

Admissions/Registration/Educational Planning/Advising

Admissions and Registration

You will be admitted to WVC if you have a high school diploma or its equivalent, or if your high school class has graduated. Otherwise, you may apply for special admission.

Some instructional programs, including allied health, Running Start, high school completion and international programs, have special application procedures which must be met before you can be accepted.

See Admissions on our Web site at www.wvc.edu for more details, or contact the admissions/registration office at 509.682.6806 in Wenatchee or 509.422.7803 in Omak. For allied health admissions information, see our Web site or call 509.682.6844 in Wenatchee or 509.422.7952 in Omak. For Running Start, see our Web site or call 509.682.6848.

If you are a new student to WVC you will meet with an educational planner. A faculty adviser will be assigned for following quarters.

Your registration time will be posted in each building on campus and is available through the WVC Web site. You must meet with your faculty adviser before your registration time. You are responsible for contacting your adviser for an advising appointment.

Both admission and registration can be accomplished through our Web site (www.wvc.edu) or in person. You may also register for up to six credits by mail. You must have an application on file in order to register in person or through the Web for seven credits or more.

Your global PIN is used to access general information about yourself, such as grades, transcripts and limited financial aid records from the WVC Student Kiosk or Web site. Your global PIN can also be used for registration purposes if you have an assigned registration appointment for the quarter you want to enroll.

Photo identification is required for grades, PINs and student schedules. They cannot be released over the telephone.

Adding Classes

You may add classes through the first 10 days of each quarter. After the second day, the instructor's written approval is required.

Withdrawing from Classes or College

The last day to withdraw from classes each quarter is specified on the official college calendar, printed at the front of this publication and on our Web site. You are responsible for withdrawing from classes. Failure to formally withdraw from class will normally result in a failing grade. Instructors have the authority to administratively withdraw a student who does not attend class during the first two days of the quarter.

You must complete the necessary forms found in the student development department located in Wenatchi Hall on the Wenatchee campus, the administration office in Omak or online to withdraw from a class or the college. The withdrawal is effective on the date the completed forms are received. You should not assume you will be dropped for non-attendance.

Courses that are dropped during the first 10 days of the quarter are not included on your transcript. Classes dropped after the 10th day and through the seventh week of the quarter will be recorded with a "W" on your transcript. For courses with unusual starting and ending dates, the instructors' written consent is required to withdraw after the 10th day of instruction and through the last day of the course. No withdrawals will be accepted after a course has ended (before the final exam).

If you were unable to withdraw before the deadline and feel you have extenuating circumstances, you should contact the office of the vice president of student development before the last day of the quarter about the late withdrawal procedure.

Auditing Classes

You may choose to audit a class unless you are a Running Start student. An audit exempts you from examinations, but the instructor may require reasonable attendance and class participation. No college credit is received for an audited class. Regular tuition charges will apply. Financial aid will not be awarded for audited classes. Changing a class from audit to credit is permitted only through the 10th day of the quarter. Changing from credit to audit is permitted until the end of the 30th day. The instructor's written approval is required to change to an audit after the second day of instruction.

More Information

More information about admissions and registration, as well as forms and instructions, are available on our Web site at www.wvc.edu or from the admissions/registration office at 509.682.6806. This includes information on late registration, adding classes, dropping classes, withdrawing from college, auditing classes, grade reports and transcripts.

Nontraditional Credit

Nontraditional education (NTE) credit programs allow you to earn credit outside the classroom setting. The following general guidelines apply to all NTE credits:

- The maximum award for NTE credit is 15 credits of challenge work, plus an additional 15 credits from all other types of NTE work combined.
- You must earn at least 15 credits at WVC and be currently enrolled before NTE credit can be applied to your transcript.
- The cost of NTE credit varies according to the type of credit earned. **Check with your adviser and any intended transfer school before paying to transcript NTE credit.**
- NTE credit does not apply to WVC residency regulations.
- Most NTE credit is not graded and does not affect your GPA.
- Not all colleges accept NTE credits for transfer. If you plan to continue your education at another college, check with that college regarding transferability before taking NTE course work.

The following are types of NTE credit accepted at WVC. Each category has certain criteria and limitations. For specific information, see Nontraditional Education (NTE) Credits under the Site Directory of our Web site, www.wvc.edu, or contact your adviser.

- College-Level Examination Program (CLEP)
- College Board Advanced Placement (AP)
- Cooperative Work Experience (CWE)
- Course Challenge
- Credit for Military Experience
- Independent Projects

Cooperative Work Experience

Cooperative work experience credit allows a student who is employed in a work experience related to his/her college program the opportunity to receive college credit for the work performed. Under the supervision of the employer, the student identifies and completes learning objectives which are the focus during the quarter. For more information, contact the Wenatchee cooperative work experience coordinator at 509.682.6858 or Omak at 509.422.7812.

Academic Advising/Educational Planning

Wenatchee Valley College believes that academic advising is an essential component of our mission. The fundamental element of the advising process is to assist you in understanding and maximizing the educational opportunities available to you. We are committed to ensuring this practice is effective and accessible to all students.

Through advising, we strive to:

- Ensure that you, as a student, have access to dependable counseling and advising services.
- Provide you with relevant, current and accurate information that allows you to make educated decisions.
- Assist you to better understand the correlation between educational choices and career goals.
- Assist you in developing an educational plan that is efficient and practical.
- Assist you in developing accountability in assessing and meeting your educational goals.
- Provide you with information on college policies, procedures, programs and activities to make you aware of the benefits and opportunities in your educational experience.

Role of the Faculty Adviser

Student-faculty relationships have always been viewed as a key component of higher education. Faculty advisers have a special knowledge in their disciplines and are aware of specific courses within their divisions, and in educational and career opportunities in their areas of concentration. The faculty adviser can:

- Assist you with academic planning, course selection and scheduling.
- Assist you with developing, clarifying and evaluating educational plans and goals.
- Assist you with identifying and exploring alternative educational opportunities.
- Assist you with the development of long-range educational plans.
- Assist you with transfer information for in-state colleges and universities.
- Assist you in gaining an understanding of the complete requirements of a program.
- Refer you, as needed, to counseling services for educational, personal or emotional support.

Role of the Educational Planner

Educational planners' roles primarily focus on providing academic and support services for first-time students. They are knowledgeable about the broad range of programs of study available at Wenatchee Valley College. They are very helpful to first-time students and are skilled in making appropriate referrals. The educational planner:

- Interprets placement test results and recommends appropriate classes.
- Assists you with academic planning, course selection and scheduling your first quarter at Wenatchee Valley College.
- Assists you in planning strategies or approaches to successful goal achievement.
- Assists you in gaining an understanding of the complete requirements of a program.
- Refers you, as needed, to counseling services for educational, personal or emotional difficulties.
- Assists you in the development of functional educational plans.

Role of the Counselor

Many WVC students have multiple issues that accompany them when attending classes, making learning difficult. The pressures from school and outside sources can be overwhelming and cause students to drop out and not experience the best that college life can offer. Expertise in personal and career counseling, along with knowledge of academic program requirements, allows WVC counselors to effectively work with students to enhance student success. The counselor can:

- Assist you in clarifying educational goals.
- Help you become aware of the wide range of educational and career options available to you.
- Assist you with academic planning, course selections and scheduling.
- Assist you in dealing with issues that adversely affect you in attaining your goals.

Role of the Student

The role you play in your educational plan must be dynamic. Being proactive to maximize the advising process will provide a solid foundation for your educational experience. Advising is a shared responsibility, and builds on the strengths of your faculty adviser and your willingness to be involved. As a student, it is your responsibility to:

- Read the college catalog and all student policies on the college Web site and in the student handbook.
- Have all transcripts from other institutions evaluated by the transcript evaluator, with classes noted that relate to the certificate or degree.
- Develop a current student plan and bring that to the quarterly advising meeting with your adviser.
- Know what placement tests have been taken and include the results in the student plan.
- Know deadlines and dates as they pertain to advising, registration and graduation.
- Learn the transfer entrance requirements at potential transfer institutions.
- Set and keep quarterly advising appointments with your faculty adviser.