



## PROCEDURE

Policy Name:	Admissions
Policy Number:	5002
Applicable Code/Law:	Admissions – Americans with Disabilities Act, 1990; Section 504 of the Rehabilitation Act of 1973; Titles VI and VII of the Civil Rights Act, 1964; Title IX of the Educational Amendments of 1972 Shoreline Community College Catalog; High School Completion program – Office of the State Superintendent of Public Instruction Information Collection – Family Educational Rights & Privacy Act, 1974; Running Start – RCW 28A.600.300 through 28A.600.380, RCW 28A.150.260 and RCW 28A.150.209.

### Procedure:

Admissions procedures for new and returning students by category are provided below.

### **New Students:**

To gain admission to Shoreline Community College, prospective students are required to complete an application for admission. Admission forms are available in the Enrollment & Financial Aid Office and online at [www.shoreline.edu](http://www.shoreline.edu). Students are encouraged to use the online admission process. There is no fee for applying to Shoreline Community College.

### **Formerly Enrolled Students:**

A formerly enrolled student is any student who has been admitted to Shoreline in the past, has been issued a Student ID number, and has not attended for at least four quarters. Former students are not required to reapply to the College, but must update their contact information at <https://wts.shoreline.edu/stuaddr/waci203.html>.

### **International Students:**

Qualified international students are admitted to Shoreline Community College in each of the four academic quarters, Fall, Winter, Spring, and Summer. International students must submit an international application in advance of the quarter they plan to attend.

- 1) Submit an international admission application, which includes information regarding the applicant, an education section and a section related to financial certification. A non-refundable fee must be paid at the time of application.
- 2) Provide academic transcripts in English, based on the most recent education level.
- 3) Submit a bank letter or balance statement issued within the past six months, verifying that there is a minimum balance available to fund your tuition and living expenses for the first year.
- 4) If applicable, students already attending a college in the United States must submit a Transfer Status Verification Form.
- 5) Provide proof of English proficiency (optional).

The admission process must be completed before the International Education Office will issue the Certificate of Eligibility Form I-20.

### **Restricted Admission for Applicants Under the Age of 18:**

Applicants for programs targeted to specific populations of students under the age of 18 may be admitted under the specific guidelines established for each program.

### Running Start:

Running Start is a program created by the Washington State Legislature, which provides an opportunity for academically qualified juniors and seniors to take college level courses as a part of the high school curriculum. Participants may take college level classes tuition-free, but are required to pay for textbooks, supplies and all fees.

- 1) Apply for admission to the College
- 2) Provide proof of English 101 placement from the Smarter Balanced Assessment, AP and IB exams, SAT or ACT. Placement into English 101 can also be enabled with a cumulative high school GPA of 2.5 and a B in the most recent English Arts course, or by taking the Accuplacer test.
- 3) Provide an official high school transcript.
- 4) Complete an online orientation
- 5) Provide a Running Start Enrollment Verification Form, available through the High School Counselor.
- 6) Attend a Shoreline Community College Orientation and Registration Session.

### High School Completion:

The High School Completion Program can help students earn a high school diploma by taking courses at the College to meet high school graduation requirements.

- 1) Apply for admission to the College
- 2) Submit necessary documents, including official transcripts and proof of high school withdrawal.
- 3) Make an appointment to meet with a Shoreline High School Completion Advisor

### Career Education Options (CEO):

Career Education Options is a program for former high school students 16-21 years old, who have not completed high school. CEO provides educational support and offers the chance to return to school for the education and job training needed for a successful career.

- 1) Complete a required CEO information session.
- 2) Complete and submit necessary forms.
- 3) Make an appointment to meet with a CEO staff member.

### **Placement:**

Some Shoreline courses, including math and English, require students to enter at certain level of proficiency in order to be successful. Students can demonstrate their knowledge and skills (i.e., placement) in multiple ways, including previous college transcripts, high school transcripts, test scores such as SAT, ACT, AP, and GED, standardized placement tests, or directed self-placement. Appropriate placement methods will be determined by the College in consultation with appropriate faculty, and published online.

### **Admissions Exception:**

RCW 28B.50.090(3)(b) provides that “the College may deny admission to prospective student or attendance to an enrolled student if, after reviewing circumstances it is determined that the student would not be competent to profit from the curriculum offerings of the College or would, by their presence would be disruptive to the educational process.” Each situation will be evaluated on a case-by-case basis, including information provided by law enforcement agencies.

The College may:

- Expel an admitted student who failed to disclose information and/or failed to abide by local, state or federal law.
- Set restrictions on attendance or places where the student may be allowed.

### **Selective Admissions:**

Selected programs at Shoreline may have additional criteria for admission. These programs publish specific criteria and procedures for admissions both online and in print.