

# 2021-2022 Catalog Addendum#1

## **ENROLL IN COLLEGE**

Page 9 .....ADD: Veteran Benefits Approval Statements

Page 10 ..... Text shift from page 9 to page 10

## **STUDENTS**

Page 22 .....ADD: Veteran Benefits Approval Statements

# Residency

Residency is determined when students apply for admissions at Washington State community colleges and public universities based on revised code of Washington (RCW 28B.15.012-014). To be classified as a resident for tuition purposes, students must have established a bona fide domicile in Washington for 12 continuous months prior to the beginning of the quarter.

- Dependent students are required to have a parent or court appointed legal guardian who has maintained a domicile for 12 consecutive months
- Independent students must have a domicile for 12 consecutive months for purposes other than education
- U.S. citizens, permanent residents, residency affidavit qualifiers, DACA, E, H, and L visas (and others), and students Permanently Residing Under Color of Law (PRUCOL) must have a domicile for 12 consecutive months
- Applications to change residency status will be accepted up to the 30th calendar day following the first day of the instruction of the quarter for which application is made. Applications made after that date in any quarter shall be considered for the following quarter. If non-resident tuition was paid and the request was approved, the difference in tuition will be refunded.

## ESTABLISHING A BONA FIDE DOMICILE

When applying for a residency status change, students must provide evidence

of an establish Washington domicile to verify they meet residency requirement. A variety of factors are considered and include the following:

- WA driver's license or state identification obtained 12 months prior to quarter
- WA vehicle registration if you use or own a vehicle registered 12 months prior to quarter
- WA voter registration with date registered
- Lease, rental agreement, home purchase verifying domicile in Washington for 12 consecutive months prior to quarter
- Copy of federal tax return/W2 or paystubs

When the domicile documents are reviewed, the residency officer will determine when the one year waiting period starts. The evidence provided must qualify the student as a resident prior to the first day of the quarter.

Students who enroll in six credits or more during their year of eligibility are presumed to have moved to Washington for primarily education purposes; therefore, they will need to overcome this presumption. The burden of proof is on the applicant.

## NON-RESIDENT ELIGIBLE FOR WAIVER

U.S. citizens, permanent residents, and students who meet the exception to the definition of nonresident may qualify for the nonresident waiver tuition rate.

## Military Personnel

### VETERANS

- A veteran who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school may qualify for resident tuition rates.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school may qualify for resident tuition rates.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school may qualify for resident tuition rates.
- Section 103 of PL 115-407, Veterans Benefits and Transition Act of 2018 amends Title 38 US Code 3679: *Tacoma Community College has a policy in place that will allow a veteran student and family member to attend or participate in a course of education, pending VA payment, providing the veteran student and family member submits a certificate of eligibility of entitlement to educational assistance.*

### Veteran Benefits Approval Statements

Selected programs of study at Tacoma Community College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Tacoma Community does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

## Residency

### ACTIVE DUTY

Active duty military, Washington National Guard members, and their spouses and dependents qualify as residents for tuition purposes. The military orders for WA state need to be submitted to Admissions via email (admissions@tacomacc.edu) or in-person to the Enrollment Services office in building 7.

Those who maintain a Home of Record of WA state, and that are stationed elsewhere, may qualify for resident tuition rates. The military member's Leave and Earnings Statement (LES) needs to be submitted to the Admissions department for review. Section 103 of PL 115-407, "Veterans Benefits and Transition Act of 2018" amends Title 38 US Code 3679:

*Tacoma Community College has a policy in place that will allow a veteran student and family member to attend or participate in a course of education, pending VA payment, providing the veteran student and family member submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33.*

### Residency Affidavit Eligibility

The Residency Affidavit allows eligible students to pay resident tuition rates at Washington state colleges and universities. This affidavit is only for those who do not qualify for residency through the standard residency process. To qualify for resident tuition status, students must complete the affidavit/declaration/certification if they have met the following conditions:

- Resided in WA state for one year prior to the student's admitted quarter with our institution.
- Completed the equivalent of a high school diploma (diploma, GED, etc) within the United States.

- Agree that when they are eligible to do so, they will apply for a valid citizenship status within the US if they do not currently have one.

If the above criteria has been met, the student may complete the Residency Affidavit with the Admissions department or while completing the Washington State Financial Aid Application (WASFA).

The Basic Education for Adults (BEaA) department offers a high school completion program for students aged 21 and older. Undocumented students are welcome to participate in this program to earn a high school diploma. See page 156 for more information.

### DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)

On June 15, 2012, the Secretary of Homeland Security announced that individuals who came to the United States as children and meet several guidelines may request consideration of deferred action for a period of two years, subject to renewal. They are also eligible for work authorization. Deferred action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time. Deferred action does not provide lawful status.

If a student has been approved for DACA (current or expired), they will need to submit official documentation, such as Employment Authorization (EAD), to the Admission department to be reviewed for resident tuition.

For additional residency information, please call 253-566-5108 or email admissions@tacomacc.edu.

## Your Academic Success

Tacoma Community College is committed to supporting each student as they work to achieve their educational goals. The college's support services include multiple class placement options, new student orientations, and academic advising.

### Placement

Class placement determines the level of a student's first classes in English and math. We know that students bring various skills and experiences to college, and our class placement options honor what students know as learners and their ability to choose classes that work best for their academic and professional goals. Placement may include:

- English Directed Self-Placement (DSP),
- ALEKS - Tutoring and evaluation for math,
- Basic skills testing,
- Review of SAT/ACT scores,
- Advanced Placement (AP) test scores,
- translation of other placement scores,
- college transcript review,
- local high school articulation agreements, and
- Smarter Balanced assessment and Bridge to College English and math.

The results are used for academic advising, course placement, and program placement.

Placement is required for any student who plans to register for:

- Six or more credits
- English or math
- Courses with a math, reading or English prerequisite which the student has not satisfied
- A degree, certificate or transfer program
- The Running Start or Fresh Start programs
- ABE, AESL, and Adult HS completion programs (HS+)

## Other Services

### Parking on Campus

Students are required to display a parking permit when parking in designated student parking areas (unmarked spaces). Administrators, faculty, and staff are required to have valid parking permits which authorizes their vehicles to park in designated administrative or faculty/staff designated parking spaces. Failure to obtain a permit or to adhere to parking and traffic rules and regulations may result in fines or other penalties. Security and parking information is given to students during registration and to employees at the time of employment.

Parking permits may be obtained through the Public Safety office in Bldg. 14.

### Public Safety Office

TCC's Public Safety office is responsible for:

- providing a safe and healthy educational and working environment for students and employees,
- maintaining TCC's accident prevention program,
- and the protection of people and property.

Public Safety employees maintain parking controls, enforce traffic laws, investigate accidents, maintain a lost and found department and handle emergency situations.

Students and staff are encouraged to report any unusual campus incidents by calling 253-566-5111. The backup number is 253-495-4146.

## Student Policies and Notices

Tacoma Community College, its employees and its students adhere to a variety of policies. The major policies of the college are posted at [tacomacc.edu/about/policies/](http://tacomacc.edu/about/policies/).

### Student Right to Know

Information required under the Student Right to Know Act is available on the college website. This includes:

- Campus Safety and Substance Awareness
- Student Right to Know Guide
- Completion and Graduation Rules

Additional information is available in the Student Affairs Administration office in Bldg. 7 and Safety and Security office in Bldg. 14. The Equity in Athletics Disclosure Act Report is available in the Athletic Department, Bldg. 20.

### Policy Appeals

The college provides a process for students to appeal operating policies or procedures. Appeals are typically addressed to the manager responsible for administration of the specific policy or procedure. Policy and procedure appeals are usually subject to strict time limits – it is important to act upon a concern as soon as it develops.

Some of the rules by which TCC operates are based on state or federal laws; in most situations, laws may not be appealed. To find out who to contact regarding a particular appeal, contact the office of the Vice President for Student Affairs in Bldg. 7.

### Code of Student Conduct

Admission to Tacoma Community College carries with it the presumption that the student will conduct themselves as a responsible member of the college community.

The Code of Student Conduct identifies the responsibilities of students according to state law and college policy. The provisions of the code apply to all students whenever they are on the college campus or engaged in college-sponsored activities or functions.

Students who commit any of the following offenses are subject to disciplinary action:

- Personal offenses (such as assault, disorderly, drunken or abusive conduct, false complaint or alarm, illegal assembly, trespass, sexual harassment, and possession of or use of firearms)
- Property offenses (such as theft, intentional or grossly negligent damage or destruction of college property, and unauthorized use of college equipment)
- Status offenses (such as cheating, plagiarizing, or tendering; forgery or alteration; use, possession, selling, or being under the influence of narcotics; being under the influence of alcoholic beverages except when official approval has been given; use, possession or distribution of alcoholic beverages on campus; failure to comply with directions of an authorized college official; smoking in "no smoking" areas; and unauthorized occupancy of a college facility)

### Veteran Benefits Approval Statements

Selected programs of study at Tacoma Community College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

Tacoma Community does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.