



SECTION A:  
ENROLLMENT, AID AND COLLEGE LIFE

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# SECTION A: Enrollment, Aid and College Life

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## Admissions/Welcome Center

360-992-2107

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.

All students intending to enroll at Clark College are required to submit an application for admission and pay a non-refundable application fee at least two (2) weeks prior to the start of the term. Refer to the campus calendar for application deadline dates. Application for admission is available on the Clark College website at [www.clark.edu/quickstep](http://www.clark.edu/quickstep).

Clark College 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 admission. 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 Health Occupations Programs.

The Running Start program has its own set of admission policies and procedures. Please refer to [www.clark.edu/runningstart](http://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 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 A8. New students are also required to participate in a 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/or English was not completed at a previous college or university. Transfer students are required to meet with an advisor before they may register for classes.

If a student intends to use previously earned credits towards a program at Clark College, an official transcript of their college records must be sent to the Admissions Office at the time of application for admission. 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.

### Former Student Admission

Former Clark College students who are returning to Clark College after an absence of six (6) or more quarters must submit a new admissions application by the application deadline to receive 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. 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.

## Health Occupations 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](http://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, are enrolled in high school (excluding Running Start students) or home-schooled, and would like to enroll in college classes must 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) School Recommendation forms completed by someone who may verify academic ability (teacher, counselor, etc.). Homeschooled students may use an informed and involved contact other than a family member to complete the School Recommendation forms. Recommendation forms from family members will not be accepted;
- Submit a copy of your high school transcript; and
- Complete all sections of the COMPASS assessment test.

Completed applications must be submitted to Admissions by the published 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 are available at high school counseling offices or at 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.

## Deadlines

Effective summer quarter 2012, admission-application deadlines will generally be two weeks prior to the start of a new term. For the most up-to-date application information and other resources to begin the enrollment process at Clark College, please visit [www.clark.edu/admissions](http://www.clark.edu/admissions).

## 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](http://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, has been living 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 and who has been living 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, regardless of their length of time domiciled in the state of Washington.

**Oregon Border Waiver:** a person who meets the qualifications of citizenship and who has been living 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, was living in a qualifying Oregon border county for at least 90 days immediately prior to moving to Washington state,

has been living 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. Residency changes are not retroactive.

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 residency 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](http://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 residency.

- **Oregon Border Waiver:** use to apply for the waiver by those who are residing 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

## 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 have paid the admissions application fee.

The COMPASS placement test assesses writing, reading and mathematics skills, which helps determine the level of coursework for which the student is prepared as well as 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](http://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:

- Enroll in the courses into which they were placed.
- 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](http://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 A3 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 Monday through Friday 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.

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## New Student Orientation

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/orientationalcalendar](http://www.clark.edu/orientationalcalendar).

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## Financial Aid

The Financial Aid Office helps eligible degree and certificate seeking students obtain funding to meet their educational expenses at Clark College. During 2010-2011, more than 12,000 students were awarded over \$51 million in federal, state and institutional financial aid.

### Financial Aid Contact Information

The Financial Aid Office is located in Gaiser Hall.

|                                |   |
|--------------------------------|---|
| Clark College                  | phone: 360-992-2153   |
| Financial Aid Office – GH1 101 | e-mail: <a href="mailto:finaid@clark.edu">finaid@clark.edu</a>      |
| 1933 Fort Vancouver Way        | fax: 360-992-2864   |
| Vancouver, WA 98663-3598       | web: <a href="http://www.clark.edu/finaid">www.clark.edu/finaid</a> |

### Application Process

Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). The annual application process begins in January for the upcoming academic year that begins in July. Students should file their tax returns as early as possible each year so they can complete the financial aid application process and meet established priority processing dates.

The FAFSA is the first step in applying for financial aid. The Financial Aid Office notifies students by email to their student accounts requesting additional documentation required to complete the Clark College financial aid application. All required information must be received by the Priority Processing Dates. These dates are included in the email notification and published online at [www.clark.edu/finaid](http://www.clark.edu/finaid).

All students must turn in the Financial Aid Terms and Conditions form to complete the Clark College financial aid application. Thirty (30) percent of students filing FAFSA will be selected for verification. If the FAFSA is selected for verification, students will also need to submit proof of taxed and untaxed income and the Federal Verification Worksheet. Students may update their FAFSA using the IRS Data Retrieval Tool or submit an IRS Tax Transcript. Students and parents may be required to submit a copy of all W-2's. The Financial Aid Office will notify students if additional documents are required to resolve other discrepancies.

A secondary application is required for Direct Loans. Students may complete the loan application process after receiving their award letter or notice stating they are not eligible for grant funds.

Students that receive an offer to participate in the Work Study program must contact the Work Study Specialist in the Financial Aid Office to activate their award. Funding for this program is limited and offered on a first-come, first-served basis.

### 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.
- 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 must enroll in an eligible degree or certificate program and meet Satisfactory Academic Progress Requirements to be eligible for federal, state and institutional financial aid. Eligibility for aid is determined using information reported on the FAFSA and the student's Expected Family Contribution (EFC). The EFC is determined by a series of standardized calculations known as federal methodology using household size, income and assets.

## Financial Aid Awards and Disbursements

Students are notified of their financial aid eligibility after completing their Clark College Financial Aid application by email to their student accounts. All grants and loans awarded are automatically applied to student's tuition and fees before the start of the quarter. If the financial aid award is not sufficient to pay the balance of tuition and fees, the student is responsible for payment of any remaining charges. If the financial aid award exceeds the amount of tuition and fees, the student will have a refund disbursement. Financial aid refund disbursements are issued through the Clark Debit Card starting the first week of each quarter.

### The Clark Debit Card

Through a partnership with HigherOne, a financial services company, Clark Debit Cards are issued to all Clark College students who receive financial aid. New students are issued a debit card after completing the Clark College Financial Aid application. The debit card is mailed by HigherOne to the student's home address on file at Clark College. With the Clark Debit Card students have three options for receiving their financial aid refund disbursements:

- Disbursed directly into their OneAccount,
- Automatically deposited into an existing bank account, or
- Issued as a paper check by HigherOne and sent by mail.

More information about the HigherOne Clark Debit Card can be found online at [www.clark.edu/cc/finaiddebit](http://www.clark.edu/cc/finaiddebit).

### Census Date

Financial aid checks students' enrollment level on the fifth day of classes (census date). If students have dropped to a lower credit level and/or withdrawn from classes they may owe money back to the financial aid programs. Students may also be subject to financial aid warning or suspension, depending on the number of credits dropped. If students add credits, they may be eligible for additional funds. A new award letter will be sent by email to the student account if the award is revised.

## Financial Aid Satisfactory Academic Progress

Students must meet the Financial Aid Satisfactory Academic Progress (SAP) Policy requirements to be eligible for federal, state and institutional aid. Students may be funded for up to two degrees at Clark College as long as they meet all Satisfactory Academic Policy requirements.

There are two standards of Satisfactory Academic Progress that are evaluated at the end of each quarter:

**Pace of Progress** is measured to ensure that students are taking required courses to complete their certificate or degree program within 125% of the credits required for their program of study. Students must complete the number of quarterly credits within their enrollment level and 65% of all credits attempted cumulatively. All program credits are taken into consideration whether or not aid was received. Grades of F, I, U, W, Y, N and R count as attempted credits but do not count as completed.

### Pace of Progression Quarterly Enrollment Level

| REGISTERED CREDITS AT TIME OF DISBURSEMENT | GOOD STANDING | WARNING      | SUSPENSION            |
|--|---------------|--------------|-----------------------|
| Full Time (12-19 credits)                  | 12 credits    | 9-11 credits | 5 credits or less     |
| 3/4 Time (9-11 credits)                    | 9 credits     | 6-8 credits  | 5 credits or less     |
| 1/2 Time (6-8 credits)                     | 6 credits     | N/A          | 5 credits or less     |
| Less Than 1/2 Time (1-5 credits)           | All credits   | N/A          | Less than all credits |

## Grade Point Average

If both quarterly and cumulative GPA's fall below 2.0 at the same time, students will not meet the GPA requirements to remain in good standing. In addition, students must have a minimum 2.0 cumulative GPA at the end of the sixth quarter of attendance.

## Financial Aid Warning

Students will be placed on financial aid warning for one quarter if:

- They do not complete the number of quarterly credits in their enrollment (see chart above), or
- They complete less than 65% of the cumulative credits attempted for their program, or
- Both quarterly and cumulative GPA's fall below 2.00 at the end of a quarter.

Students on financial aid Warning are eligible for funding the following quarter of attendance. All Satisfactory Academic Progress Policy requirements must be met the following quarter to avoid financial aid suspension.

## Financial Aid Suspension

Students will be placed on suspension if:

- They do not successfully complete at least 6 quarterly credits,
- They are on financial aid Warning or Probation and do not complete the number of credits in their enrollment level,
- They are on financial aid Warning or Probation and complete less than 65% of the cumulative credits attempted for their program,
- They are financial aid Warning or Probation and both quarterly and cumulative GPA's fall below 2.0 at the end of a quarter,
- They do not meet the conditions of their education plan,
- They have attempted 125% of the credits required for their program,
- They have changed their degree program more than two times.

Students placed on suspension are not eligible for future financial aid which includes grants, loans and work-study.

## Appeal Process

If extenuating circumstances prevented the student from successfully meeting Satisfactory Academic Progress Policy requirements they may submit an appeal. Appeals must include the following:

1. Satisfactory Academic Progress Appeal Form
2. Typed and signed statement explaining their circumstances, what has changed and the steps they are taking to ensure academic success in the future
3. Supporting documentation confirming the circumstances cited in the appeal statement
4. A current degree worksheet completed and signed by the student's program advisor and the student

Students are limited to two appeals at Clark College. Appeals are reviewed by the Financial Aid Advisory Committee bimonthly and students are notified of the Committee's decision by email to their student accounts. The Committee's appeal decisions are final. If the appeal is approved, financial aid will be reinstated on a Probationary status for one quarter. The Committee has the authority to specify courses, as well as the number of total credits approved for continued financial aid funding. The Committee may also specify an education plan that must be followed in order to maintain financial aid eligibility. Aid will be reinstated based on the availability of funding at the time the appeal is approved.

## Financial Aid Probation

If a student's appeal is approved by the Financial Aid Advisory Committee, their financial aid will be reinstated on a probationary status. The Committee may specify an education plan or other academic restrictions. To avoid losing eligibility while on Probation students must meet all Satisfactory Academic Progress Policy requirements and all conditions of the approved appeal.

## Financial Aid Reinstatement

Students that choose not to appeal, have exhausted the two appeal limit, or whose appeal is denied may submit a Request for Reinstatement when they have attempted and complete sufficient credits to achieve a 65% cumulative pace of progress and 2.0 cumulative GPA. If all Satisfactory Academic Progress criteria have been met, the request may be approved. Aid will be reinstated based on the availability of funding at the time the request is approved and the student may remain on a financial aid Probation status. As part of the approval, students may also be restricted to specific academic conditions and must remain in good academic standing maintain continued eligibility.

## Title IV Funds Policy

Students who receive financial aid are subject to the Federal Return of Title IV Policy. This policy is effective when a student completely withdraws from all credits. Students that attend through the 60% point of the quarter earn 100% of their aid and will not owe a repayment. Students that do not attend through the 60% point in the quarter may owe a repayment to the financial aid programs. The student's withdrawal date is used to calculate repayment and is determined as follows:

**Official Withdrawal:** The date the student began the institution's withdrawal process by officially notifying the institution in writing of their intent to withdraw.

**Unofficial Withdrawal:** The last date of attendance, defined as the last date of participation in an academic related activity, reported to the Financial Aid Office by the instructor or the midpoint of the period of enrollment. The latest date will be used to calculate the repayment.

## Return of Funds

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

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Pell Grants
5. SEOG

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 the date of withdrawal and percentage of payment period attended by the student
2. Calculate the 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 or make satisfactory arrangements to pay their debt before regaining eligibility for additional financial assistance.

Requirements of 34 CFR 668.22 is available in the Clark College Financial Aid Office or on the Clark College website at [www.clark.edu/pdf/financial\\_aid/FederalReturn.pdf](http://www.clark.edu/pdf/financial_aid/FederalReturn.pdf)

## Washington State Need Grant Repayment Policy

Students receiving Washington State Need Grant (SNG) are subject to the Washington State Need Grant repayment policy as defined by the Washington State Higher Education Coordinating Board. This policy is effective only if a student completely terminates enrollment by withdrawing or failing all credits.

Students who remain enrolled through at least 50% of the payment period (quarter) are considered to have earned 100% of the State Need Grant received and will not owe a repayment. Students who officially or unofficially withdraw before the 50% point of time will owe a repayment. The amount of the repayment is based on the date of official withdrawal or the last date of attendance as documented by the student's instructors. Students will be billed for the amount of State Need Grant considered unearned less 50%.

## Financial Aid Programs

Financial aid consists of grants, tuition waivers, work-study, student loans and scholarships. The financial aid programs available to students at Clark College include the following:

### Grants

Federal, state and institutional grants are available for undergraduate students and are awarded based on the information received from the Free Application for Federal Student Aid (FAFSA).

The Federal Pell Grant is based on financial need for students who have not earned a Bachelor's degree from a domestic or foreign university recognized by the United States. Eligible students may receive the Pell Grant up to 18 full-time quarters. Award amounts are determined based on information from the FAFSA and are adjusted proportionately for less than full time enrollment.

The Federal Supplemental Education Opportunity Grant is based on exceptional financial need. The grant is available to students enrolled in six credits or more per quarter.

The Washington State Need Grant is based on family income and awarded to students that are state residents. Funds are limited. Students may receive the grant for a maximum of eight full time quarters at Clark College. Grant amounts are adjusted proportionately for less than full time enrollment.

Clark College Grant and Tuition Waivers are awarded to eligible Washington residents enrolled in at least six credits per quarter based on financial need. Funds for both programs are limited and are awarded on a first come, first served basis. Tuition waivers can be used to pay tuition but not fees, books or supplies.

### Scholarships

Funding for scholarships comes from local high schools, employers, local, civic and community organizations, foundations and private sources. The Clark College Foundation is one of the largest community college foundations in the country and offers several scholarships to Clark College students each year.

The scholarship application process is separate from the application for federal and state financial aid. Deadlines for scholarship applications are generally in late winter or early spring for the following academic year. Scholarship information and applications can be found online at [www.clark.edu/admissions\\_fin\\_aid/fin\\_aid/scholarships](http://www.clark.edu/admissions_fin_aid/fin_aid/scholarships)

### Student Employment

Federal and state work study programs are available for students enrolled in a minimum of six credits per quarter. Work study is not the same as a grant; funds must be earned through student employment. State work study funds are limited to Washington residents. Students should contact the Work Study Specialist in the Financial Aid Office for assistance in applying for employment.

## Student Loans

An education loan is a form of financial aid that must be repaid, with interest. Student loans are taken out in the student's name to be used for educationally related expenses such as tuition, housing, books and other costs associated with going to college. Clark College participates in the Federal Direct Loan and PLUS Loan programs.

There are two types of Federal Direct Loans: subsidized and unsubsidized. Subsidized loans are loans in which the government subsidizes the interest that accrues while the student is in school. Unsubsidized loans are loans in which the student is responsible for the interest which accrues while they are in school and during the grace period.

Student loans require a secondary application process that the student can complete after receiving their award letter. To be eligible, students must be enrolled in at least six credits per quarter. To request a loan, students must complete three application steps:

1. Master Promissory Note: An agreement from the student to the terms of the loan.
2. Entrance Counseling: An online questionnaire about student rights and responsibilities under the loan programs.
3. Clark College Direct Loan Application: The student's authorization to process a loan.

Federal PLUS loans are available to parents of dependent undergraduate students enrolled in at least six credits. Additional information about both types of loans can be found online at [www.clark.edu/admissions\\_fin\\_aid/fin\\_aid/loans](http://www.clark.edu/admissions_fin_aid/fin_aid/loans)

## 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

360-992-2274

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 Financial Aid

360-992-2038 or 360-992-2195

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 or 360-992-2112

Clark College is approved for VA Education Benefits under Chapters 30, 31, 32, 33, 35, 1606, 1607, VRAP (Veterans Retraining Assistance Program) and TA (Tuition Assistance). Eligible veterans and dependents are granted certification for approved certificate and degree programs, and can receive benefits only for 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 academic 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.

- Recipients of benefits should consult with the Veterans Affairs Office before withdrawing from a class.
- Veterans are required to notify the Veterans Affairs Office of their last day of attendance at the time of withdrawal.
- Veterans cannot receive benefits for classes that are audited.
- 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.
- Veterans must report any change of address directly to the Department of Veterans Affairs. Information is and phone numbers can be obtained from the Clark College Veterans Affairs Office or online at the GI Bill website: [www.gibill.va.gov](http://www.gibill.va.gov)

Clark College is a member of SOC (Service members Opportunity Colleges). Credit for Military Experience may be granted toward general elective credit for experience gained from military training. Military training and experience may also be granted for some specific vocational program coursework determined by the Program Department. Military training and experience granted for 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](http://www.clark.edu/scholarships).

## Career Services

360-992-2902

[www.clark.edu/student\\_services/employment](http://www.clark.edu/student_services/employment)

online job database system: [www.clark.edu/nextjob](http://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](http://www.clark.edu/nextjob)
- 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.

## Volunteer & Service-Learning

360-992-2447

[www.clark.edu/cc/volunteer](http://www.clark.edu/cc/volunteer)

The purpose of the Volunteer & Service-Learning (VSL) program is to help members of the college community find appropriate volunteer and/or service-learning opportunities that foster growth and compliment students' academic

goals. Students may use volunteer experiences to test their interest in a field or their fit in the work environment of a particular industry.

Volunteers act in recognition of a need and their efforts can be done on a one-time or ongoing basis. Service-learning is a method of education which combines community service with academic instruction as it focuses on critical, reflective thinking and civic responsibility.

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## Advising

360-992-2345  
[www.clark.edu/advising](http://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.

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## eLearning

[eLearning@clark.edu](mailto:eLearning@clark.edu)

360-992-2654 or 877-748-2654

[www.clark.edu/eLearning](http://www.clark.edu/eLearning)

### 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](http://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.

- **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](http://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](http://www.clark.edu/eLearning/tech-reqs.php).

For technical support, eLearning maintains a tech support site: [www.smartpenguin.org/smartpenguin](http://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.

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## 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 emailed 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.

Specific information on dates, deadlines, and hours of service can be found on the Clark College website at [www.clark.edu](http://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), registration PIN and your global 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](http://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 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 Registration Policy

Beginning the third day of the quarter and through the tenth day of the quarter (eighth day in summer), students are required to submit a late registration petition with the instructor's signature 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 Registration Policy is applied based on the length of the class.

Students who register after the tenth (10th) day of the quarter (eighth day in summer) will be charged a \$50 per-class Late Registration Fee. A student whose enrollment change falls under the following circumstances will not be charged:

- Students who need to make a level change. Example: Moving from MATH 095 to MATH 089.
- Students who need to make a section change. Example: Moving from an online course to a face-to-face course.
- Students who wish to enroll in classes that are set up as continuous enrollment as opposed to sequential.
- Students who are enrolling in late-starting classes that start after the tenth (10th) day of the quarter.
- Students enrolled in ABE/GED/ESL courses.
- Students utilizing the Clark College employee tuition waiver.
- Students who enroll in zero (0) credit courses.
- Students who feel their situation warrants an exception to this fee may request to have this fee waived by completing an Exception to the Late Registration Fee request form. The final decision on any exceptions will be made at the discretion of the Registrar.

### 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 online.

- 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.
- No withdrawals will be accepted for a class that has ended.

**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 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](http://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 ap-

proved 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 may 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 financial impact of class materials, thus provides the lowest prices for new textbooks of any college in this region and diligently pursues and stocks as many used textbooks as possible, partly supplied from a quarterly student book buyback program. In addition, the store offers a number of other affordability services for Clark students, such as textbook and calculator rentals, hold services, peer-to-peer exchange and much more. To obtain current book and supply lists and receive assistance in cost estimating, please visit the Clark College Bookstore on the main Clark College campus or visit their website at [www.clarkbookstore.com](http://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, 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](http://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). The Clark College repeat policy does not apply to transfer coursework. Transfer coursework is not included in the Clark College GPA calculation and is not included in honors designation.

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 Credential Evaluations office in Gaiser Hall.

*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

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 go online to [www.studentclearinghouse.org](http://www.studentclearinghouse.org) to place an order. Transcripts will be mailed to any college, university or other agency upon receipt of the request within 7 business days. There is also a rush transcript option available. There is a fee for all official transcripts. For current fee information please go to our website or call 360-992-2287. Transcripts will not be faxed.

Students may obtain an unofficial transcript through the Clark College website, [www.clark.edu](http://www.clark.edu); at student information kiosks; or by visiting the Registration Office in Gaiser Hall.

## 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 or 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.

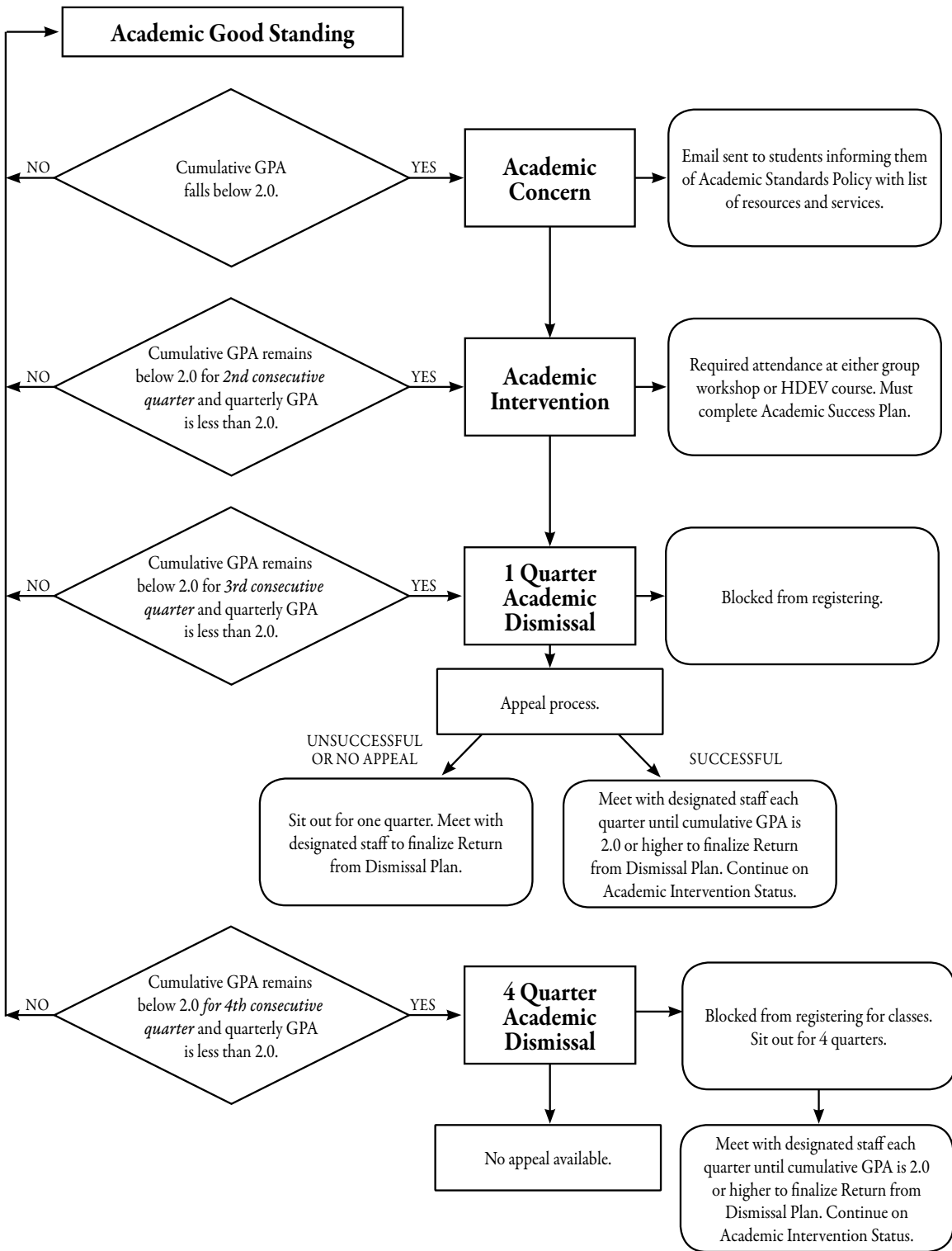
- You will be blocked from registering for classes while on Four (4) Quarter Academic Dismissal.
- If you enrolled for classes before academic dismissal status, you will be administratively withdrawn and tuition will be refunded.
- There is no appeal process.
- You will receive information about how 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



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## 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. All bulletin boards are identified with the assigned posting monitor. The posting monitor is responsible for postings. The complete bulletin board guidelines and a listing of campus bulletin boards and their classification may be obtained from the Facilities Services Office located in the Facilities Services building (FST).

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.

### 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, 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

360-992-2441

The Office of Student Life (SL) coordinates programs 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), and Spring Thing.

In addition to these services, SL 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, located in the Penguin Union Building room 160.

## 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 and extra-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 family 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](http://www.clarkbookstore.com)

360-992-2149

email: [bookstore@clark.edu](mailto: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
- Bauer Hall, Rm. 101
- 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.

## Counseling and Health Center

360-992-2614

Located in the Health Sciences Building, the Counseling and Health Center supports student success by providing a range of professional counseling and medical services that are both affordable and conveniently available on campus. Counselors assist students with career exploration, academic issues and personal/mental health needs. A nurse practitioner is available on a limited basis for fee-based medical services.

## 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](http://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.

## 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 Washington state community college students through Summit America Insurance Company ([www.summitamerica-ins.com/wsc](http://www.summitamerica-ins.com/wsc)). Students must be taking at least six (6) credits to qualify and may enroll for injury or injury/sickness coverage. An option to enroll dependents is also available. Brochures are available at the Counseling and Health Center in the Health Sciences building or at the Cashier's Office in Gaiser Hall.

Health insurance is required for all international students and a separate plan is available. International students are advised to discuss their health insurance options with the Office of International Programs.

## 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

360-992-2382

Free, one-time legal consultation is available to students from a local attorney who is a Clark College alumnus. Twenty-minute consultation appointments are offered once a week through fall, winter, and spring quarters and can be arranged through the Office of Student Affairs, Gaiser Hall 215 (second floor). Please call to schedule an appointment.

## Library

library.clark.edu

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, Oregon and Idaho 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 (library.clark.edu), 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.

## Office of Diversity and Equity

360-992-2355

The Office of Diversity and Equity is a realignment of services at Clark that deal with issues of diversity and equity. The function of the Office of Diversity and Equity is to support the accomplishment of the goals set out in the Diversity Plan adopted by Clark College in 2009. In addition, the Office of Diversity and Equity is equally committed to serving historically disadvantaged communities as they navigate Clark--as well as the entire Clark community as it engages in conversations around power, privilege, inequity, and diversity.

A Diversity Center has been established at Clark College. Its primary function is to be a welcoming and safe place for the entire Clark community--students, faculty, staff, and community members--to learn about and engage with issues of diversity, inclusion, power, privilege, inequity, and social justice. In addition, the Diversity Center serves as a resource on related issues, provides training and educational programs, hosts speakers and performers, and offers opportunities to connect with those who have felt disconnected in the past.

## 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](http://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.

## 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.

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## 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 on campus 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 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 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 present 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. Apprenticeship programs provide tuition waivers for trainees participating in state-approved apprenticeship agreements.