

# CASCADIA COLLEGE

BOTHELL • OUR COMMUNITY'S COLLEGE



**FALL 18**

**Quarterly Registration  
& General Information**

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## CONTACT CASCADIA

Cascadia College  
 18345 Campus Way NE  
 Bothell, WA 98011  
 425.352.8000  
[info@cascadia.edu](mailto:info@cascadia.edu)

Visit [Cascadia's website](#) for the complete employee directory.

|  |                      |
|--|----------------------|
| <b><a href="#">Kodiak Corner/Student Services Center</a></b>             | <b>CC1-1st Floor</b> |
| <b><a href="#">Admission</a></b>   |                      |
| <a href="mailto:admissions@cascadia.edu">admissions@cascadia.edu</a>     | 425.352.8860         |
| <b><a href="#">Advising</a></b>  |                      |
| <a href="mailto:advising@cascadia.edu">advising@cascadia.edu</a>         | 425.352.8860         |
| <b><a href="#">Disability Support Services</a></b>                       |                      |
| <a href="mailto:disabilities@cascadia.edu">disabilities@cascadia.edu</a> | 425.352.8128         |
| <b><a href="#">Financial Aid/Student Financial Services</a></b>          |                      |
| <a href="mailto:finaid@cascadia.edu">finaid@cascadia.edu</a>             | 425.352.8860         |
| <b><a href="#">Registration</a></b>                                      |                      |
| <a href="mailto:enrollment@cascadia.edu">enrollment@cascadia.edu</a>     | 425.352.8860         |

### 2018-19 CALENDAR

#### Fall Quarter 2018

|          |   |
|----------|---|
| Sept. 26 | First Day of Fall Quarter                                 |
| Oct. 23  | Non-Instructional Day<br><b>No Classes/Offices Closed</b> |
| Nov. 12  | Veteran's Day/ <b>College Closed</b>                      |
| Nov. 22  | Thanksgiving/ <b>College Closed</b>                       |
| Nov. 23  | Native American Heritage Day/ <b>College Closed</b>       |
| Dec. 12  | Last Day of Fall Quarter                                  |
| Dec. 25  | Christmas Holiday/ <b>College Closed</b>                  |

#### Winter Quarter 2019

|         |   |
|---------|---|
| Jan. 1  | New Year's Day Observed/ <b>College Closed</b>            |
| Jan. 7  | First Day of Winter Quarter                               |
| Jan. 21 | Martin Luther King Jr. Day/ <b>College Closed</b>         |
| Jan. 31 | Non-Instructional Day<br><b>No Classes/Offices Closed</b> |
| Feb. 18 | President's Day/ <b>College Closed</b>                    |
| Mar. 22 | Last Day of Winter Quarter                                |

#### Spring Quarter 2019

|         |   |
|---------|---|
| Apr. 1  | First Day of Spring Quarter                               |
| Apr. 18 | Non-Instructional Day<br><b>No Classes/Offices Closed</b> |
| May 15  | Non-Instructional Day<br><b>No Classes/Offices Closed</b> |
| May 27  | Memorial Day/ <b>College Closed</b>                       |
| June 14 | Last Day of Spring Quarter                                |
| June 14 | Graduation  |

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

|  |             |              |
|--|-------------|--------------|
| <b><a href="#">Basic Education for Adults</a></b>                                  | LBA-102     | 425.352.8158 |
| <b><a href="#">Continuing Education</a></b>  | Phone:      | 425.267.0150 |
| <a href="mailto:learn@everettcc.edu">learn@everettcc.edu</a>                       | Fax:        | 425.259.8299 |
| <b><a href="#">Counseling</a></b>  | UW1-080     | 425.352.3183 |
| UWB Counseling Center  |             |              |
| <b>Emergency</b>   |             | 9-911        |
| <b><a href="#">English as a Second Language (ESL)</a></b>                          | LBA-102     | 425.352.8158 |
| <b><a href="#">High School 21+ (HS21+)</a></b>                                     | LBA-102     | 425.352.8158 |
| <b><a href="#">International Programs</a></b>                                      | CC1-042     | 425.352.8415 |
| <a href="mailto:international@cascadia.edu">international@cascadia.edu</a>         |             |              |
| <b><a href="#">Lost and Found</a></b>  | LB2-005     | 425.352.5359 |
| <b><a href="#">Security &amp; Campus Safety</a></b>                                | LB2-005     | 425.352.5359 |
| <b><a href="#">Student Government</a></b>  | ARC-130     |              |
| <a href="mailto:StudentGovernment@cascadia.edu">StudentGovernment@cascadia.edu</a> |             |              |
| <b><a href="#">Veterans Resource Center</a></b>                                    | CC1-004     | 425.352.8025 |
| <a href="mailto:veterans@cascadia.edu">veterans@cascadia.edu</a>                   | Lower Level |              |
| <b><a href="#">Workforce Resource Center</a></b>                                   | LBA-102     | 425.352.8256 |
| <a href="mailto:workforceinfo@cascadia.edu">workforceinfo@cascadia.edu</a>         |             |              |

## MISSION

Transforming lives through integrated education in a learning-centered community.



# IMPORTANT DATES

## FALL QUARTER 2018 ACADEMICS CALENDAR

|  |                 |   |               |
|--|-----------------|---|---------------|
| <b>Continuing Student Registration Begins</b>  |                 | <b>Last Day to ADD Classes, in person only by 6:00 PM</b>   | Oct. 9        |
| Students with 60+ credits begin registering  | May 9           | <i>must be done in person <b>with</b> instructor's permission</i>   |               |
| Students with 30-59 credits begin registering  | May 10          | <b>Last Day to DROP Classes,</b>  | Oct. 9        |
| Students with 0-29 credits begin registering   | May 11          | <i>in person by 6:00 PM or <b>online</b> by 9:30 PM</i>   |               |
| All New Student Registration Begins  | May 14          | <i>available online <b>and</b> instructor's permission <b>not</b> required</i>  |               |
| New Running Start Application, <i>Deadline by 2:00pm</i>   | June 28         | <b>Last Day to Change to/from Audit Status,</b>   | Oct. 9        |
| <i>Running Start application includes admissions, application fee payment, qualifying scores, and contract.</i>  |                 | <i><b>without</b> instructor's permission</i>   |               |
|  |                 | <i>in person by 6:00 PM or <b>online</b> by 9:30 PM</i>   |               |
| <b>Tuition Due, in person by 5:00 PM or <b>online</b> by 9:30 PM</b>   | Aug. 29         | <b>Online Withdrawal Dates</b>  | Oct.10-Nov. 7 |
| Underage Admissions, <i>Deadline by 2:00pm</i>   | Sept. 7         | <b>50% Refund Deadline</b>  | Oct. 15       |
| Adult High School Completion Application Deadline  | Sept. 7         | <i>in person by 5:00 PM, <b>online</b> by 9:30 PM</i>   |               |
| <i>by 12 noon</i>  |                 | <i>For continuous enrollment classes, students will receive a 50% refund if they drop the class within 4 business days of enrolling</i> |               |
| Wait List, <i>Closes at 9:30 PM <b>online</b></i>  | Sept. 25        | <b>Non-Instructional Day – No Classes/Offices Closed</b>  | Oct. 23       |
| Cascadia <b>Online Registration</b> , <i>Closes at 9:30 PM</i>   | Sept. 25        | <b>Last Day to WITHDRAW</b>   | Nov. 7        |
| <b>First Day of Fall Quarter</b>   | Sept. 26        | <i>in person by 6:00 PM, <b>online</b> by 9:30 PM</i>   |               |
| Space Available Registration Begins  | Sept. 26        | <i>available online <b>and</b> instructor's permission <b>not</b> required</i>  |               |
| <i>Senior Citizen and State Employee: Tuition Waivers Registration requires instructor's signature and completed <b>tuition waiver forms</b> (available through Kodiak Corner/Student Services Center)</i> |                 | <b>Last Day to Change to/from Audit Status,</b>   | Nov. 7        |
| Late Registration  | Sept. 26-Oct. 9 | <i>must be done in person <b>with</b> instructor's permission by 6:00 PM</i>  |               |
| <i>must be done in person <b>with</b> instructor's permission</i>  |                 | <b>Holiday – Veteran's Day/College Closed</b>   | Nov. 12       |
| <b>See Kodiak Corner office hours</b>  |                 | <b>Holiday – Thanksgiving Day/College Closed</b>  | Nov. 22       |
| <b>100% Refund Deadline</b>  | Oct. 2          | <b>Holiday – Native American Heritage Day/College Closed</b>  | Nov. 23       |
| <i>in person by 6:00 PM or <b>online</b> by 9:30 PM</i>  |                 | <b>Last Day of Fall Quarter</b>   | Dec. 12       |
| <i>For continuous enrollment classes, students will receive a 100% refund if they drop the class within 2 business days of enrolling</i>   |                 | <b>Grades Available Online</b>  | Dec. 20       |

## PRE-FALL SESSION 2018 IMPORTANT DATES

|  |           |  |          |
|--|-----------|--|----------|
| <b>First Day of Pre-Fall Session</b>   | Sept. 4   | <b>Last Day to DROP Classes,</b>   | Sept. 5  |
| Space Available Registration Begins for Pre-Fall   | Sept. 4   | <i>in person by 6:00 PM or <b>online</b> by 9:30 PM</i>                      |          |
| <i>Senior Citizen and State Employee: Tuition Waivers Registration Requires instructor's signature and completed <b>tuition waiver forms</b> (available through Kodiak Corner/Student Services Center)</i> |           | <b>50% Refund Deadline</b>   | Sept. 5  |
| <b>100% Refund Deadline for Pre-Fall</b>   | Sept. 4   | <i>in person by 6:00 PM, <b>online</b> by 9:30 PM</i>                        |          |
| Late Registration for Pre-Fall   | Sept. 4-5 | <b>Last Day to WITHDRAW</b>  | Sept. 6  |
| <i>must be done in person <b>with</b> instructor's permission by 6:00 PM</i>   |           | <i>in person by 5:00 PM, <b>online</b> by 9:30 PM</i>                        |          |
| <b>See Kodiak Corner office hours</b>  |           | <b>Last Day to Change to/from Audit Status,</b>                              | Sept. 6  |
| <b>Last Day to ADD Classes</b> for Pre-Fall, <i>in person only by 6:00 PM</i>  | Sept. 5   | <i>must be done in person <b>with</b> instructor's permission by 5:00 PM</i> |          |
|  |           | <b>Last Day of Pre-Fall Session</b>  | Sept. 13 |
|  |           | Grades Available Online  | Sept. 20 |

## WINTER QUARTER 2019 IMPORTANT DATES

|  |         |   |          |
|--|---------|---|----------|
| Winter Quarter Graduation Application Deadline                   | Oct. 12 | Winter Quarter Continuing Student Registration Begins | Nov. 7-9 |
| Winter Quarter Class Schedule Available Online, <i>at 4:00PM</i> | Oct. 18 | Winter Quarter Tuition Due                            | Dec. 5   |

### 1. Apply for admission.

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 non-refundable \$30 admission fee OR
- Fill out the application for admission to Cascadia and submit it with the non-refundable \$30 admission fee in person at the [Kodiak Corner/Student Services Center](#)

After we receive your application and one-time fee of \$30, we will send you a student ID number via email. Processing applications for admissions will take approximately 2 business days.

*Applicants who have confirmed financial need (Expected Family Contribution of zero as determined through FAFSA) may complete a [Request for Admissions Application Fee Waiver](#) and submit it along with the required verification information. Running Start students can request that the application fee be waived by submitting the [Running Start Fee Waiver](#) along with the documentation requested on the form to the Running Start Office.*

### 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.
- **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.
  - » Bring your placement documents (Accuplacer score report or other documents) to the [Kodiak Corner](#) in building CC1.
  - » Request and submit the Placement Reciprocity Request Form.
  - » 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 scheduling an appointment with an advisor by calling the Kodiak Corner at 425.352.8860 and submitting unofficial transcripts for evaluation of transferable credits and to satisfy English and math prerequisites 48 hours prior to your appointment with the advisor. Unofficial transcripts can be emailed to [advising@cascadia.edu](mailto:advising@cascadia.edu) or submitted to the Kodiak Corner. (You may need to take the Placement Assessment if your math coursework is over 24 months old and/or your coursework does not satisfy English prerequisites.)

#### • Advanced Placement (AP)

When registering for AP tests, request that the College Board send official sealed AP test scores directly to [Enrollment Services](#). You must also fill out a [Transcript Evaluation Request Form](#) and turn it in to the front counter in [Kodiak Corner](#) in order for the scores to be evaluated and credits transferred to Cascadia. See the Academic Policies for [Credits and Placement](#).

- » **A maximum of 45 alternative credits** (AP) may be used toward any degree.

#### • International Baccalaureate (IB) Credit

You must submit your Office 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. You must also request official evaluation of your IB transcript by filling out a [Transcript Evaluation Request Form](#) and turning it in to the front counter in [Kodiak Corner](#). In most cases, 5 quarter credits (or more) are granted for Higher Level subjects in which a grade of 5 or higher is earned. No credit is awarded for Standard Level subjects.

- » **A maximum of 45 alternative credits** (IB) may be used toward any degree.

#### • Placement Assessment

This English and math assessment are available on a walk-in basis on the first floor of the CC1 building in the Kodiak Corner. No appointment is necessary; please allow approximately two hours to finish. (You must pay a non-refundable fee for each time you take the assessment placement and bring photo identification, such as a driver's license or passport.)

#### • 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 or in-person CORE sessions.

#### • How do I submit placement information?

Please submit your materials in person to the Kodiak Corner in CC1 Building, send an email [enrollment@cascadia.edu](mailto:enrollment@cascadia.edu), or fax to 425.352.8137.

# REGISTRATION

## TRANSFER STUDENTS (1+ quarters of college experience)

### • **Submit College Transcripts and Meet with an Advisor**

Make an appointment with an advisor by calling 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 [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](#).

### • **How Do I Register?**

Schedule an appointment with an advisor by calling Kodiak Corner at 425.352.8860 and submit your official transcript 48 hours in advance. Or submit unofficial transcripts via email to [advising@cascadia.edu](mailto:advising@cascadia.edu). (*Please note:* transfer of credits is not eligible with unofficial transcripts.) The advisor will show you how to register during the appointment. Please check our [Enrollment Calendar](#) each quarter for registration dates.

### 3. Pay tuition and fees.

#### • **If you register for classes BEFORE the tuition deadline of Aug. 29:**

- » You must pay tuition and fees by Aug. 29, in person by 5:00 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 Aug. 29:**

- » You must pay tuition and fees within one business day of registration

#### • **With your student ID and PIN, there are six ways to pay by the tuition deadline of Aug. 29:**

1. **Online** by 9:30 PM (by Visa or MasterCard)

2. **In person** at the [Kodiak Corner/Student Services Center](#) by 5:00 PM (by cash, check, Visa, MasterCard, Discover, Union Pay or American Express). Bring your Student ID Number and photo ID. If you are paying with a credit card, the credit cardholder must be present, or the student must have a signed note from the card holder authorizing payment of tuition, parking pass, etc. The card holder's signature and the amount of the payment must also be included on the note.

3. **By payment plan** - Student Tuition Payment Plan (STPP)

Available for tuition balances over \$1000.

Plan Details:

- » 1st installment (50% total tuition and fees) and \$10 Enrollment fee are due upon signing up for plan.
- » 2nd installment (50% of remaining tuition and fees) is due by the 20th calendar day of the quarter.
- » 3rd installment (all remaining tuition and fees) is due by the 40th calendar day of the quarter.

Students sign up in person at the Kodiak Corner / Student Service Center during office hours.

Additional details are available on the [Student Tuition Payment Plan Enrollment Form](#).

4. **In the payment drop box** outside the Kodiak Corner/Student Services Center (by cash or check) **by 4:00 PM**

**By mail** to Cascadia College, Finance Office, 18345 Campus Way NE, Bothell, WA 98011 (by check) – must be **RECEIVED** (not postmarked) by tuition deadline of **Aug. 29:**

5. **By phone** at 425.352.8860 by 4:30 PM (by Visa, MasterCard, Discover, Union Pay or American Express)

### 4. Get your student ID card.

Go to the [Bock Learning Center](#) or the [Kodiak Corner/Student Services 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 [Bock Learning Center](#) in CC2-060. You will need to know your Student ID Number and PIN.

### 6. Buy your books.

Two ways to buy books:

- On campus at the University Bookstore  
OR
- The University Bookstore [online](#)

## 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 to [online Enrollment Calendar](#) to find registration dates

### 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  
OR
- 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. 9**

### 3. Complete steps 3 and 6 listed above.

# REGISTRATION

## 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 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, **Aug. 29**

**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.

## 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

- Online on the [Cascadia website](#) with your student ID and PIN until **9:30 PM by Sept. 25**  
OR
- In person without instructor permission, until 6:00 PM by **Sept. 25**
- Starting **Sept. 26 until Oct. 9 at 6:00 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

- [Online](#) with your student ID and PIN until **9:30 PM on Oct. 9**  
OR
- Submit the [credit registration form](#) in person at the Kodiak Corner/Student Services Center during [office hours](#) (bring your photo identification) by **6:00 PM on Oct. 9**

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](#) prior to 9:30 PM, Nov. 7, or by submitting a completed [credit registration form](#) to Kodiak Corner in person prior to 6:00 PM, Nov. 7. 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 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, HS21+ & GED TUITION

There is a \$25 tuition charge per quarter to students enrolled in one or more [Basic Education for Adults \(BEA\)](#), [English as a Second Language \(ESL\)](#), [High School 21+](#), and [General Education Development \(GED\)](#) classes. Students who demonstrate financial need and meet eligibility requirements may qualify for a partial 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 **Aug. 29, in person by 5:00 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 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, call **425.352.8860** or visit [Kodiak Corner/Student Services Center](#).
- If a student has received notification that he/she has been awarded financial aid, the student is responsible to check the [Student Financial Aid Portal](#) 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 notated on the [Portal](#), 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.

## 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. 2, 6:00 PM** in person or 9:30 PM [online](#) (100% refund)
- By **Oct. 15, 5:00 PM** in person or 9:30 PM [online](#) (50% refund)

## STATE SUPPORT AND STUDENT COSTS FOR WASHINGTON STATE COMMUNITY AND TECHNICAL COLLEGES

RCW 28B.15.0681 require that all institutions of higher education to disclose the following information to all undergraduate resident students. This is also known as the HB1795 disclosure.

- The full cost of instruction
- The amount collected from student tuition
- The difference between the full cost of instruction and student tuition.

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 2017-18.

|   | Resident Undergraduate | Percent |
|---|------------------------|---------|
| Total Instructional Support Per Student FTE | \$8,063                |         |
| Tuition Operating Fee*                      | \$3,123                | 39%     |
| Net State Support Per Student FTE**         | \$4,940                | 61%     |

\* 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.

### Educational Cost Statement:

The average cost to educate a resident full-time community or technical college student for the 2017-18 academic year is \$8,063. Students pay an average of \$3,123 in tuition toward this cost. The remaining \$4,940 is an "opportunity pathway" provided by the State and is funded by state taxes and other sources. The amounts shown are averages for a full-time, resident student. The actual tuition a student pays will vary due to credit load, residency status and other factors.

**NOTE:** Data source provided by the State Board for Community and Technical Colleges.

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, TUITION WAIVERS AND FEES

## 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](mailto:finaid@cascadia.edu).

To apply for aid for fall quarter, students must complete the 2018-19 Free Application for Federal Student Aid (FAFSA) and a 2018-19 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 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 online](#) in the financial aid portal.

The following policies and information are available on [www.cascadia.edu](http://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 call the Kodiak Corner/Student Services Center at **425.352.8860** 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 2017-18. 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)
- 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)
- Application for Admission \$30.00
- Bus Pass \$91.00
- Late Registration \$50.00
- Lost/Replacement Bus Pass \$20.00
- Lost/Replacement Parking 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

### eLEARNING FEES

- eLearning, Online \$35.00 per course  
(for courses conducted entirely online)
- eLearning, Hybrid \$30.00 per course  
(for courses conducted partially online)

### FINES

- Insufficient Fund Fee \$25 per check
- Parking and Traffic Citations \$30-\$250  
Visit the website for [current fines](#)

### 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 \$4.00 per credit  
(minimum \$10  
maximum \$40 per quarter)

### 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 Global Studies
- 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– Mechanical, Civil Aeronautical, Industrial, and Material Science Engineering

## BACHELOR OF APPLIED SCIENCE DEGREES

### SUSTAINABLE PRACTICES

Cascadia will begin accepting applications for the Bachelor of Applied Science in Sustainable Practices degree for the Fall 2018 Cohort in January 2018, with a priority application deadline of April 30, 2018. Visit Cascadia's web site for [more information](#) and the [application process](#).

### MOBILE APPLICATION DEVELOPMENT

This NEW Information Technology degree focusing on [Mobile Application Development](#) will begin in Fall 2018. Applications will be available on the college website in January 2018, with a priority application of April 30, 2018. If you'd like to receive more information about this degree, please email [mobileapps@cascadia.edu](mailto:mobileapps@cascadia.edu)

## 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

- Homeland Security/Emergency Management

### 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

- Homeland Security/Emergency Management

### 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

# 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.

## 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:

Executive Director of Human Resources  
Human Resources  
Cascadia College  
18345 Campus Way NE, CC2-280  
Bothell, WA 98011  
425.352.8262

## 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:

Executive Director of Human Resources  
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.