Fall 2013

Credit Class Schedule - Registration and General Information

FALL 13

Quarterly Registration and General Information
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## 2013-14 CALENDAR

### Fall Quarter 2013
- Sept. 2  Labor Day/Cascadia Closed
- Sept. 3  First Day of Pre-Fall Classes
- Sept. 12  Last Day of Pre-Fall Classes
- Sept. 25  First Day of Fall Quarter
- Nov. 1  Non-Instructional Day/No Classes/Offices Closed
- Nov. 11  Veteran's Day/Cascadia Closed
- Nov. 28 & 29  Thanksgiving Holiday/Cascadia Closed
- Dec. 13  Last Day of Fall Quarter

### Winter Quarter 2014
- Jan. 6  First Day of Winter Quarter
- Jan. 20  Martin Luther King Jr. Holiday/Cascadia Closed
- Feb. 17  President's Day/Cascadia Closed
- Mar. 19  Last Day of Winter Quarter

### Spring Quarter 2014
- Mar. 31  First Day of Spring Quarter
- May 1  Non-Instructional Day/No Classes/Offices Closed
- May 26  Memorial Day/Cascadia Closed
- June 13  Last Day of Spring Quarter
- June 13  Commencement

*For a complete calendar of fall quarter, see page 2.

## CONTACT CASCADIA

Cascadia Community College  
18345 Campus Way NE  
Bothell, WA 98011  
425.352.8000  
info@cascadia.edu  

Visit [Cascadia's website](#) for a complete office directory

### Kodiak Corner/Student Services Center  
CC1-1st Floor

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission</td>
<td><a href="mailto:admissions@cascadia.edu">admissions@cascadia.edu</a></td>
<td>425.352.8860</td>
</tr>
<tr>
<td>Advising</td>
<td><a href="mailto:advising@cascadia.edu">advising@cascadia.edu</a></td>
<td>425.352.8860</td>
</tr>
<tr>
<td>Counseling</td>
<td><a href="mailto:counseling@cascadia.edu">counseling@cascadia.edu</a></td>
<td>425.352.8860</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td><a href="mailto:disabilities@cascadia.edu">disabilities@cascadia.edu</a></td>
<td>425.352.8860</td>
</tr>
<tr>
<td>Financial Aid/Student Financial Services</td>
<td><a href="mailto:finaid@cascadia.edu">finaid@cascadia.edu</a></td>
<td>425.352.8860</td>
</tr>
<tr>
<td>Registration</td>
<td><a href="mailto:enrollment@cascadia.edu">enrollment@cascadia.edu</a></td>
<td>425.352.8860</td>
</tr>
</tbody>
</table>

### Adult Basic Education  
LBA-102  
425.352.8158

### Continuing Education  
Phone: 425.267.0150  
Fax: 425.259.8299

### Emergency  
LB2-005  
425.352.5222  
9-911

### English as a Second Language (ESL)  
LBA-102  
425.352.8158

### Lost and Found  
LB2-005  
425.352.5359

### Security and Campus Safety (Non-Emergency)  
LB2-005  
425.352.5359

### Student Government  
LBA 1st floor  
425.352.8305  
StudentGovernment@cascadia.edu

### Workforce Resource Center  
LBA-102  
425.352.8138  
retrain@cascadia.edu

## ACCREDITATION

Cascadia Community College is accredited by the Northwest Commission on Colleges and Universities (NWCCU, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052), an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education.

## MISSION

Transforming lives through integrated education in a learning-centered community.
NEW CASCADiA STUDENTS: HOW TO APPLY

1. Apply for admission.

STUDENT ONLINE SERVICES
Online services are available daily from 6:30 AM to 9:30 PM, PST.
You can apply any time up to the first day of the quarter. Two ways to apply:

- [Apply online](#) and pay the $30 admission fee
  OR
- Fill out the application for admission to Cascadia and submit it with the $30 admission fee either:
  - In person at the [Kodiak Corner/Student Services Center](#)
    OR
  - By mail to the address on the application. To request an application be mailed to you, call 425.352.8860.

After we receive your application and one-time fee of $30, we will send you a student ID number via email.
2. Meet Prerequisites and Register for Classes.

NEW STUDENTS (First time college student)

- Take the COMPASS placement test. This English and math assessment tests are available on a walk-in basis on the first floor of the Cascadia building in the Kodiak Corner. No appointment is necessary; please allow 2 hours for testing. (You must pay a non-refundable fee each time you test and bring photo identification, such as a driver’s license or passport.)

- Submit advanced placement test scores and ask an advisor if your scores can be approved for prerequisite credits.

- Submit your high school transcript to see if you can receive a prerequisite override for qualifying chemistry and math classes (Math is only for Northshore school district).

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 or in-person CORE sessions.

2. Meet Prerequisites and Register for Classes (continued)

TRANSFER STUDENTS (1+ quarters of college experience)

- Submit College Transcripts and Meet with an Advisor

Make an appointment with an advisor by calling the Kodiak Corner at 425.352.8860. Submit unofficial transcripts for evaluation of transferable credits and to satisfy English and math prerequisites. You may need to take the COMPASS placement test if your math coursework is over 24 months old and/or your coursework does not satisfy the English prerequisites. Submit official transcripts to Cascadia and a completed Transcript Evaluation Request Form to the Kodiak Corner for official evaluation.

- How Do I Register?

Schedule an advisor appointment by calling the Kodiak Corner at 425.352.8860 and submit your official transcript 48 hours in advance (via email is preferred: advising@cascadia.edu). The advisor will show you how to register during your appointment. Please check our Academics Calendar each quarter for registration dates.

3. Pay tuition and fees.

If you register for classes BEFORE the tuition deadline of Sept. 4:

You must pay tuition and fees by Sept. 4, in person by 5:30 PM or online by 9:30 PM. If you do not pay on time, you may be withdrawn from classes.

If you register AFTER the tuition deadline of Sept. 4:

You must pay tuition and fees at the time you register.

With your student ID and PIN, there are five ways to pay by the tuition deadline of Sept. 4:

- Online by 9:30 PM (by Visa or MasterCard)
- In person at the Kodiak Corner/Student Services Center by 5:30 PM (by cash, check, Visa, MasterCard, or American Express)

- By phone at 425.352.8860 by 5:30 PM (by Visa, MasterCard, or American Express)
- In the payment drop box outside the Kodiak Corner/Student Services Center (by cash or check) by 4:00 PM
- By mail to Cascadia Community College, Business Office, 18345 Campus Way NE, Bothell, WA 98011 (by check) – must be RECEIVED (not postmarked) by tuition deadline of Sept. 4.

4. Get your student ID card.

Go to the Kodiak Corner/Student Services Center or the Open Learning Center. You must bring photo identification and a printout of your class schedule. An ID card is necessary to use campus services.

5. Get your computer and email account information.

Students can get assistance with their network login and e-mail account at the Open Learning Center (OLC) in CC2-060. You will need to know your Student ID Number and PIN.


Two ways to buy books:

- On campus at the University Bookstore
- The University Bookstore online

RETURNING STUDENT REGISTRATION

Cascadia uses a computerized registration appointment process to assign registration times. Times are automatically assigned according to the number of credits earned at Cascadia.

1. Find out your registration time.

You can register at the date and time given or after, but not before. Two ways to find out your registration time:

- Online on the Cascadia website with your student ID and PIN
- In person at Kodiak Corner/Student Services Center during office hours (bring photo identification such as a driver’s license or a passport)

2. Register for classes at your registration time or after.

Two ways to register:

- Online on the Cascadia website with your student ID and PIN
- Submit the credit registration form in person at Kodiak Corner/Student Services Center

To register after classes begin, you must:

- Complete the credit registration form
- Have permission from the instructor (instructor’s signature on the credit registration form or an email from the instructor)
- Register in person at the Kodiak Corner with credit registration form and instructor’s permission by Oct. 8

3. Complete steps 3 and 6 listed under NEW CASCADIA STUDENTS.
REGISTRATION, TUITION AND PAYMENT

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 at 425.352.8860 to request a registration time.

If your program intent has changed, submit the Program Update Form in person with photo ID to the Kodiak Corner front counter.

If your mailing address has changed, update your student address information online.

NOTE: Financial Aid students will also need to check in for Financial Aid at the Kodiak Corner front counter 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 website 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, Sept. 4. If the tuition deadline has passed, pay your tuition by 8 AM of the next business day. 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.

CLASS SCHEDULE CHANGES

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.

OFFICIALLY ADD A CLASS

Two ways to add classes:

- Online on the Cascadia website with your student ID and PIN until 9:30 PM on Sept. 24
- In person without instructor permission, until 5:30 PM on Sept. 24

Starting Sept. 25 until Oct. 8 at 5:30 PM you must submit the credit registration form in person at the Kodiak Corner/Student Services Center during office hours with the instructor’s signature or a confirming email from the instructor and your photo identification.

OFFICIALLY DROP A CLASS

Two ways to drop classes:

- Online with your student ID and PIN until 9:30 PM on Oct. 8 OR
- Submit the credit registration form in person at the Kodiak Corner/Student Services Center during office hours (bring your photo identification) by 5:30 PM on Oct. 8

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

CLASS SCHEDULE CHANGES

OFFICIALLY WITHDRAW FROM A CLASS

Students may withdraw from classes online prior to 9:30 PM, Nov. 6, or by submitting a completed credit registration form to Kodiak Corner in person prior to 4:30 PM, Nov. 6. A “W” will appear on your transcript. Students who fail to officially withdraw by these deadlines will receive a grade in accordance with the instructor’s grading policy. Instructor signature is not required to withdraw from a class.

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 four 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.

ABE, ESL, AND GED TUITION

There is a $25 tuition charge per quarter to students enrolled in one or more Adult Basic Education (ABE), English as a Second Language (ESL), and General Education Development (GED) classes. Students who demonstrate a need may have the tuition fee waived. Please call 425.352.8158 for more information.
TUITION CHART FOR 2012-13

Tuition rates below are for 2012-13. Tuition rates for 2013-14 will change. When available, current tuition can be found on our website.

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<thead>
<tr>
<th>Credits</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$106.84</td>
<td>$278.84</td>
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<tr>
<td>2</td>
<td>$213.68</td>
<td>$557.68</td>
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<tr>
<td>3</td>
<td>$320.52</td>
<td>$836.52</td>
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<tr>
<td>4</td>
<td>$427.36</td>
<td>$1,115.36</td>
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<td>5</td>
<td>$534.20</td>
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<td>6</td>
<td>$641.04</td>
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<td>23</td>
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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.

State Support for Higher Education

Through Opportunity Pathways, Washington State provides a variety of financial aid programs to help students and their families pay for college. Pursuant to RCW 28B.15.0681, the approximate level of state support received by students is being provided to the colleges.

The following table indicates average state support by tuition category for students attending community and technical colleges for the academic year 2012-2013. Please see our website for up-to-date information.

<table>
<thead>
<tr>
<th>Tuition Category</th>
<th>Resident</th>
<th>Undergraduate</th>
<th>Nonresident</th>
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</thead>
<tbody>
<tr>
<td>Instructional Cost per FTE Student</td>
<td>$6,282</td>
<td>$6,282</td>
<td></td>
</tr>
<tr>
<td>Operating Fee</td>
<td>$3,217</td>
<td>$8,052</td>
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</tr>
<tr>
<td>Net State Support per FTE Student</td>
<td>$3,065</td>
<td>—</td>
<td></td>
</tr>
</tbody>
</table>

PAYMENT

If you register for classes BEFORE the tuition deadline:
You must pay tuition and fees by Sept. 4, in person by 5:30 PM or online by 9:30 PM. 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 at the time you register.

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, call 425.352.8860 or visit Kodiak Corner/Student Services Center.

If a student has received a financial aid award email that indicates grants/loans, this individual’s aid will automatically apply toward tuition and fees. Any amount of tuition and fees not covered by financial aid is due by the quarterly tuition deadline. Students need to contact Student Financial Services if they are registered for fewer than 12 credits.

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 Oct. 1, 5:30 PM in person or 9:30 PM online (100% refund)
• By Oct. 14, 4:30 PM in person or 9:30 PM online (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 at Kodiak Corner or online. 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, contact Kodiak Corner/Student Services Center at 425.352.8860 or finaid@cascadia.edu.

To apply for aid for fall quarter, students must complete the 2013-14 Free Application for Federal Student Aid (FAFSA) and a 2013-14 Cascadia financial aid data sheet. Students must complete and electronically sign a FAFSA online. A financial aid data sheet must be completed and can be downloaded from our website. 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 with the request. You may track the status of additional items needed or check the status of your financial aid file online.

The following policies and information are available on www.cascadia.edu:

- Financial Aid Enrollment Level Policy
- Maximum Time Frame for Financial Aid
- Satisfactory Academic Progress Policy for Financial Aid
- Student Scholarships
- 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 p. 12-13, or call the Kodiak Corner/Student Services Center at 425.352.8860 for details on the following waivers (except Adult Basic Education, 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, and POWs/MIAs

FEES

Fee and Tuition rates below are for 2012-13. Please check our website for up to date information.

ASSESSMENT FEES

- Portfolio Assessment of Prior Learning $257.60 per assessment (for each 3-10 credit portfolio)
- Course Challenge $154.56 per assessment (for each 3-5 credit class)
- Interest Inventories $26.00
- Placement Assessment (COMPASS) $17.00

CLASSROOM/LAB FEES

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

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

COLLEGE SERVICE FEES

- Application for Admission $30.00
- Graduation $17.00
- Parking Permits Visit the website for current rates
- Parking and Traffic Citations $30-$250 Visit the website for current fines
- Parking Permits $30-$250
- Printing Fee per Additional Unit $10.50
- Student identification card replacement $11.00
- Transcript $5.00
- Late Registration $50.00
- Lost/Replacement Bus Pass $20.00
- Lost/Replacement Parking Pass $20.00

eLEARNING FEES

- eLearning, Online $45.00 per course

EXAM FEES

Please contact Kodiak Corner/Student Services Center for the exact pricing at 425.352.8860.

FINES

- Non-Sufficient Fund Fee $25 per check
- Parking and Traffic Citations $30-$250 Visit the website for current fines

PROCTORING SERVICES FEES

- Non-Student Proctoring Services (up to 2 hours) $41 per test

TECHNOLOGY FEES

- Computer Account $21 per quarter (non-credit students)
- Computer and Technology Lab $3.00 per credit (maximum $30.00 per quarter)
- Intensive Computer and Technology Lab $4.75 per credit (maximum $47.50 per quarter)
- Technology Fee $4 per credit (minimum $10, maximum $40 per quarter)

SERVICE AND ACTIVITIES FEES (INCLUDED IN TUITION)

- Resident $8.60 per credit (maximum $119.60)
- Non-Resident $8.60 per credit (maximum $119.60)

BUILDING FEES (INCLUDED IN TUITION)

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

ACADEMIC TRANSFER DEGREES
An **associate degree** prepares you for employment or for transfer to a 4-year college. To receive an associate degree you must complete 90-105 credits (2 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 4-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 4-year college.

Degrees which have the DTA (Direct Transfer Agreement) indicator are designed to allow you to transfer degree credits to most public 4-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.

- **Associate in Business (DTA/MRP)**
- **Associate in Elementary Education (DTA/MRP)**
- **Associate in Integrated Studies (DTA)**
- **Associate in Integrated Studies- Global Studies Degree (DTA)**
- **Associate in Pre-Nursing Degree (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– Other Engineering**

PROFESSIONAL TECHNICAL TRANSFER DEGREES: ASSOCIATE IN APPLIED SCIENCE
An **associate in applied science (AAS-T) degree** prepares you for employment or for further college study. The AAS-T degrees include collegiate math, English, and human relations courses that prepare you for transfer to a 4-year college. All AAS-T degrees require you to complete 90-105 credits, or 2 years of full-time study.

**Six degrees are available:**
- **Environmental Technologies and Sustainable Practices– Business Emphasis**
- **Environmental Technologies and Sustainable Practices– Technology Emphasis**
- **Environmental Technologies and Sustainable Practices– Water Quality Emphasis**
- **Networking Infrastructure Technology**
- **Web Applications Programming Technology– Programming Emphasis**
- **Web Applications Programming Technology–Web Emphasis**

PROFESSIONAL TECHNICAL CERTIFICATES
A **professional technical certificate** gives you the knowledge and skills you need for a specific job. All certificate programs take less than 2 years to complete. They are coordinated with Cascadia’s professional technical degrees and associate degrees to make it simple to continue your education if or when you choose.

- **Community Energy Specialist**
- **Computer Programming Foundations**
- **Database Development**
- **Energy Audit Specialist Certificate**
- **Energy Management Specialist**
- **JavaScript Programming**
- **NIT - Applications Infrastructure Engineer**
- **NIT - Server Administrator**
- **NIT - Virtualization Engineer**
- **Technical Support Specialist**
- **User Interface Developer**
- **Web Applications**

GENERAL INFORMATION

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:

Director of Human Resources  
Human Resources  
Cascadia Community College  
18345 Campus Way NE, CC2-280  
Bothell, WA 98011  
425.352.8880

CONTENTS DISCLAIMER
Cascadia Community 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.