

# WELCOME TO HIGHLINE COMMUNITY COLLEGE

You join 10,000 students attending Highline each year and well over 11 million students who are enrolled at one of the community college across our nation. Today more than half of all college students attend a community college and well over 40% of all university students have attended a community college for some of their education.

Community colleges are unique to the United States and provide students with a quality education, small classes and a wide variety of classes and programs. Students attending a community college can participate in a wide variety of educational options including ESL and basic skills classes, degrees to prepare for transfer to a baccalaureate university or college as well as degrees and certificates to prepare for a career.

You can take pride in your choice to pursue your vocational and educational goals at Highline Community College. The Highline staff and faculty are ready to support your dreams and to provide you with excellent teaching and support so you can achieve your educational goals. This booklet is designed to assist you as you plan your educational goals and achieve your career aspirations. Use the information as a resource and the various activities as a practical way to apply what you are learning about yourself and Highline.

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My advisor's name is:

I can reach them at 206-878-3710, ext. \_\_\_\_\_

or by email at \_\_\_\_\_@highline.edu.

Their office is located in Building \_\_\_\_\_ Room \_\_\_\_\_.

*Schedule an appointment today.*

# WHERE ARE YOU HEADING?

Because Highline offers a wide variety of degrees, certificates and classes, clarifying your goals is very important to your future success. By knowing where you are heading and how to get there, you can select classes effectively and efficiently. So begin by asking yourself some key questions about your goals and values.

## What is your purpose for attending Highline?

One of your first considerations as you begin your education at Highline is to determine your goals for attending college. Where do you want to be in the next few years and beyond? Your career and personal goals will determine your program or degree selection as well as your class choices. So where should you begin? Start by reflecting on the following questions:

### 1. Where are you now? Where have you been?

What are your interests and passions? *What have been your primary interests, hobbies, sports, and activities?*

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What are your skills, talents and academic strengths? *What classes have you enjoyed? What skills have come naturally for you?*

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What hobbies and involvements have brought you satisfaction and a sense of enjoyment and accomplishment?

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When have you felt a sense of pride and purpose in you life? *Recall the recognitions, honors, or compliments you have received from others.*

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### 2. What careers are you considering? What jobs appeal to you?

*List at least three ideas you currently have about possible career options.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What do you know about these careers?

*Explore the three careers you have identified and look into the current job market, salaries, work activities and challenges. Use the Washington Occupational Information System (WOIS) to learn about your top career interests. To gain access to this valuable Web site, call (206) 878-3710, ext. 3350 or stop by the Counseling Center in Building 6.*

**3. What degree or certificate will it take to enter your chosen career?**

What degree, certificate or classes will it take to achieve your career and personal goals? *If you are not certain about how to enter your field, check with Educational Planning and Advising staff or your faculty advisor.*

Example - Registered Nurse

Certificate	Associate	BA/BS	Masters, PhD/Professional
	X	X	

*To become a Registered Nurse, you would need to earn an Associate degree in Registered Nursing or a Bachelors degree (BSN)*

Career Option 1 \_\_\_\_\_

Certificate	Associate	BA/BS	Masters, PhD/Professional

Career Option 2 \_\_\_\_\_

Certificate	Associate	BA/BS	Masters, PhD/Professional

Career Option 3 \_\_\_\_\_

Certificate	Associate	BA/BS	Masters, PhD/Professional

**4. What specific types of classes or prerequisites do you need to complete to pursue your career goals? *Examples: Will you need classes in Calculus, Biology, Psychology?***

Career 1 \_\_\_\_\_

Career 2 \_\_\_\_\_

Career 3 \_\_\_\_\_

**5. Are there special experiences, admissions procedures or exams you will need to pass to enter your chosen career path? *Do your Compass scores indicate that you need to develop some of your skills in Reading, Writing or Math? What kind of grades and experience do you need to achieve your goals? Example: Law Entrance Exam? CPA Exam? Volunteer experience with children?***

Career 1 \_\_\_\_\_

Career 2 \_\_\_\_\_

Career 3 \_\_\_\_\_

6. What do you need to consider as you pursue an education and career? *What are your current responsibilities? What are your financial resources? What are your family and work responsibilities?*

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7. What responsibilities and family commitments will make college (at least at times) more challenging? Where do you get personal support? How can you take care of yourself while attending college? (exercise, leisure activities, etc.)

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8. What will it take for you personally to achieve your educational and career goals and aspirations? *Are there skills, resources or disciplines that you will need to explore to do your very best at Highline?*

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9. What kind of person do you want to become? What goals do you want to achieve during your lifetime? *Raise a family? Travel? Own a home? Serve your community? Run a marathon? Others? List at least five lifetime goals that you have for yourself.*

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# HOW CAN YOU DEVELOP AN EDUCATIONAL PLAN TO ACHIEVE YOUR GOALS?

You can start virtually any transfer degree at Highline as well as a number of exciting professional and technical degrees and certificates. When you begin classes at Highline, it is important to meet with an academic advisor to determine which degree or certificate will best meet your needs and then to plan your course selection and scheduling. To view the specific curriculum for the following degree or certificates, check the catalogue or the Educational Planning Web site at [www.highline.edu/stuserv/edplanning](http://www.highline.edu/stuserv/edplanning). Click on the “Types of Degrees” link for details and planning sheets.

## HIGHLINE’S DEGREES AND CERTIFICATES (WHICH IS BEST FOR YOU?)

### Associate of Arts

The Associate of Arts (AA) degree is a 90 credit transfer degree that is designed to fulfill most if not all of the General Education Requirements of a baccalaureate degree that prepare a student to transfer to a university with her freshman and sophomore classes completed. This degree is best for students pursuing a major in Registered Nursing, Business and Accounting, Elementary Education, Math, Social Sciences and Humanities. By selecting classes strategically, students are able to transfer into a university as a junior with most if not all of their major prerequisite classes completed.

**Option A** is generally the recommended option because it offers optimal transferability and flexibility. Students can select either Method 1 with a standard liberal arts distribution or Method 2 with an emphasis area.

**Option B** is designed for students who are very certain about their future academic major and their chosen university. Students using this option must work closely with their faculty advisor to determine their appropriate class choices.

**Check with the advisors** at the Educational Planning and Advising Center for information on “Major Ready” pathways.

### Associate of Science

The Associate of Science (AS) is a 90 credit transfer degree designed for students planning to enter a major in Biology, Chemistry, Geology, Engineering, Computer Science or Physics. Students interested in Pre-Med or Pre-Dental may also want to consider the AS degree. This degree “front loads” Math and Science classes so students are prepared to enter their major when they transfer as a junior. Students must work with a faculty advisor to determine specific classes that can vary depending on the intended transfer university and major.

### Associate of Applied Science

The Associate of Applied Science (AAS) is a degree of at least 90 credits that is designed to prepare a student for a particular career such as Paralegal or Respiratory Care. In general, the AAS degrees are not designed for transferring but there are a few baccalaureate colleges and universities that will transfer most or all of your AAS degree coursework. Talk to an advisor if you want more information about these “upside down degree” options and special articulation agreements.

### Certificate of Completion

Certificates are generally 45-65 credits programs that prepare students for a specific career such as Bookkeeping or Medical Transcriptionist. Like the AAS degree, the Certificate is not generally used by students who plan to transfer to a university or college.

### “Short Term” Certificates

Most short term certificates are 15-30 credits in length. These certificates can usually be completed in one or two quarters and prepare a student for a specific job or skill set. Examples of short term certificates include Certified Nursing Assistant or C++ Programming. For ESL and ABE students, the I-Best short term certificates may be a good educational option.

Once you determine what degree or certificate you are seeking, then begin to plan your class schedule for the upcoming quarters. It is important to enroll early for any classes that you need to build your Reading, Writing and Math skills.

As you read about each degree and certificate, which one seems to fit your career and educational goals? \_\_\_\_\_

With the help of a staff or faculty advisor begin to pencil in your intended classes for the upcoming quarter or two.

Fall	Winter	Spring	Summer

Fall	Winter	Spring	Summer

Fall	Winter	Spring	Summer

Fall	Winter	Spring	Summer

Intended degree or program \_\_\_\_\_

## WHO CAN PROVIDE YOU WITH ACADEMIC ADVISING?

Advising at Highline is a shared responsibility between you, your faculty advisor and the program advisors in Educational Planning. **You** play a key role in the advising process.

Generally new students receive advising during their first quarter or two from the Educational Planning and Advising Center (EPAC). The professional advisors are knowledgeable about all programs and can get you started in the right direction. The Center offers drop-in advising sessions during peak advising times. Appointments can be requested. Walk-in advising is available during the following times: Monday and Tuesday 8-7, Wednesday and Thursday 8-5 (closed from 2-3 on Thursdays for a staff meeting) and Friday 9-5. Best times to drop in with a minimal wait are usually 8 -10 a.m. and 2:30 - 5:30 p.m.

After you have registered for your first quarter, you should request a faculty or staff advisor through Educational Planning and Advising. You can stop by the Center to get an assignment or request an advisor online by going to the Highline Web site, then click Services for Students, then Advising and Educational Planning, go next the to “Current Student” Link and finally the “Project Declare” form. If you can not remember your faculty advisor’s name, you can stop by EPAC or email [edplanning@highline.edu](mailto:edplanning@highline.edu). If you change your educational direction, you may want to change your advisor by notifying Educational Planning about your new plans. The name of your advisor appears on the upper left hand corner of your printed class schedule.

*Remember that your advisor and you are in a special partnership.*

### Your responsibilities:

- If you make an appointment, be on time with the necessary materials such as transcripts, degree information, transfer information, etc.
- Come to the session prepared with questions and ideas about your educational planning. Bring an unofficial copy of your academic transcript to the advising session. Take your Compass Assessment before you begin class selection.
- Make decisions about your educational and career goals so this can be used to make effective decisions about class selection.
- Share openly about how things are going for you academically and any special challenges or concerns you are experiencing.

### Your advisor’s responsibilities:

- Be available during “office hours” and appointments times.
- Be familiar about degrees, policies and procedures.
- Listen to your concerns and questions and then make appropriate referrals and suggestions.
- Encourage you to achieve your goals.

My advisor’s name is:

I can reach them at 206-878-3710, ext. \_\_\_\_\_

or by email at \_\_\_\_\_@highline.edu.

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# HOW CAN YOU BE SUCCESSFUL AS A COLLEGE STUDENT?

Your success in college is determined by the investment you make in your education. How you spend your time and focus your energies can make the difference in your grades and ultimately your future opportunities.

## Time Management

### Your Routine Schedule

How many hours do you:	Weekday		Weekend		Total
typically sleep each night?	___ x 5	+	___ x 2	=	___
work each week?	___ x 5	+	___ x 2	=	___
spend on meals, including preparation?	___ x 5	+	___ x 2	=	___
spend on exercise?	___ x 5	+	___ x 2	=	___
spend sleeping?	___ x 5	+	___ x 2	=	___
spend socializing?	___ x 5	+	___ x 2	=	___
spend on TV or videos or interacting on the computer?	___ x 5	+	___ x 2	=	___
spend in Household tasks?	___ x 5	+	___ x 2	=	___
spend with family time and responsibilities?	___ x 5	+	___ x 2	=	___
others (such as volunteer, religious activities, etc.)	___ x 5	+	___ x 2	=	___
<b>Total for all routine activities</b>				=	___

### Your college schedule

How many credits do you plan to take? \_\_\_ credits

How many hours:					Total
do you need to study weekly?	___ credits	x	1 -2 hours	=	___
do you spend commuting each week?	___ days in class	x	___ hours per day	=	___
do you spend in class?	___ days in class	x	___ hours per day	=	___
others (such as clubs, sports, etc.)	___ days doing	x	___ hours per day	=	___
<b>Total for all college activities</b>				=	___

### Combined college and routine schedules

<b>Total hours in a week</b>		<b>168</b>
Time spent on routine activities	=	___
Time spent on college activities	=	___
<b>Total for all activities</b>	=	___

Based on your time schedule calculations, what observations do you have about your time allocations and management?

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# Strategies for Student Success

## Studying

It's not just "smarts" that predicts academic success in college - in fact the most critical factor is the time you give to studying and attending class. Successful full-time (12-18 credits) students generally study at least 20-30 hours per week and that does not include the time they spend in classes. So if you are a full-time student carrying 12-15 credits during a quarter, you should count on 12-15 hours in class and an additional 20-30 hours of studying per week. Attending college as a full-time student is a full-time job!

## Enroll for Pre-College Classes Early

If you need skill building for writing, reading or math to complete your program, enroll for the developmental classes (numbered less than 100) early in your college career. Your chances of being successful in the classes for your degree or certificate will improve if you have a strong foundation of skills and knowledge. After you have taken the Compass or ESL Compass Assessment, talk to an advisor about the appropriate classes for your degree.

## Attend Classes

There is a familiar saying that states that "80% of success is showing up." This is definitely true in college classes. Even though your college instructor may not be taking attendance, it is critical to your success that you attend classes on a regular basis if you want to be successful. Identify a class partner for every class you are taking so if you must miss a class, you can get the class notes.

## Talk to your faculty outside of class

The research is clear. The more contact you have with your instructors, the more likely you will succeed in college. Start by finding out when your instructor offers "Office Hours" and then schedule additional appointments if needed. You can find out when an instructor offers "Office Hours" by checking the course syllabus or by stopping by the Information Desk in Building 6 on the Upper Level.

## Take writing-intensive classes

The more the better. If writing is difficult for you, don't avoid it. Work on it now so you will be better prepared to transfer or to begin your career when you graduate. Writing is a critical skill.

## Do not postpone beginning your Math classes if they are required for your degree.

## Become involved in the campus. Get to know faculty staff, and fellow students personally.

To find out what clubs and activities you can get involved with while you are a student, check out the Student Programs Web site or better yet stop by the Student Programs office on the third floor of the Student Union. If Highline does not offer the club that you would like, then start your own! You can also keep fit and enjoy sports through the intramural offerings or by working out in the fitness center located in Building 21.

## Monitor your progress

Keep track of you progress as you work through your certificate or degree program. Check with your advisor if you have any questions and don't forget to apply for graduation two quarters before you anticipate completing your program.

Your grades will not be mailed to you but you can check your grade report on the Highline Web site 3-5 days after the completion of a quarter. Click on to "Admission, Registration and Records", then scroll to "Check Records" and then click on to "Grades/Unofficial Transcripts" and enter your student ID number and your pin number.

Here is how to figure out your grade point average (GPA). College GPA's are determined by the grade you earn and the number of credits earned in each class. Use the following scale for the quality points earned for a specific grade.

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7 (lowest grade to earn credit for the class)	

*\*Remember that some classes have prerequisite classes that must be completed with a certain GPA and not just passing with a .70 grade.*

Now predict your GPA based on the classes you are currently taking.

Class	Credit(s)		Predicted Grade		Quality Points
	_____	x	_____	=	_____
	_____	x	_____	=	_____
	_____	x	_____	=	_____
	_____	x	_____	=	_____
	_____	x	_____	=	_____
<b>Total Quality Points</b>				=	_____

	Quality Points	/	Credit(s)	=	Predicted GPA
My predicted quarterly GPA	_____	/	_____	=	_____

## How do I REGISTER FOR CLASSES?

The following are the most frequently asked questions that students have about the registration process at Highline Community College.

### When do I register?

Your registration time and date is determined by the number of credits that you have earned or transferred into Highline. The more credits you have earned, the earlier your registration date. To find out when your registration time and day is scheduled, go to the Highline Web page, click on Services for Students, then Admissions, Registration, & Records and then select from the menu, Registration Appointments. Insert your SID number and Pin Number for your time. Many students do not understand that this is their time to register and not their time to meet with an advisor. Unfortunately, a few students have waited on a Saturday morning or 8 p.m. in the evening to meet with their advisor at their office. You should seek out advising prior to their Registration Appointment.

New students begin to register about three weeks after continuing students have started to register. Once a student is admitted he or she will receive information about the College Orientation and Registration Experience (CORE) and when new student registration begins.

### What do I do if I am on a class Wait List?

If you are on a Wait List for a class, you should attend the first day of class or you may forfeit your place on the wait list. Since there is no guarantee that you will be able to enroll for your wait list class, you are encouraged to have a back-up plan and register for an alternate time or class that you could take for the quarter. Remember the following wait list procedures:

- You may only wait list one section of a specific class.
- You may not be on more than three wait lists for three different classes.
- You should periodically check your place on the wait list to see if you are now enrolled for the class.
- Once you are in a waitlist class, continue your enrollment by paying tuition or dropping the class if you are no longer interested.
- Attend the first class if you are still on the wait list.

### What is an entry code? When I tried to register, I got a message “prerequisite unmet,” what does this mean? Where can I get an entry code?

An entry code is a five-digit random number that is needed to enroll for a class when permission or a prerequisite is required and Highline does not have a record that the student has met the prerequisite. For permission classes, it is generally only the class instructor that can provide an entry code. For prerequisite classes, a class instructor, departmental coordinator and/or building secretary can provide an entry code. Students can also come to EPAC for a class entry code. Students should bring some documentation that indicates that they are prepared for the class i.e. transcript from another school, Compass scores from another school, etc.

### I have a “Block” on my registration, what do I do?

Blocks can be placed on a student’s registration screen for a number of reasons. If you are not certain why you have a Block, you can go to the Information Desk in Building 6 (upper floor) and a staff member will check to see what office has placed the Block on your registration. Students can then go to the specific office to resolve the issue and have the Block removed. Typically Blocks are placed on a student’s registration by Financial Aid, International Student Programs, EPAC (for students on academic probation), the Business Office, the Library, Office of Campus Safety and Security, etc.

### When is tuition due?

Check the quarterly to find out when tuition is due. Generally, tuition is due for continuing students on the eighth or ninth week of the preceding quarter but it is important to check the current quarterly. Students who register after the tuition payment day will have two business days to make their tuition payment. You may want to explore the Highline payment plan with one of the cashiers. To get more information, stop by the Cashiers Window in Building 6.

### How can I pay tuition?

You can pay your tuition using any of the following procedures:

- On the Web from 7 a.m. to 10:30 p.m. at <https://sec.highline.edu/webcc>.
- In person at the Cashiers Counter in the lower level of Building 6.
- In the on-campus payment box in front of Building 6.
- By mailing payments to  
Highline Community College  
P.O. Box 98000  
Des Moines, WA 98198-9800
- Please include your Student ID number with your payments.

## How much is my tuition?

Tuition is determined by the number of credits that you are enrolled in each quarter. The tuition scale by number of credits generally appears on the first 4-5 pages of the quarterly.

Check the quarterly and find out what the tuition would be for a student enrolled in 5 credits, 12 credits and 18 credits during one quarter. If you are a Washington state resident, your tuition would be how much?

If you are enrolled for \_\_\_ credits, how much would you need to pay?

5 credits = \$\_\_\_\_\_

12 credits = \$\_\_\_\_\_

18 credits = \$\_\_\_\_\_

## How many credits do I need to enroll in to receive my financial aid funding?

If you are receiving Financial Aid, you will want to consider your credit load as you enroll for classes. To be eligible for funding, you must enroll for a minimum of six credits per quarter. The number of credits you take each quarter will determine the funding level you will receive from Financial Aid for that quarter.

12 credits or more = 100% of funding level

9-11 credits = 75% of funding level

6-8 credits = 50% of funding level

## WHAT RESOURCES ARE AVAILABLE AT HIGHLINE?

Highline offers many resources and programs for students - take advantage of all that is here for you! If you are calling from off campus, use the campus number (206) 878-3710 followed by the extension listed for each resource. Check Highline's Web site for additional information and hours.

**Access:** Coordinates resources and support for students with documented disabilities. (Building 99, ext. 3858)

**Accident, Sickness and Dental Insurance:** You may be eligible to enroll for injury and sickness insurance through Highline. Stop by the Cashier counter in Building 6 for more information.

**Bookstore:** Textbooks, school supplies and a host of Highline gift items are available in the bookstore located in Building 8.

**Career 110:** This two-credit class provides students with information about career exploration and employment skills.

**Child Care:** Day and evening care is offered for children who are 18 months to six years of age. Rates are posted on the Child Care link on the Highline Web page. (Building 0, ext. 3224)

**College 100:** A two-credit class that explores how to be successful in college, time management, study skills, Highline's educational options, resources and much more.

**Cooperative Education:** Paid and unpaid internships that can be used for academic credit and career preparation or exploration. (Building 6, upper level, ext. 3803.)

**Counseling:** Personal, social, career and educational counseling is offered at no fee to qualified Highline students. Crises referral and emergency support are also available. (Building 6, upper level, ext. 3353)

**Educational Planning and Advising Center (EPAC):** Academic advising, educational programs, new student orientations and advisor assignments are provided. (Building 6, upper level, ext. 3584, edplanning@highline.edu)

**(Student) Employment:** Information about on and off campus jobs can be found in the Student Employment Office in Building 6, upper level, ext. 3350)

**Financial Aid Office:** This office provides information and coordination of federal financial aid programs and scholarships as well as loans and agency-funded assistance for students. (Building 6, upper level, ext. 3358)

**Instructional Computing Center:** Computer labs are available for student use by purchasing a quarterly pass from the Cashiers in Building 6, lower level.

**International Student Programs:** Assistance for Highline's international students, study abroad information and many cross cultural programs and opportunities are provided by the staff. (Building 9, ext. 3725)

**Library and Media Services:** Print, audiovisual and electronic resources are available to students in the Library. (Building 25, ext. 3224)

**Math Resource Center:** Free Tutoring support provided for students enrolled in Highline Math classes. Call ext. 3444 or stop in at Building 26-319 for details.

**Multicultural Services:** Provides multicultural services, programs and advocacy for campus community. Call ext. 3296 or stop by the office on the upper level of Building 6.

**Registration and Records:** Class registration, transcript evaluation, graduation application and general academic information are offered by this office located in the lower level of Building 6. You can call at ext. 3242 or check the Highline Web site.

**Testing Center:** Compass and ESL Compass testing, CASAS assessment and class testing accommodations are provided by the Testing Center staff in Building 3, ext. 3990.)

**Transcript Evaluation:** Review and articulation of prior classes completed at other colleges and universities is done by the Credential Evaluator. (Building 6, lower level, ext. 3323)

**Transfer Center:** Coordination information, resource library, campus visits, and programs are coordinated by the Transfer Center located on the upper level of Building 6 in EPAC. Call ext. 3295 or email [transfer@highline.edu](mailto:transfer@highline.edu) if you have questions.

**Tutoring Center:** Academic and basic skills tutoring for students is offered at no fee. (Building 26-319, ext. 3444)

**Veteran's Services:** Information about veteran's benefits and services are available in the Registration Office in Building 6 at ext. 3366.

**Women's Programs/WorkFirst:** Counseling, job search assistance, advising, programs, seminars and classes are provided by this department. Students eligible for WorkFirst funding are served by this department too. (Building 6, lower level, ext. 3340)

**Writing Center:** Writing assistance and support provided to students at no fee. Call 3444 or stop in at Building 26-319.

# HOW CAN YOU NAVIGATE THE SYSTEM AT HIGHLINE? WHAT ARE THE POLICIES AND PROCEDURES AT HIGHLINE?

By taking the time to understand campus policies and procedures now, you won't be wondering why someone didn't tell you about this earlier. Here is a compilation of key policies and procedures that every student should know.

**Academic Standards:** To maintain "good status" academically and to graduate with a degree, a student must earn a cumulative GPA of a 2.00. A student risks being placed on academic probation or suspension if his or her GPA falls below a 2.00.

**First Quarter Probation:** If a student attempts six or more credits in a quarter and earns less than a 2.00 cumulative GPA in all classes attempted at Highline, the student will be placed on first quarter probation.

**Second Quarter Probation:** If a student is on first quarter probation and attempts six or more credits and his or her cumulative GPA is less than a 2.00, he or she will be placed on second quarter probation. However, if a student earns a 2.25 or better for the quarter but his or her cumulative GPA is still below a 2.00, he or she will remain on first quarter probation.

**Suspension:** If a student on second quarter probation attempts six credits or more in the next quarter and he or she earns a cumulative GPA of less than 2.00, he or she can be suspended for one academic year. If the student earns a GPA of 2.25 or better for the quarter, he or she will remain on second quarter probation. An appeals process is available for students who have been suspended.

**(Class) Incomplete:** Grade given to a student who is passing a class but for some unavoidable reason is not able to complete the class prior to the end of the quarter. An "incomplete" needs to be arranged between the instructor and the student before the end of the quarter.

**Repeating a class:** A student may repeat a class in order to improve a grade or mastery of the course content. To repeat the class, a student must enroll for the exact same class at Highline. Once the repeated class is completed, the grade from the repeated class will be used in place of the previous class grade in calculating the cumulative GPA but the first grade will appear on the student's transcript. A student can not repeat a college level class more than two times.

**Residency:** To earn a Highline associate degree, you must earn a minimum of 23 of the credits toward their degree from Highline.

**Statue of Limitation:** With the approval of an academic advisor, a student or former student can petition to exclude from the cumulative GPA and credits of courses attempted three or more years ago. Talk to an advisor if you think this is an option you wish to explore.

**(Class) Withdrawal:** A class withdrawal can be initiated by a student at any time in the quarter up until the eighth or ninth week of the quarter. A "W" will appear on the transcript if a student withdraws after the second week of the quarter. Check the quarterly for the specific deadlines that are allowed for dropping a class during a specific quarter. If a student withdraws prior to the end of the second week of the quarter, no record of the class registration will appear on the transcript.

In some cases, if a student does not attend a class, an instructor will withdraw a student from a class. It is best to check with the instructor if you have any questions about your enrollment status in a specific class. (Do not count on instructors withdrawing you from a class, ultimately the responsibility to register or drop a class is up to the student!)

Students receiving financial aid or tuition funding from other sources should be certain that dropping a class will not negatively impact their funding levels.

## WHAT DOES IT MEAN? (A GLOSSARY OF HIGHLINE TERMS)

All workplaces and schools have their own special “lingo” or “language.” Highline has a number of terms that are unique to the college. Here are some of the terms that you are most likely to hear around campus.

**Audit:** Enrolling for a class without earning a grade or credits. It costs the same as the credited class.

**Bachelor’s degree (B.A. or B.S.):** A baccalaureate degree earned from a college or university. The BA or BS degree generally requires at least 180 quarter credits and a major area of study.

**Catalogue:** Campus publication that provides college information about curriculum, classes, academic policies and campus resources.

**Closed class:** When a specific class at a particular time is filled to capacity, the class is considered to be closed. You can select a different time for the class or a different class and you may also place yourself on a “Wait List.”

**COMPASS or ESL COMPASS (Assessment):** An entry assessment for Math, Reading and Writing skills. Many classes do require a specific Compass score in order to register for the class.

**Cooperative Education:** Paid or unpaid internship that allows students to earn credit for the work experience as well as valuable job skills.

**Coordinated Studies:** Two classes are taught and focus on a specific topic or contemporary issue. Two instructors co-teach the coordinated studies classes and students meet for 10 hours weekly and earn 10 credits.

**CORE:** The College Orientation and Registration Experience (CORE) is a program offered to new students to help them get started at Highline.

**Direct Transfer Agreement (DTA):** Applies to the Associate of Arts degree that transfers to all of the public and most of the private colleges in Washington State. Students with an AA-DTA enter the baccalaureate college with most if not all of their general education completed and transfer as a junior.

**Distance Learning (online classes):** Telecourses or online classes offered via Highline Online or Washington Online.

**Distribution List:** Classes that fulfill the Humanities, Social Science and/or Science Distribution for the Associate of Arts or the Associate of Science degree.

**Electives:** Courses that are not specifically designated in the AA or AS degree but may be helpful to the student for personal, professional or academic reasons. Twelve credits of the AA degree must be electives and five credits of the AS degree must be in electives.

**Emphasis:** Students completing the AA degree, Option A, Method 2 designate 15 credits from one department for an emphasis.

**Entry Code:** (see page 13)

**FAFSA:** The free financial aid application is called the Financial Aid Form for Student Aid (FAFSA). Students must submit a FAFSA by the quarterly deadline to be eligible for federal financial aid support.

**Full-time enrollment:** Generally considered to be a credit load of 12-18 credits per quarter.

**Gray Area classes:** (see Restricted Area Classes)

**Honors:** Academic program for capable, motivated students. See an advisor for details.

**Hybrid classes:** Classes that offer some on campus class sessions as well as on-line learning.

**Incomplete:** (see page 13)

**Major:** An area of subject specialization within a bachelor's degree. A major is not offered at a community college but is generally required to graduate with a bachelor's degree.

**“Major Ready”:** Transfer students who select their classes strategically can complete their associate degree and most, if not all, of the prerequisites they will need to enter their major.

**Official Transcript:** An official transcript must be submitted to Highline if you wish to apply classes that you completed at another college or university to your degree or certificate at Highline.

**Pre-college classes:** Classes numbered below 100 are designed to prepare students for college level coursework. These classes do not apply to the degree or certificate but can provide a good foundation for your academic success.

**Prerequisite:** Generally a required COMPASS or ESL COMPASS score or completion of a specific class to enroll into a specific class.

**(Academic) Probation:** (see Academic Standards on page 13)

**(Financial Aid) Probation:** Students who have not fulfilled the expectations needed to remain on financial aid may be placed on financial aid probation or suspension. Talk to a financial aid staff member if you have questions.

**Quarter:** Term of instruction, usually 10-11 weeks except in the summer when it is 8 weeks long.

**Quarterly:** Schedule of classes that will be offered during a particular quarter.

**Registration Appointment Time:** The day and time that a student can enroll for the next quarter. Prior to the registration appointment, plan to meet with an advisor to discuss class choices. This time is determined by the number of credits a student has earned at Highline. The more credits a student has earned, the earlier the registration appointment time.

**Restricted Area classes:** Certain classes are designated as restricted and students can apply only 15 credits of restricted area classes to an AA degree and five credits to an AS degree. Talk to an advisor if you have questions.

**Semester:** Most Washington colleges and universities are on the quarter system but a few use the semester term which is about 15 weeks in length.

**Syllabus:** A document that provides a description of the class and the student expectations for the class that is distributed by the instructor.

**Transcript evaluation:** Students who transfer credits from a prior college or university must submit an official transcript for review and a “Request for Transcript Evaluation form” to the Registration Office before the transcribed classes can be applied to a Highline degree or certificate.

**Unofficial transcript:** “Unsealed” transcripts from another school can be used for placement into a class that has a prerequisite.

**Upside-down degree:** On a limited basis, some professional and technical degrees (AAS) can be accepted toward the completion of baccalaureate degrees at certain colleges and universities

**Web Registration:** Online registration process that can be completed on or off campus.

**Weekend College:** Classes for the Weekend College are offered on Friday evening, Saturday morning and afternoon as well as Sunday afternoon. Generally classes meet every other week and then supplement with online class content presentation.