Mission

Transforming lives through integrated education in a learning-centered community.
New Cascadia Students: How to Apply

1. Apply for admission

Apply online up to up to one week prior to the start of the quarter.

After we receive your application, we will send you a student ID number via email. Processing applications for admissions will take approximately 2 business days.

2. Meet Prerequisites and Register for Classes

NEW STUDENTS (First time college student)

• Go to Cascadia’s placement webpage for ways to meet the prerequisites for English and math courses.

• Smarter Balanced Assessment

Students with smarter balanced assessment scores that are admitted and enrolling the academic year immediately following high school graduation or who are seeking to participate in Running Start may use their Smarter Balanced Assessment/Achievement Score Level for placement.

• High School Transcript English and Math Placement

Submit a copy of your high school transcript to Cascadia College. Students who have graduated from high school within two years or are in Running Start, may be placed according to the HS Transcript English and Math Placement chart.

Note: Due to impacts of COVID-19, we will not be able to determine placement using Spring 2020 grades. In order to determine placement, you will need to complete an Accuplacer assessment.

• Placement Reciprocity

A student who qualifies for a specific level of pre-college math, English, or reading, either through course completion or local skills assessment, will have that course placement level honored at another Washington CTC if the student so requests, even if the courses may not be exact equivalents. A student who qualifies for entry into college-level math, English, or reading, either through course completion or local skills assessment, will be considered to have met the entry college-level standard at every community and technical college. Students requesting reciprocity must initiate the process within one year of their initial placement assessment.

   » Email your placement documents (Accuplacer score report or other documents) to admissions@cascadia.edu and request for Placement Reciprocity.

   » Your placement information will be determined once you submit the request form.

• College Transcripts

Students with prior college credits can possibly meet course prerequisites by meeting with an advisor and submitting unofficial transcripts for an unofficial evaluation of transferable credits to satisfy English and math prerequisites. To schedule an appointment with an advisor, please complete the online Appointment Request Form on the Academic Advising webpage. Unofficial transcripts must be emailed to advising@cascadia.edu at least 48 hours prior to your appointment with the advisor.

Note: If your math coursework is over 24 month old and/or your coursework does not satisfy English prerequisites, you may need to take the Accuplacer assessment.

• Advanced Placement (AP)

Complete the online Transcript Evaluation Request Form for scores to be evaluated and credits transferred to Cascadia.

   » A maximum of 30 alternative credits (AP and/or IB) may be used toward any degree.

• International Baccalaureate (IB) Credit

Send your official IB transcript to Enrollment Services to receive IB credit. Name Cascadia as a recipient when registering for IB exams or submit a transcript request to IB North America. Then complete the online Transcript Evaluation Request Form and for scores to be evaluated and credits transferred to Cascadia.

   » A maximum of 30 alternative credits (AP and/or IB) may be used toward any degree.

• Placement Assessment

The English and math assessments are available through the Kodiak Corner. There is a non-refundable fee for each time you take the assessment and photo ID such as a driver’s license or passport is required. Allow approximately two hours to finish the assessment.

In an effort to comply with Washington’s Stay Home, Stay Healthy order and to increase our social distancing efforts, students who need to complete a placement assessment can complete the Accuplacer online with a remote proctor. Go to our Accuplacer webpage. If you have questions about placement options, email admissions@cascadia.edu.

• How Do I Register?

New students attend a new student orientation, CORE – Cascadia’s Orientation and Registration Experience. Go to the CORE Schedule to sign up for online CORE sessions.

• How do I submit placement information?

Please submit your placement documents to enrollment@cascadia.edu.

TRANSFER STUDENTS (1+ quarters of college experience)

• Submit College Transcripts and Meet with an Advisor

To schedule an appointment with an advisor, please complete the online Appointment Request Form on the Academic Advising webpage. Email unofficial transcripts to advising@cascadia.edu for an unofficial evaluation of transferable credits and to satisfy English and math prerequisites.

You may need to take the Placement Assessment if your math coursework is over 24 months old and/or your coursework does not satisfy the English prerequisites. For an official evaluation and transfer of credits, submit official transcripts to Cascadia and a completed Transcript Evaluation Request Form to Kodiak Corner.
ADMISSION AND REGISTRATION

• How Do I Register?
The advisor will show you how to register during the new transfer student appointment. Please check our Enrollment Calendar for registration dates.

3. Pay tuition and fees
If you register BEFORE the tuition deadline of Dec. 2:
   » Pay tuition and fees by Dec. 2.
If you register AFTER the tuition deadline of Dec. 2:
   » You must pay tuition and fees within one business day of registration.

With your student ID and PIN, there are a few ways to pay by the tuition deadline of Dec. 2:
1. Pay Tuition Online
2. Payment plan - Student Tuition Payment Plan (STPP)
   Plan Details:
   » 1st installment (1/3 total tuition and fees) and $10 Enrollment fee are due upon signing up for plan.
   » 2nd installment (1/3 of remaining tuition and fees) is due by the 50% refund deadline for the quarter.
   » 3rd installment (all remaining tuition and fees) is due by the last day to withdraw from classes.
   In order to sign up for the quarterly payment plan, please fill out this form: Quarterly Payment Plan.
3. Pay by mail: Send your check payment with your student ID number to: Cascadia College, Finance Office 18345 Campus Way NE, Bothell, WA 98011 The mailed payments must be received by the tuition deadline date of Dec. 2, not the postmarked date.
4. Get your computer and email account information
Students can get assistance with their network login and e-mail account at the Bock Learning Center in CC2-060. You will need to know your Student ID Number and PIN.
5. Buy your books
Two ways to buy books online at The University Bookstore.
NOTE: When the campus reopens and resume normal operations, get your student ID card from the Bock Learning Center (while classes are in session) or the Kodiak Corner/Student Services Center (during breaks and the first week of the quarter). Bring photo identification and a printout of your class schedule. An ID card is necessary to use campus services.

Returning Student Registration

1. Find your registration time.
You can register at the date and time given or after, but not before. Two ways to find your registration time:
   • Online on the Cascadia website with your student ID and PIN
   OR
   • Go online Enrollment Calendar to find registration dates
2. Register for classes at your registration time or after.
   To register:
   » Go online to Cascadia’s ctcLink website with your student ID and PIN.
   NOTE: If you are not able to register online, email enrollment@cascadia.edu
   To register after online registration closes, you must:
   » Email enrollment@cascadia.edu with a note request to register and include the course, 4 digit class number, and attach the emailed instructor’s permission by Jan. 15
3. Complete steps 3 and 5 listed above.

   Former Student Registration Information

Students who previously attended Cascadia, but have not attended for three or more quarters must contact Kodiak Corner/Student Services Center by emailing enrollment@cascadia.edu to request a registration time. If your program intent has changed, complete the online Program Update Form. If your mailing address has changed, update your student address information online.

   NOTE: Financial Aid students will also need to contact Financial Aid at finaid@cascadia.edu or through the Virtual Assistance webpage for mailing address changes and to seek approval on the Program Update Form.

Wait Lists

The wait list feature offers students a fair and consistent method of being enrolled in a full class if an opening occurs. Wait lists are not offered for all classes.

1. Place your name on a maximum of three different course waitlists.
   Go to online registration. You may not select different sections of the same course.
2. Clear all holds on your student account.
   These include parking fines, library fines, outstanding debts, or unpaid fees prior to the automated enrollment or lose your place in the class.
3. Check your student schedule daily.
   Go to the Cascadia waitlist to find out if you have been automatically enrolled for the waitlisted class. You will receive an email notification that you have been enrolled in a class. If you have been enrolled, pay your tuition by the tuition deadline, Dec. 2. If the tuition deadline has passed, pay your tuition within one business day of registration. Remove your name from the wait list if you decide you don't want to enroll in a class to avoid being automatically enrolled and charged tuition.
4. Clear all scheduling conflicts.
   These include time conflicts, enrollment into multiple sections of the same class, or being enrolled for over 24 credits without prior authorization to avoid being dropped from the class that caused the conflict.
**Admission and Registration**

<table>
<thead>
<tr>
<th>Class Schedule Changes</th>
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<tbody>
<tr>
<td>A class schedule change is any change to the student’s class schedule after the initial quarterly registration. Additional tuition, fees, or qualified tuition refunds may apply. Financial aid status may also be affected.</td>
</tr>
</tbody>
</table>

**Officially Add a Class**

- Online on the Cascadia website with your student ID and PIN until **Jan. 5**
- OR
- Contact Enrollment Services at [enrollment@cascadia.edu](mailto:enrollment@cascadia.edu) until 4:00 PM by **Jan. 5**
- Starting **Jan. 6** until **Jan. 15** at 2:00 PM you must contact Enrollment Services and send instructor’s permission to [enrollment@cascadia.edu](mailto:enrollment@cascadia.edu).  

**Officially Drop a Class**

- Online with your student ID and PIN until **Jan. 15**
- OR
- Contact Enrollment Services at [enrollment@cascadia.edu](mailto:enrollment@cascadia.edu) by 2:00 PM on **Jan. 15**

Instructor’s signature is not required to DROP a class. No grade will appear on the transcript for courses dropped prior to the deadline.

**Officially Withdraw from a Class**

Students may withdraw from classes online, or by contacting Enrollment Services via email to enrollment@cascadia.edu by **4:00 PM, Feb. 17**.

**Administrative Withdrawal from a Class**

Students may be administratively withdrawn from a class if they fail to attend class or to contact their instructor regarding their attendance by the end of the second class meeting. Degree seeking students who do not meet course prerequisites will be administratively withdrawn from the class at the instructor’s discretion.

Students are responsible for checking their enrollment status and should not rely on an administrative withdrawal by the faculty if they do not intend to complete a course.

**Residency**

Students wishing to petition the college to change their non-resident classification should complete the residency questionnaire and submit it, with copies of three different proofs of residency to Kodiak Corner. Visit the Cascadia website, refer to the catalog, or visit Kodiak Corner/Student Services Center to inquire about exceptions.
Tuition Payment and Refunds

Tuition

Tuition for Lower & Upper Division Courses
Rates include operating, building, and student activities fees. A student must carry at least 12 credits to be considered full-time for funding from federal and state financial aid programs, Veterans Administration, Social Service, and most other outside agencies. The college reserves the right to change any fees without notice to comply with state or college regulations or policies.

ABE, ESL, HS+ & GED Tuition
There is a $25 tuition charge per quarter to students enrolled in one or more Basic Education for Adults (BEdA), English as a Second Language (ESL), High School +, and General Education Development (GED) classes. Students who demonstrate financial need and meet eligibility requirements may qualify for a tuition waiver. Please call 425.352.8158 for more information.

Payment

If you register for classes BEFORE the tuition deadline: You must pay tuition and fees by Dec. 2. If you do not pay on time, you will be withdrawn from classes.

If you register AFTER the tuition deadline:
- You must pay tuition and fees within one business day of registration.
- If your check is returned due to insufficient funds or a stop payment order, you will be charged $25 per check and your registration will be cancelled. For questions regarding payment, email enrollment@cascadia.edu.
- If a student has received notification that he/she has been awarded financial aid, the student is responsible to check Cascadia’s ctcLink website for the award amount(s) per quarter. If the student is registered for a quarter, and a financial aid award exists for that quarter, the student should verify if the amount awarded is enough to cover the tuition cost for the quarter. If the tuition exceeds the financial aid award, the student is responsible to pay the tuition difference by the tuition deadline each quarter, or within 24 hours of registering. If payment is not made for the difference not covered by financial aid, a student may risk losing his/her spot in class. Please keep in mind that, unless otherwise noted on Cascadia’s ctcLink website, financial aid awards are made at a full-time status. If a student does not intend to be full-time (12 or more credits) in any given quarter, they should notify the financial aid office by submitting a completed Enrollment Status Change Form found on Financial Aid section of the Cascadia website. Notifying the financial aid office will allow your financial aid award to be adjusted to reflect your enrollment level, assuming it is less than full-time. Financial aid awards are not applied to tuition totals until just prior to the start of the quarter.

State Support and Student Costs for Washington State Community and Technical Colleges.

The amounts in the table below represent an average for a full-time equivalent, lower division resident student attending community and technical colleges for the academic year 2018-2019.

<table>
<thead>
<tr>
<th>Educational Cost Statement:</th>
<th>Resident Undergraduate</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Instructional Support</td>
<td>$8,640</td>
<td></td>
</tr>
<tr>
<td>Per Student FTE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Operating Fee*</td>
<td>$3,192</td>
<td>37%</td>
</tr>
<tr>
<td>Net State Support</td>
<td>$5,448</td>
<td>63%</td>
</tr>
<tr>
<td>Per Student FTE**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* The Tuition Operating Fee is equal to the operating fee for a full-time student in lower division classes.
** Net State Support is the amount paid by the state from various sources including taxes and other funds.

Refunds

Students may drop or withdraw from classes. However, refunds are not calculated or disbursed until after the 100% and 50% drop dates.

You may receive a refund if you drop or withdraw:
- Due to class cancellation by the college (100% refund)
- By Jan. 8 for 100% refund.
- By Jan. 25 for 50% refund.

If payment was made by:
- Cash or check a refund check will be mailed in 4-6 weeks
- If payment was made by Financial Aid, a refund check will be mailed once your account is reviewed for eligibility of funds.
- Credit or debit card, a refund will be posted to the account within 10 business days

Address changes may be updated online or at Kodiak Corner. For questions regarding your refund, please contact the Finance Office at 425.352.8151.

Financial Aid Refunds
If a student is receiving financial aid and withdraws from all of his/her classes, any tuition refund will be returned to the financial aid program according to federal regulations. A student may also be required to repay a portion of the financial aid received and will not be eligible for future financial aid until all repayments are returned.
to the college. In addition, a hold will be placed on academic transcripts until all payment obligations to the financial aid programs and to the college are satisfied. Visit Kodiak Corner/Student Services Center for more information on financial aid refunds or visit the Cascadia website.

### Financial Aid

Student Financial Services offers grants, loans, scholarships, and work-study employment to assist eligible students. Students must be admitted and enrolled in an eligible program for a minimum of six credits at Cascadia to receive most types of assistance. For information and applications, email finaid@cascadia.edu.

To apply for aid for Winter Quarter, students must complete the 2020-2021 Free Application for Federal Student Aid (FAFSA). Students must complete and electronically sign a FAFSA online. Cascadia's federal school code is 034835. If additional items are necessary to complete and process your financial aid file, the Financial Aid office will contact you using the email indicated on your FAFSA to request additional documentation. You may track the status of additional items needed or check the status of your financial aid file at Cascadia’s ctcLink website. The following policies and information are available on www.cascadia.edu:

- Academic Standards for Financial Aid
  - Financial Aid Enrollment Level Policy
  - Maximum Time Frame for Financial Aid
  - Satisfactory Academic Progress Policy for Financial Aid
- Student Scholarships Resources
- Veterans’ Programs

### Tuition Waivers

**Waivers** are granted only for academic degree, professional technical degree, certificate, and adult basic education programs (all state-supported classes). No waivers are granted for Continuing Education classes. See the college catalog, or email enrollment@cascadia.edu for details on the following waivers (except Basic Education for Adults, call 425.352.8158):

- Dependents of a member of the U.S. Congress
- High school completion
- Law enforcement dependents
- Non-resident refugees
- Public college employees
- Public school teachers
- Senior citizens
- State employees
- Veterans, National Guard, & POWs/MIAs

### Fees

The following fees are for 2019-20. Please check our website for up to date information.

#### Assessment Fees

- Documented Experience
  - $257.60 per assessment (for each 3-10 credit portfolio)
- Credit by Exam
  - $154.56 per assessment (for each 3-5 credit class)
- Placement Assessment
  - $17.00

#### Classroom/Lab Fees

Fees charged in addition to the basic credit hour rate to defray the cost of consumable supplies:

- Art 240
  - $46.00
- Art Lab
  - $12.00
- Human Anatomy Lab
  - $41.00
- Human Physiology Lab
  - $41.00
- Microbiology Lab
  - $58.00
- Misc. Intensive Supply
  - $22.00
- Science Lab
  - $23.00
- World Languages Lab
  - $11.50

#### College Service Fees

- Activities & Recreation Center (ARC) Fee (not included in tuition)
  - $6.67 per credit (maximum of $100.05)
- Bus Pass
  - $116.00
- Late Registration
  - $50.00
- Lost/Replacement Bus Pass
  - $20.00
- Lost/Replacement Student ID
  - $11.00
- Official Transcript
  - $5.00
- Parking Permits
  - Visit the website for current rates
- Printing Fee per Additional Unit
  - $10.50

#### Building Fees (included in tuition)

- Resident
  - $8.60 per credit (maximum $104.48)
- Non-Resident
  - $21.60 per credit (maximum $240.00)

#### Service and Activities Fee (included in tuition)

- Resident
  - $8.60 per credit (maximum $119.60)
- Non-Resident
  - $8.60 per credit (maximum $119.60)
DEGREES AND CERTIFICATES

Academic Transfer Degrees

An associate degree prepares you for employment or for transfer to a four-year college. To receive an associate degree you must complete 90-105 credits (two years of full-time study), complete at least 25 of your degree credits at Cascadia, and receive a grade point average (GPA) of at least 2.0 in all courses that apply to your degree, including courses at other colleges.

If you plan to apply for transfer to a four-year college, contact the admissions office and an academic advisor in your chosen major at that college to confirm admission requirements. You do not need to complete a degree at Cascadia to be eligible to transfer to a four-year college. Your transfer will be simplified if you complete a degree with a DTA or MRP.

Degrees which have the DTA (Direct Transfer Agreement) indicator are designed to allow you to transfer degree credits to most public four-year colleges in Washington. Degrees which have the MRP (Major-Related Programs) take the DTA one step further by specifying the prerequisite coursework that will provide the best preparation for entry into certain competitive majors.

See the Cascadia website for degree information.

- Associate in Biology (DTA/MRP)
- Associate in Business (DTA/MRP)
- Associate in Integrated Studies (DTA)
- Associate in Integrated Studies – Global Studies Emphasis
- Associate in Pre-Nursing (DTA/MRP)
- Associate in Science-Transfer Track 1
- Associate in Science-Transfer Track 2
  - AS-T Track 2 Engineering MRP
    - Bioengineering and Chemical Engineering
  - AS-T Track 2 Engineering MRP
    - Computer and Electrical Engineering
  - AS-T Track 2 Engineering MRP
    - Mechanical, Civil Aeronautical, Industrial, and Material Science Engineering

Professional Technical Transfer Degrees: Associate in Applied Science

An associate in applied science (AAS-T) degree is designed to prepare you for employment in a specific field and has limited transferability. An AAS-T contains a minimum of 20 credits of generally transferable academic core courses. An AAS-T typically transfers to applied baccalaureate degrees or by an articulation to a specific university. All AAS-T degrees require you to complete 90-98 credits, or two years of full-time study.

Five AAS-T degrees are available:

- ETSP
  - Environmental Technologies and Sustainable Practices
- HSEM
- NIT
  - Networking Infrastructure Technology
- WEB
  - Web Application Programming Technology-Programming Emphasis
  - Web Application Programming Technology-Web Emphasis

Professional Technical Certificates

A professional technical certificate is an entry level credential designed to prepare you with a set of knowledge and skills for a particular field. Certificates are short-term options coordinated within a larger professional technical pathway. Cascadia’s certificates are all 30 credits or less.

- HSEM
- MOBILE (part of the BAS Mobile Application Degree)
  - Android Application Development
  - iOS Application Development
  - Mobile Backend Development
- NIT
  - Desktop Support Technician
  - Network Engineer
  - Security Support Technician
  - Server Administrator
  - Virtualization Specialist
- WEB
  - Computer Programming Foundations
  - JavaScript Programming
  - User Interface Developer
  - Web Applications
  - Web Foundations

Bachelor of Applied Science Degrees

Cascadia has two applied bachelor degrees:

Sustainable Practices

Mobile Application Development

Both programs follow a cohort model with a Fall quarter start date. Cascadia will begin accepting applications for the Fall 2021 Cohorts in January 2021, with a priority application date of April 16, 2021. Visit Cascadia’s website for more information about each program’s admission requirements.
GENERAL INFORMATION

Accreditation
Cascadia College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution’s accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98052
425.558.4224

Accreditation by the Northwest Commission on Colleges and Universities refers to the institution as a whole. Therefore, statements like “fully accredited” or “this program is accredited by the Northwest Commission on Colleges and Universities” or “this degree is accredited by the Northwest Commission on Colleges and Universities” are incorrect and should not be used.

Equal Opportunity Anti-discrimination
Cascadia is committed to creating a supportive environment for a diverse student, faculty, and staff population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law. The following office has been designated to handle inquiries regarding non-discrimination policies and can direct inquiries to the appropriate office for ADA-related requests:

Vice President of Administrative Services and Human Resources
Cascadia College
18345 Campus Way NE, CC2-280
Bothell, WA 98011
425.352.8262

Contents Disclaimer
Cascadia College has made reasonable efforts to provide in this class schedule information that is accurate. However, the college reserves the right to make changes in procedures, policies, calendars, requirements, programs, courses, and fees. When feasible, changes will be announced prior to their effective date, but the college assumes no responsibility for giving any particular notice of any such changes. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

Limitation Of Liability
The college’s total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the college for those classes or programs. In no event shall the college be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

Title IX
Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities that receive Federal financial assistance. In compliance with Title IX, Cascadia is committed to providing an educational environment free from sexual harassment, including acts of sexual violence or sexual assault. The College is equally committed to ensuring that those who raise complaints or participate in the investigation and resolution of complaints are free from retaliation. To raise a complaint or voice a concern with Cascadia’s compliance with Title IX, contact:

Vice President of Administrative Services and Human Resources
Cascadia College
18345 Campus Way NE, CC2-280
Bothell, WA 98011
425.352.8262