

Registration

Orientation

Full-time students (both incoming and returning) are required to attend Orientation at the beginning of fall semester. Part-time students are encouraged to attend Orientation, which includes registration, writing skills assessment, and an opportunity to become acquainted. Entering students during spring term attend orientation then.

Students accept responsibility for making up missed work and for any academic penalties associated with late arrival.

Registration

Registration is complete when all forms have been filed with the Registrar and financial arrangements have been made.

Circumstances may alter Trinity's ability to provide certain educational experiences, and Trinity reserves the right to discontinue any course or program without prior notice. As a general rule, an enrollment of seven students is required to offer an elective course.

Late Fees

Full-time continuing students registering after the day(s) specified for registration are subject to a late registration fee of \$100.

Changes in Registration

Students may make changes in their registration during a specified add/drop period at the beginning of each term. After the last day to add/drop, courses may not be added. Students may change sections of a course by arrangement with the instructor and notification to the Registrar. Students dropping courses after the last day to withdraw will receive grades of "W" (withdrawal). Students are cautioned to maintain 12 credits for maintaining financial aid.

Withdrawal from College

Students wishing to leave Trinity in good standing before completing a program of studies must return a completed withdrawal form to the Registrar's Office.

Students withdrawing during the add/drop period will have no record of the quarter on their transcripts. Students withdrawing after the Drop-Add Period will show grades of "W" (withdrawal) for the term.

Definition of Student Status

Matriculated: Students who have completed the admission process and have been accepted. (All full-time students must matriculate.)

Non-Matriculated: Students who have not completed the admission process.

Full-Time (Degree): Matriculated students registered for 12 or more semester credits who have declared a degree program.

Full-Time (Non-Degree): Matriculated students registered for 12 or more semester credits and not in a degree or certificate program. Non-degree students may register for any course where pre-requisites are met. Students may take courses concurrently at Trinity and at another accredited institution, e.g., 10 credits at Trinity, 5.0 credits elsewhere. As long as the total number of enrolled credits is 9 or more, and students are enrolled in a Trinity degree or certificate, they may live in college housing.

Part-Time: Degree or non-degree students registered for fewer than 12 credits. May be matriculated or non-matriculated.

Good Standing: Students currently meeting financial, academic standards, student life, and library obligations.

Credit: Coursework is graded; transcript record; all coursework mandatory.

Audit: No grades; transcript record; coursework optional, but 90% attendance mandatory. If attendance requirement is not met, a grade of UA (Unsatisfactory Audit) may, at the discretion of the instructor, be placed on student's transcript. Audit hours may not be counted as part of the 12 credits needed for qualification as a full-time student.

Academic Probation: The status of students whose cumulative GPA falls below 2.00.

Disciplinary Probation: Status of students for whom a contract of disciplinary action has been written. See the Student Handbook for the policy.

Student Class Standing

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| Freshman | 0-29 earned credits including transfer |
| Sophomore | 30-59 earned credits including transfer |
| Junior | 60-89 earned credits including transfer |
| Senior | 90 or more earned credits including transfer |

Note: Senior status does not necessarily ensure graduation with that class.

Program Declaration

B.A. students apply for acceptance into the major program through the Department Chair. Each department establishes its own acceptance criteria and deadlines.

Students may change majors at any time, though additional time to complete the program may be required.

Certificate of Professional Studies (CPS) candidates declare their program choice as a part of the admission process and before the beginning of classes. Their one-year program is planned with their Academic Advisor, and filed with the Registrar.

Transfer of Credits

Trinity may accept up to 90 semester credits toward a B.A. degree and 30 semester credits toward an ABS degree.

To convert quarter credits to semester credits, multiply quarter credits by 2 and divide by 3. Credits may be accepted from the sources outlined below.

Accredited Institutions: Credits from accredited institutions may be accepted for transfer to: 1) meet the general studies requirements for a B.A., or 2) substitute for Trinity courses. A grade of “C-” or higher is necessary for required courses, except for English Composition which requires a minimum grade of “C.” A grade of “D” may be accepted toward elective credit only if the cumulative grade point is 2.0 or higher. Upper division credits (300-400 level) are accepted only from regionally accredited institutions.

Non-accredited Institutions: Trinity reserves the right to accept credits from non-accredited institutions. Any credits accepted will be considered tentative until the student’s scholarship is validated by one semester of full-time study with a cumulative grade point average of 2.0 or higher. The conditions for accredited institutions apply. Transfer of further credits from a non-accredited institution is not allowed after establishment of a Trinity record.

Distance Learning (Online), Extension and/or Correspondence: Credits from distance learning, extension and/or correspondence courses may transfer, provided they meet the institutional criteria noted above.

Advanced Placement Credit Policy: Students who have participated in College Board Advanced Placement Program® may be eligible for Trinity credits. Students should have College Board send scores directly to Trinity. Scores of three (3) or above may result in credit. The Registrar and Academic Dean, in consultation with the appropriate academic department, will determine credit.

Students who have earned the International Baccalaureate Diploma may be awarded credit for Higher Level passes with scores of five (5) or higher. The Registrar and office of the Academic Dean, in consultation with the appropriate academic department, will determine credit.

CLEP: Credits may be granted for the College Level Examination Program (CLEP) in accordance with the American Council on Education (ACE) recommendations.

College Credit Recommendations

Students presenting proof of having taken courses listed in the College Credit Recommendations listing, published by the Board of Regents of the University of the State of New York, may be granted credits in accordance with the recommendations, toward general studies requirements.

Transcript of Academic Record

Transcript requests may be made in writing to the Registrar's Office. This may be done by e-mail registrar@tlc.edu, or by postal mail to:

Trinity Lutheran College
2802 Wetmore Ave.
Everett, WA 98201

Please include your name, any prior names, birth date, dates of attendance, and address (for mailing).

Requests are honored if financial accounts are in good standing. Every effort is made to process transcript requests the next day.

Official transcripts that are dated, stamped with the Registrar's seal are acceptable evidence of each student's academic achievements and good standing with Trinity.

Academic records are subject to the provisions of the Family Educational Rights and Privacy Act of 1974.