for Basic Skills students (IBEST) are available to help students gain basic skills while also learning the specific skills necessary for a professional career. Customized training opportunities sponsored under WorkFirst programming are available for individuals who are currently receiving Temporary Assistance for Needy Families (TANF) from the Washington State Department of Social and Health Services. Career and technical education, as well as customized training, is available in several career-focused areas, and new program options, based on strong employability factors, are introduced each year. Partnerships with the public and private sectors such as the Southwest Washington Workforce Development Council, WorkSource Center-Vancouver, and advisory committees composed of representatives from local businesses, provide updated information that allow the college to offer training that is in demand and has wage and career growth potential. The Apprenticeship program provides tuition waivers for trainees participating in state-approved apprenticeship agreements.