

ADMISSION & REGISTRATION

ADMINISTRATIVE RULE NUMBER: E010

LAST APPROVED: January 27, 2021

RELATED TO POLICY SERIES NUMBER: 502

ADMISSION TO TAKE CREDIT COURSES: E010.1

To qualify for admission seeking a degree or certificate, a person must:

- A. Graduate from high school or complete a GED, or
- B. Be an accelerated high school student, or
- C. Be over 18 years of age and deemed capable of profiting from the instructional program.

Applicants self-certify high school/GED completion during the admission process. Applicants unable to demonstrate ability to benefit from the instructional program they seek, will be required to complete preparatory coursework prior to admission.

ADMISSION PROCESS: E010.2

- A. All prospective students are required to complete a Tillamook Bay Community College (TBCC) application for admission either online or in-person.
- B. Applicants meet with an advisor to confirm degree selection, discuss career and educational goals, and determine initial placement in writing and math courses using multiple measures.
- C. All new students are encouraged to meet with a Financial Aid Advisor to discuss funding opportunities and payment options.
- D. First time college students participate in New Student Orientation where they learn about college policies, resources, and the registration process as well as register for their first term courses.
- E. Students not seeking a degree or certificate are not required to complete steps 2 through 4, but may be limited in the course (s) they may register for.

HIGH SCHOOL STUDENTS: E010.3

TBCC participates in Accelerated Learning Options for Oregon. The Oregon Expanded options and Dual Credit programs are two of these programs. High school students can participate in these programs by:

- A. Applying for admission as a CNOW/high school student

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- B. Contacting their high school counselor or a TBCC advisor to discuss placement and course recommendations.

APPLICANTS UNDER THE AGE OF 16: E010.4

- A. Follow the process for high school students listed above
- B. Meet with a college advisor and parent to complete and submit the underage enrollment form
- C. Prior to each term of enrollment at TBCC, students under the age of 16 must consult with a TBCC advisor and obtain a signature of approval for their schedule of classes before registering.

ADDITIONAL INFORMATION: E010.5

Any individual may be denied admission or continued admission if the appropriate college procedure indicates that the individual cannot benefit from the instruction desired

RESIDENCY: E010.6

Students must reside in Tillamook County at least 60 days to establish residency.

- A. In-state student: a United States citizen, immigrant or permanent resident who has established and maintains residency in Oregon, Washington, Idaho, Nevada, or California.

REQUIREMENT TO VERIFY QUESTIONABLE HIGH SCHOOL DIPLOMAS: E010.7

If TBCC has a reason to believe that an applicant's high school diploma information is inaccurate, it must verify the accuracy of that information. TBCC requires the applicant to provide adequate documentation to resolve the conflict in order to be admitted as a regular student.

ADDING/DROPPING/WITHDRAWING: E010.8

TBCC has a no late registration policy. This means that registration in credit courses must be completed before the start of each term, Students are not permitted to attend classes unless they are registered in the course.

- A. Adding Courses
Students may add classes by registering on MyTBCC (the student portal) or by completing the Registration & Change form during registration periods.

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B. Dropping courses

Students may drop classes online in MyTBCC or by filling out a Registration & Change form, through the end of the first week of a term. Students who officially drop receive a full refund. There is no notation of the class on a transcript.

C. No-Show drops

Instructors will take attendance during the first class session. For in-person classes students who do not attend the first class or have an excused absence for that date will be recorded as NS (“no-show”). For online classes, students who do not participate by the end of the first week of the term will be recorded as NS.

Students unable to attend class during the first session must contact the instructor prior to the class meeting to request an excused absence. Students who do not attend or have an excused absence may be dropped from class.

Students dropped from a class or classes by this procedure will receive a refund of tuition and fees.

D. Official Course Withdrawal

After the drop period concludes, and prior to the published deadline, students may withdraw by completing the withdrawal form. There is no refund for a withdrawal and a grade of W is noted on a transcript. The date the student notifies Student Service of their intent to withdraw is the official last date of attendance.

E. Unofficial Withdrawal

Students who stop attending but do not officially drop, withdraw or notify Student Services receive the grade that they earned based on syllabus requirements. If that grade is F, Incomplete, or NP, the instructor must enter the last date of attendance on the online grade roster. In an online class, the last date of attendance is the last day that a student engaged in academically related activity such as submitting an assignment or a test. It is not the last date the student logged on, but did not submit assigned work.