

Where Do You Want Your Education To Take You?

You can choose from **8 Directions** at the
Seattle Community Colleges

1

Academic COLLEGE TRANSFER page 5

Take courses which transfer to a four-year university or earn a two-year A.A. or A.S. degree.

2

Adult Basic Education ESL page 11

Improve your English, math or reading skills and/or prepare for future college-level course work. Non-native speakers study English as a Second Language.

3

Careers PROFESSIONAL & TECHNICAL PROGRAMS page 12

Select from more than 100 short-term, one- and two-year degree and certificate programs that lead to careers.

4

Continuing Education page 15

Find hundreds of diverse, non-credit courses for personal and professional growth.

5

e-Learning / Distance Learning page 16

Fit your time and location with one course or a full-time schedule of online, hybrid or video courses.

6

High School–College GED page 19

Earn college credits while in high school, acquire skills to succeed in college, or complete high school requirements or a GED.

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International PROGRAMS page 22

Study ESL, Intensive English, or pursue career or college transfer courses.

8

Worker Retraining page 24

Explore opportunities for laid-off or displaced workers to get training for new high-demand jobs.

GETTING STARTED

See page 25 for enrollment and financial aid information.

Seattle Community Colleges

MISSION

The Seattle Community Colleges will provide excellent, accessible educational opportunities to prepare our students for a challenging future.

VISION

The Seattle Community Colleges will be learning-centered

- in providing high-quality and innovative education
- in preparing our students for success and lifelong learning

VALUES

We value:

- teaching and learning
- students
- diversity
- partnerships

ACCREDITATION

The Seattle Community Colleges are state-supported public institutions accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Each college is accredited individually; Seattle Vocational Institute is accredited jointly with Seattle Central.

ABOUT THE CATALOG

This catalog is published for information purposes and is designed to assist prospective students in program planning. The information in this catalog reflects current programs, requirements, and costs as of April 15, 2008. Every effort is made to ensure accuracy at the time of publication; however, the catalog is not an irrevocable contract between the student and the Seattle Community Colleges. The colleges reserve the option to amend, modify or revise any content or provisions of this catalog without notice, because of changes in policies, personnel, curricula or funding. For the most current information, go to www.seattlecolleges.edu.

2006–2007* profiles

Students	51,602
Median age	28.1
Ethnic diversity	47%
Male/female	45%/55%
With bachelor or higher degrees	18%
Employed	66%
full-time	40%
With dependents	29%
single parents	8%
Full-time/part-time attendance	36%/64%

Programs

College Transfer	34%
Workforce Education	37%
Basic Skills	13%
Continuing Education & other	16%

Courses

State-funded	87%
Contract-supported	3%
Student-supported	10%

SPECIAL ENROLLMENTS 2006–2007

(Unduplicated headcount across the district)

Distance Learning	7,562
Running Start	1,389
International Students	2,193
Worker Retraining	1,310

DEGREES & CERTIFICATES 2006–2007

Annual awarded	2,967
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EMPLOYEES 2006–2007**

Total	2,012
Teaching faculty	1,278
full-time/part-time	365/877
Non-teaching faculty	36
Classified	477
Exempt	221

NOTE: Duplicated enrollment across the district may result in totals different from 100%.

** Source: Seattle Community College District database. Fall Quarter based on state-funded enrollment unless otherwise noted.*

*** Source: State Board for Community and Technical Colleges 2006–2007 Annual Report — state-funded employees.*

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Academic Calendar

- Summer 2008–Spring 2010 inside back cover

See the most current information on programs and courses at

WWW.SEATTLECOLLEGES.EDU



LEARNING COMMUNITIES at the Seattle Community Colleges

The three Seattle Community Colleges offer students opportunities to study in “learning communities” through a variety of approaches that link or cluster classes, often around a theme. Examples are Coordinated Studies courses and linked courses. A major objective of such learning communities is for students to discover the interdisciplinary and integrative nature of knowledge by experiencing several different perspectives. Students learn how to collaborate in problem-solving groups, experience the importance of writing in the learning process, and develop independent and critical thinking skills through seminars exploring books, small group work and visual media.

Coordinated Studies

An alternative to the traditional individual course model, Coordinated Studies courses integrate two or more disciplines into one team-taught course in which students meet for longer periods during the week and earn 8-10 or more credits. Although students receive credit for standard Seattle Community College courses such as ENGL& 101 (English Composition), ANTH& 201 (Contemporary Issues in Anthropology), or GEL 108 (Minerals and Metal Arts), they concentrate on exploring a theme, problem or question, such as “Escaping the Matrix: Discourse of Power,” “Ways of Knowing: How We Choose What to Believe,” “Inheriting the Future,” “Insatiable Appetites: Food, Culture and Power” or “Minerals and Metal Arts.”

Linked Courses

In linked courses students choose from a list of designated paired classes whose content is coordinated by the instructors through common assignments. Students need to register for both “linked” classes. While not as intense as the Coordinated Studies model, linked courses also provide integrated learning.

COMMON COURSE NUMBERING and “&” Courses

As of Summer Quarter 2008, the Seattle Community Colleges are using a new Common Course Numbering (CCN) system. The new system is designed to identify courses that are equivalent at community colleges throughout the state to make it easier for students who may transfer between two-year colleges. Some course numbers, prefixes and titles have been changed to comply with these new standards. The courses with an ampersand “&” after the prefix code are part of the Common Course Numbering system. However, courses without an “&” will continue to transfer between two-year and four-year colleges under individual Direct Transfer Agreements, as in the past.

See page 325 for further information.

GENERAL EDUCATION at the Seattle Community Colleges

Definition

General Education is college-level work that introduces students to the content and methods of major areas of knowledge including humanities and fine arts, the natural sciences, mathematics, and the social sciences. General Education emphasizes the following outcomes:

- Attitudes necessary to function as a citizen and lifelong learner
- Intellectual skills required for college level inquiry and competence
- Knowledge and awareness of the complex world in which we live.

Rationale

The purpose of General Education is to provide educational depth and breadth through development of essential skills in reading and writing, research and information literacy, critical thinking, problem-solving, understanding individuals and cultures, creative expression, and quantitative and scientific reasoning. These transferable skills support students as they continue in higher education, move forward in careers, and continue the process of lifelong learning.

Learning Outcomes

Each college has developed learning outcomes and specific degree requirements to support these General Education goals. See college sections for details.

1 | Academics / College Transfer

The College Transfer program offers courses in a wide range of academic fields common to undergraduate study in colleges and universities. These courses meet requirements for associates' degrees and will transfer to four-year institutions within guidelines established by those schools. The courses and programs offered are designed to enable the student to make a successful transition to a four-year institution.

Students who plan to transfer to a specific college or university should work with a transfer advisor, and also request information from the four-year institution(s) they want to attend.

TRANSFER DEGREES Summary

Associate of Arts (A.A. – DTA)

Two-year degree designed to transfer to a four-year college or university.

Central, North, South

Associate in Business (A.B. – DTA)

Two-year degree designed to transfer to a four-year college or university.

North

Associate of Science Degree (A.S. – DTA)

Two-year degree designed to transfer to a four-year college or university.

Central, North, South

Associate of Science Transfer Degree (A.S.)

Two-year degree that may transfer to a four-year college or university in two major areas of science:

Option 1: biological sciences, environmental/resource sciences, chemistry, geology & earth sciences

Option 2: engineering, computer science, physics & atmospheric science.

Central, North, South

Associate of Applied Science Transfer Degree (A.A.S.-T)

Two-year transfer degree in specific programs for transfer to specific four-year institutions.

Central, North, South

Associate in Fine Arts (A.F.A.)

Two-year transfer degree to The Evergreen State College. Courses may also transfer elsewhere.

North

ASSOCIATE OF ARTS (A.A. – DTA) Degree

The Associate of Arts (A.A.) Degree (Direct Transfer Agreement or DTA) is a 90-credit transfer degree that fulfills the general education requirements for most four-year degrees in arts and sciences. To earn the A.A. degree, students must achieve a cumulative grade point average of 2.0 or better in courses numbered 100 and above, complete at least 15 credits at the Seattle Community College awarding the degree, and meet the requirements outlined below.

(NOTE: New students must complete the degree requirements as outlined here. Returning students may choose to fulfill requirements in effect from Fall Quarter 1996 through Spring Quarter 2004. Students who choose this option will have through Spring Quarter 2009 to complete their degree.)

Students should contact college advising offices for listings of courses that satisfy degree requirements. Students planning to transfer to a four-year institution should be aware that they must complete all admission requirements for their destination institution. In addition, students are encouraged to give early consideration to possible majors and obtain information about requirements for these majors at their destination college or university.

A.A. Degree Learning Outcomes

The Seattle Community Colleges A.A. degree is designed to fulfill a set of desired learning outcomes for the general education of a college undergraduate in the United States in the 21st century. Students completing the Associate of Arts degree should:

1. Have college-level knowledge and skills in critical thinking, quantitative analysis, and written composition.
2. Have college-level mastery of information literacy and technology literacy.
3. Have effective skills for in-person and media-based interactions with individuals and within groups.
4. Understand methods and modes of inquiry specific to traditional and contemporary areas of knowledge in the humanities and arts, natural and physical sciences, mathematics, and the social sciences.
5. Understand the interdisciplinary nature of knowledge.
6. Understand the United States as a multicultural society.
7. Understand the global society and processes of globalization from mostly, but not exclusively, non-Western and indigenous perspectives.

See pages 7 and 8 for detailed A.A. Degree Requirements at the Seattle Community Colleges.

Associate of Arts: Special Emphasis Areas

Students planning to transfer to a four-year institution and pursue a specific field of study should work closely with their advisor to plan their Associate of Arts (A.A.) degree. In addition to the Associate of Arts degree, special courses of study have been designed for the following areas of emphasis at the Seattle Community Colleges:

- **ASIAN STUDIES** — Asian Studies students can transfer to a four-year institution offering a baccalaureate degree in Asian Studies. Students may choose from two regional areas of focus: Eastern Asia and Southeastern Asia. Contact the South Seattle Community College Advising Office for details.
- **DEAF STUDIES** — This two-year degree track offers intensive study in American Sign language and Deaf culture. Contact the Advising Office at Seattle Central Community College.

Associate of Fine Arts (A.F.A.)

North Seattle Community College offers an Associate of Fine Arts (A.F.A.) degree in art and in music. Both degrees require at least two years of study and include many of the A.A. degree requirements as well as specific requirements in either art or music. While the A.F.A. degree prepares students to transfer to four-year institutions, the only college to which an A.F.A. recipient can currently transfer with junior standing is The Evergreen State College.

ASSOCIATE IN BUSINESS (A.B. – DTA) Degree

The Associate of Arts in Business Degree is designed to satisfy lower division general education and business requirements at Washington's public four-year colleges and universities.

See page 86 (North) and/or page 130 (South) for details.

ASSOCIATE IN ELEMENTARY EDUCATION (A.E.E. – DTA) Degree

K-8 Education Pre-Major

Designed for students transferring to a four-year university, this program provides a solid foundation for direct transfer to B.A. in Elementary Education (K-8) programs in the state of Washington. Although a 2.0 in each course and overall GPA is required to earn the AEE/DTA degree, many competitive programs require a 3.0 or better in program prerequisites or overall GPA. Students must also take the WEST-B test and have 30-80 hours of supervised work with children.

See page 51 for further information.

ASSOCIATE IN MATH EDUCATION- (A.M. – DTA) Degree

Secondary (9-12) Math Education Pre-Major

Designed for students transferring to a four-year university to pursue a secondary math education teaching degree, this program provides a solid foundation for B.A. in Math Education degree (grades 6-12) programs in the state of Washington. Although a 2.0 in each course and overall GPA is required to earn the AM/DTA degree, many competitive programs require an overall average of 3.0 GPA or better. WEST-B and WEST-E/Praxis II tests are required.

See page 52 for further information.

ASSOCIATE OF SCIENCE (A.S. – DTA) Degree

The Associate of Science (A.S. – DTA) is a transfer degree. However, there are certain major areas of study in which the student may not be able to take all the courses necessary to transfer with junior standing. Contact an advisor for more information on this degree program. For specific courses leading to a pre-major in a number of science fields, refer to the College Transfer section for each college.

Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 credits in college-level courses (100 or above) must be earned at the Seattle Community College granting the degree.

ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree

The Associate of Science is also a transfer degree for students who wish to transfer as juniors to four-year institutions in the state of Washington.

Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 credits in college-level courses (100 or above) must be earned at the Seattle Community College granting the degree.

Two different study options are offered:

- (1) biological sciences, environmental/resources sciences, chemistry, geology and earth sciences
- (2) engineering, computer science, physics and atmospheric science.

Students should contact an advisor for specific program requirements.

COLLEGE TRANSFER A.A. Degree Requirements

Basic Requirements 15 credits

Electives 30 credits

**Areas of Knowledge
Distribution Requirements** 45 credits

A.A. DEGREE TOTAL 90 CREDITS*

*** Special Requirements included within the 90-credit total**

Within the 90 credits required for the A.A. degree, students must complete special requirements in Integrated Studies, Communication, U.S. Culture and Global Studies, as listed below. Students should consult their college advising office for a current listing of these courses. Specially designated courses that satisfy these requirements differ by college. Special designation credit for courses taken at one of the Seattle Community Colleges will transfer to other colleges in the district.

- At least 8 credits of Integrated Studies. (This requirement may be met through specially designated individual courses, linked courses, or coordinated studies programs.)
- At least one course in Communication.
- At least one course in U.S. Cultures.
- At least one course in Global Studies.

BASIC REQUIREMENTS 15 CREDITS

English &101 and &102 10 credits

Intermediate Algebra Proficiency

All students must demonstrate proficiency in intermediate algebra. Proficiency may be demonstrated in one of the following ways:

- In high school, complete three years of study at the level of algebra, geometry and second-year algebra.
 - Second-year algebra must be completed with a minimum 2.0 grade.
 - The first algebra course may be completed in middle school if the second-year algebra course is completed in high school.

Note: Arithmetic, pre-algebra, business math, and statistics will not count toward the requirement.
- OR complete MATH 098 with a minimum 2.0 grade.
- OR place into and complete MATH &107 with a minimum 2.0 grade. (Placement is through an approved placement test.)
- OR place into and complete a mathematics course from either of the following lists with any passing grade. (Placement is through an approved placement test.)

List 1: These courses are recognized by Seattle Community Colleges, the University of Washington, and most Washington baccalaureate institutions as demonstrating intermediate algebra proficiency. Students should check the requirements of their destination institution: MATH 102, 116, 120, &141, &142, &148, &151, &152, &153, 220, 224, 238.

List 2: Although recognized by Seattle Community Colleges and some Washington baccalaureate institutions as demonstrating intermediate algebra proficiency, the following courses are not recognized for that purpose by the University of Washington. Students should check requirements of their destination institution: MATH 103, 109, 170.

Quantitative/Symbolic Reasoning 5 credits

Students completing the QSR requirement will be able to use quantitative or symbolic reasoning to understand, analyze, interpret and solve problems. Successful completion of any of the following classes satisfies the QSR requirement for Seattle Community Colleges. These courses may also satisfy the QSR requirement at baccalaureate institutions. Students should check the requirements of their destination institution.

- MATH 102, 103, &107*, 109, 116, 120**, &141, &142, &148, &151, &152, &153, 170, 171, 172, 220, 224, 238

(* If using MATH &107 to meet both the IA proficiency requirement and the QSR requirement, students must earn a minimum 2.0 grade in the course.)

(** MATH 120 does not meet the QSR requirement at University of Washington.)

- ASTR &110
- BUS 210
- CHEM &139, &161, &162, &163, 191, 192
- CSC 110, 111, 142, 143
- ECON &201, &202
- ENGR 142
- PHIL &106
- PHYS &121, &122, &123, &221, &222, &223
- PSYC 217

ELECTIVES 30 CREDITS

Electives include -

- All college transfer courses numbered 100 or above
- Accounting, business administration and transfer engineering classes
- Physical education activity courses (3 credit maximum)
- A maximum of 15 credits from a combination of the following:
 - Workforce Education (Professional-Technical) courses numbered 100 and above
 - Human Development courses (HDC) numbered 100 and above (6-credit maximum)
 - Library research courses (6-credit maximum)
 - Cooperative Work Experience (CWE) courses numbered 100 and above (5-credit maximum)

College Transfer A.A. Degree Requirements continued...

AREAS OF KNOWLEDGE DISTRIBUTION REQUIREMENTS

45 CREDITS

This listing may change. Students should confer with their college advising office for the most current information.

VISUAL, LITERARY, AND PERFORMING ARTS (Humanities and Arts) 15 CREDITS

Choices must include a minimum of two different course prefixes, and no more than 5 credits each of a world language at the 100 level and a studio/performance class (*asterisked below) may be applied to the distribution requirements.

Art: ART &100, 101*, 102*, 103*, 104, 105, 110*, 111*, 112*, 113*, 114*, 115*, 121*, 122*, 123*, 163, 166*, 170, 201*, 202*, 203*, 205*, 206*, 207*, 210*, 211*, 212*, 213*, 214*, 215*, 216*, 217*, 221*, 222*, 223*, 251, 252, 253, 254, 255, 281*, 282*, 283*, 284*, 285*, 290, 291

American Sign Language: ASL &121, &122, &123, 210, &221, &222, &223

Chinese: CHIN &121, &122, &123, &221, &222, &223

Communication: CMST &101, &102, 115, 145, 155, 175, 185, 195, 205, &210, 215, &220, &230, 235, 245, 255, 265, 275, 285, 295

Drama: DRMA &101, 103, 108*, 109*, 110*, 112, 114*, 116*, 120*, 121*, 122*, 123*, 131, 182*, 204*, 205*, 206*, 221*, 222*, 223*, 284, 285, 286

English: ENGL 104, 109, &111, &112, &113, &114, 117, 151, 152, 153, 201, 204, 205, 214, 218, 219, &224, &225, &226, &227, &228, 231, 232, 233, 240, 241, &244, &245, &246, 251, 252, 253, &254, &256, 257, 258, 259, 260, 263, 265, 266, 267, 270, 291, 292, 293

French: FRCH &121, &122, &123, 204, 205, 206, 212, &221, &222, &223, 231, 232, 233

German: GERM &121, &122, &123

Humanities: HUM 104, 105, 110, 115, &116, &117, &118, 120, 125, 150, 160, 200, 210, 234, 261, 270

Japanese: JAPN &121, &122, &123, &221, &222, &223

Journalism: JRN 101, 102, 103

Linguistics: LAN 101, 110

Literature: LIT 236, 238

Music: MUSC 100, 106, 109, 110, 113, 116, 117, 119*, 120*, 125, 126*, 127*, 128*, 130*, 134-140*, &141, &142, &143, 144*, 145*, 146*, 147*, 148*, 150*, 151*, 156*, 157*, 158*, 160, 161, 163, 164*, 165*, 166*, 171*, 172*, 173*, 182*, 185, 204, 205, 213, 221*, 222*, 223*, &231, &232, &233

Russian: RUSS &121, &122, &123

Spanish: SPA &121, &122, &123, &221, &222, &223, 236, 238

Vietnamese: VIET &121, &122, &123

INDIVIDUALS, CULTURES, AND SOCIETIES (Social Sciences)

15 CREDITS

Choices must include a minimum of two different course prefixes.

American Ethnic Studies: AME 150, 151, 160, 201

Anthropology: ANTH &100, &106, 113, &125, 130, 135, 201, &206, &210, 211, 212, 213, &216, &228

American Sign Language: ASL 120, 125

Economics: ECON 100, 102, &201, &202

Environmental Science: ENV 150

Geography: GEG 100, 200, 207, 230, 260

History: HIST 105, 106, 108, 111, 112, 113, 114, 115, 120, &126, &127, &128, 131, 138, 140, 145, 150, 191, 200, 208, 210, 211, 212, &214, &219, 221, 230, 241, 242, 251, 268, 269, 273

International Studies: ISP 101, 105, 110, 120, 160, 170, 201, 205, 210, 220, 234, 251, 255, 260, 261, 270

Philosophy: PHIL &101, 102, 110, 111, 118, 160, 215, 240, 245, 250, 255, 267

Political Science: POLS &101, 111, 112, 170, &200, &202, &203, 205, 206, 213, 220, 255

Psychology: PSYC &100, 120, &200, 207, 209, 210, 217, &220, 230, 235, 245, 250, 255, 257, 294

Religion: REL 150, 151

Sociology: SOC &101, 102, 105, 106, 107, 120, 130, 150, 170, &201, 220, 230, 245, 250, 265, 275, 280

Social Science: SSC 101, 103, 187

Social Welfare: SWF 200

Women's Studies: WMN 140, 200, 205, 213, 257

THE NATURAL WORLD (Natural and Physical Sciences, Mathematics)

15 CREDITS

Choices must include a minimum of two different prefixes; 5 credits must be in a lab science (*asterisked below).

Students may choose up to 5 credits from the following list of courses: Anthropology, Computer Science, Engineering, Geography, Mathematics, Philosophy OR Psychology (see specific courses below).

Anatomy & Physiology: BIOL 128*, &241*, &242*

Astronomy: ASTR &100, &110*, 201

Biology: BIOL &100*, 102*, 106*, 107*, 120*, 125*, 130*, &160*, 161*, 195, 196, &211*, &212*, &213*, &260*, 282*, 285*, 286*, 287*, 290, SPS 201*

Botany: BOT 110*, 112*, 113*

Chemistry: CHEM &105*, &121*, &122*, &123*, 106*, &139, &161*, &162*, &163*, 191*, 192*, 211*, &241, &242, &243, &251*, &252*, 255

Environmental Science: ENV 150, 170, 201, 203, 205, 221

Geology: GEOL &101*, &103*, 104, 105*, 106, 108*, &110*, 111*, &115*, 118*, 202*, 207*, &208*

Health: HEA 125, 150, 160, 225

Meteorology: MEY 100

Material Science: MSC 101

Nanotechnology: NANO 101*

Nutrition: NTR 105*, 150, 155

Oceanography: OCE 100

Physics: PHYS &100, 107*, &121*, &122*, &123*, &221*, &222*, &223*

Science: SCI 100, 101*, 104, 110*, 112*, 113*, 114*, 115*, 116*, 117*, 118*, 119*, 121*

Up to 5 credits total allowed from the following group:

Anthropology: ANTH &204, &205

Computer Science: CSC 110, 111, 142, 143

Engineering: ENGR &111, 140, 142, &214, &215, &224, &225, 271

Geography: GEG 205

Math: All MATH college transfer courses number 102 and above. *Technical math courses NOT usable for transfer purposes.*

Philosophy: PHIL &106

Psychology: PSYC 222

TOTAL CREDITS REQUIRED FOR ASSOCIATE OF ARTS DEGREE

90 CREDITS

Courses with "&" are part of a new statewide common course numbering system. See pages 4 and 325 for more information.

TRANSFER POLICY AND PROCESSES

Transfer Assistance

Transfer services and information are available at all three Seattle Community Colleges through the campus Advising/Transfer Centers. During their first few quarters of study at Seattle Community Colleges, students are encouraged to explore the various options for majors at the four-year institutions and to become knowledgeable about admissions and graduation requirements for any majors they are considering.

Representatives from local four-year institutions visit students on a regular basis at all three Seattle Community College campuses to provide information regarding admissions deadlines and transfer requirements.

Ultimately, it is the student's responsibility to become knowledgeable about the admissions and graduation requirements of the four-year institution he or she plans to attend.

Transfer of Credits

Students who plan to transfer to a four-year college or university are advised to give careful consideration to the following information:

1. Students transferring to a four-year institution may apply a maximum of 90 (quarter) transferable community college credits to a baccalaureate degree. More credits may transfer at the discretion of the receiving institution.
2. It is possible to transfer with fewer than 90 credits, but special requirements may be imposed.
3. Students who plan to graduate with the A.A. or A.S. degree should make sure they have also met the admission requirements for transfer students. Completion of the A.A. degree alone may not necessarily fulfill admission requirements at some four-year institutions.
4. Transferable courses are numbered 100 and above, but not all courses so numbered are transferable. Receiving institutions determine which credits transfer into the college. Students planning to transfer should plan as early as possible, contacting those institutions to which they plan to transfer.
5. Unless a transfer agreement with the Seattle Community Colleges is in effect, the four-year school may impose additional general education requirements.

6. Graduation requirements for the bachelor's degree are established by the four-year institution. Students at the community college should choose courses according to graduation requirements of their chosen college or university. Students planning to transfer should plan as early as possible in their college programs using the following guide:
 - Consult a current catalog of the chosen school to determine entrance requirements and suggested freshman and sophomore programs in the major field of interest.
 - Confer with a college advisor about fulfilling these requirements.
 - Confer with an admissions officer at the four-year institution regarding further curriculum and transfer regulations.
 - Check carefully a quarter or two before transfer to be sure all requirements will be met to the satisfaction of the four-year institution.

Reciprocity Agreement

Washington community and technical colleges offer reciprocity to students transferring within the state's community and technical college system who are pursuing A.A., A.B., or A.S. or A.S.-T degrees. Students who complete an individual course that meets distribution degree requirements or fulfills entire areas of their degree requirements at one college will be considered to have met those same requirements if they plan to complete the same degree when they transfer to another community or technical college in Washington. These degree requirements include Communication Skills, Quantitative Skills, or one or more Distribution Area Requirements. Students must initiate the review process and must be prepared to provide necessary documentation. For complete information, students should contact the Registrar's Office at each college.

See "Common Course Numbering" on page 4.

Transfer Rights & Responsibilities

Students have the right to fair and equitable treatment from the public colleges and universities of the state of Washington. They have the right to expect that colleges will make reasonable efforts to make accurate and current information available. It is the students' responsibility, in turn, to obtain all necessary information concerning their educational objectives and changes in academic plans. Students who change their majors or degree programs are fully responsible for meeting new requirements. The colleges will make every effort to help make transitions as smooth as possible.

Transfer Agreements

Direct Transfer Agreements with Four-Year Institutions

The baccalaureate (four-year) colleges and universities listed below subscribe to the Intercollege Relations Commissions Guidelines for direct transfer agreement (DTA). The Seattle Community Colleges offer both Associate of Arts and Associate of Science DTA degrees that meet these ICRC Guidelines. The DTA guarantees that all 90 A.A. or A.S. degree credits will transfer to the following institutions, and that students will be granted junior standing at these universities. This list is subject to change. See your advisor for updated information and details of transfer.

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts
- Eastern Washington University
- The Evergreen State College
- Gonzaga University
- Heritage University
- Northwest University
- Pacific Lutheran University
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- Trinity Lutheran College
- University of Washington
- University of Washington - Tacoma
- Washington State University
- Washington State University - Tri-Cities
- Washington State University - Vancouver
- Western Washington University
- Whitworth College

Other Transfer Agreements

Seattle Community Colleges have partnerships and other transfer agreements with a number of other four-year institutions (such as University of Washington – Bothell and University of Puget Sound), and are continually pursuing new ones. For the most accurate list of all transfer agreements, visit the Advising and Transfer Centers.

Other Transfer Opportunities

University of Washington – Bothell Dual Enrollment

Students pursuing a baccalaureate degree in Business Administration, Interdisciplinary Studies, and Computing and Software Systems can apply for early admission and dual enrollment at the UW - Bothell.

See page 86 for details.

Western Washington University

Western Washington University offers programs from classrooms at North Seattle Community College.

See page 86 for details.

Bachelor's Degree Program Partnerships with South Seattle Community College

- Eastern Washington University: B.S. in Technology, Applied Technology Option.
- Heritage University: B.A. in Education, K-8 and ESL.
- University of Phoenix: B.S. in Business Accounting, Business Administration or Business Management.

See pages 131-132 for details.

2 | Adult Basic Education ESL



ADULT BASIC EDUCATION at the Seattle Community Colleges

Seattle Central Community College

Basic & Transitional Studies
206-587-4180
www.seattlecentral.edu/basic/

North Seattle Community College

Adult Basic Education
206-527-7303
www.northseattle.edu/programs

South Seattle Community College

Basic & Transitional Studies
206-764-5363
<http://generalstudies.southseattle.edu>

Seattle Vocational Institute

GED Academy
(206) 587-4935
sviweb.sccd.ctc.edu/programs.htm

Adult BASIC EDUCATION

Adult Basic Education (ABE) classes are for adults who already know English but wish to improve their basic reading, writing, and math skills. Reading and writing are integrated to give students the foundation for effective communication. Skills emphasized will help students prepare for the General Education Development (GED) or apply to a community or technical college.

ENGLISH as a Second Language/ESL

English as a Second Language (ESL) classes are offered to help non-native speakers communicate in English and increase their understanding of American culture. Conversation, pronunciation, reading, writing, and grammar are taught with special emphasis on the English skills needed for survival and employment. The courses advance to note-taking, composition, oral presentation, and class discussion at high levels.

NOTE: International Students should take ESL classes listed under International Programs, page 22.

PRE-COLLEGE English, Mathematics and Human Development Courses

Many students entering college or returning after some time away from studies need additional work to prepare for college-level courses. For these students, the Seattle Community Colleges offer a series of courses in English, mathematics and human development. Placement in one or more of these courses is determined by performance on placement tests required for admission to the specific college program or courses. Courses in this category are those numbered below 100. They are described in the course description sections for English, mathematics and human development. For further information, contact the Basic and Transitional Studies program advisor at Central and South, and the ABE program advisor at North.

3 Careers Professional & Technical Programs

DEGREES AND CERTIFICATES

Certificates

More than 100 professional and technical programs.

Central, North, South, SVI

Associate of Applied Science Degree (A.A.S.)

Preparation and qualification for employment

Central, North, South

Associate of Applied Science – T Degree (A.A.S.-T)

Two-year degree in specific programs for transfer to specific four-year institutions.

Central, North, South

Bachelor of Applied Science (B.A.S.) Degree

Four-year degree in Hospitality Management

South

The Seattle Community Colleges offer more than 100 workforce education programs. These programs offer certificates and/or degrees, and vary from 1 to 7 quarters in length. They are designed to prepare students for specific careers.

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) Degree

The Associate of Applied Science (A.A.S.) degree prepares students for employment through development of technical and related skills and instruction in academic subjects appropriate to the occupational field.

To earn a degree within the Seattle Community Colleges, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 15 credits must be earned at the Seattle Community College granting the degree. Students should consult an advisor or division counselor for specific GPA requirements in their programs of study.

Programs are designed and updated by advisory committees made up of local industry leaders and labor representatives to reflect current employment trends. Instructors bring industry experience as well as education and training to the classroom. All instructors hold vocational instructor certificates and stay informed of industry changes.

A core of general education and/or related instruction courses is regarded as essential for all A.A.S. degree programs and all certificate programs of an academic year or more in length. Courses in communications, computation, human relations and selected courses from humanities, natural sciences and social sciences are required. Additional topics may include safety and environmental awareness.

Some A.A.S. programs and some courses in A.A.S. degree programs may transfer to four-year colleges or universities. Consult a program advisor or transfer institution concerning course transferability prior to enrollment.

NOTE: Courses must be numbered 100 or above to count toward A.A.S. degree.

ASSOCIATE OF APPLIED SCIENCE - T Degree (A.A.S.-T)

The Associate of Applied Science - T Degree is designed to assist students who initially enrolled for a professional-technical degree and who then seek to transfer to a four-year institution for a bachelor's degree. Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 credits in college-level courses (100 or above) must be earned at the Seattle Community College granting the degree. The A.A.S.- T. degree is based on technical courses required for job preparation but also includes transfer degree general education courses. In general, technical degree programs are not designed for general transfer to other colleges or universities; the A.A.S.-T. degree prepares students for specific bachelor's degree programs at specific institutions. Students should contact the community college Advising Office for a current list of four-year colleges accepting the A.A.S.-T. degree.

NOTE: Courses must be numbered 100 or above to count toward the A.A.S.-T. degree.

BACHELOR OF APPLIED SCIENCE Hospitality Management

The Bachelor of Applied Science (B.A.S.) in Hospitality Management at South Seattle Community College prepares those students who have completed a two-year technical degree or approved associate's degree with a broad set of competencies in the hospitality industry. Students take upper-division classes in management, marketing, human resource and technical positions. This program is unique in its focus to provide applied management training in the hospitality industry.

See page 131 for more information.

CERTIFICATE Programs

Certificate programs prepare graduates for employment in a wide variety of professional and technical careers. Requirements include satisfactory completion of an approved program of study with a minimum 2.0 cumulative grade point average. For admission to a certificate program, an applicant must be at least 18 or be a high school graduate.

Tests and a minimum proficiency may be required for certain programs. Waiting lists and application fees may be required of others. Education and work experience may be accepted to satisfy part of the certificate requirements if specifically related to the individual program of study.

A majority of credits must be completed at the college granting the certificate. Credits earned in certificate programs are generally applicable toward the A.A.S. degree.

NOTE: Courses must be numbered 100 or above to count toward certificate programs.

RELATED INSTRUCTION for Certificates and Degrees

Definition

Each professional/technical certificate or degree of 45 credits or more includes related instruction, the non-technical portion of study providing instruction in the areas of communication, computation, and human relations.

Rationale

The purpose of related instruction is to provide educational depth and breadth through development of essential skills in reading and writing, research and information literacy, in-person and media-based communication, critical thinking, problem-solving, understanding individuals and cultures, and quantitative or symbolic reasoning. These transferable skills support students as they continue in higher education, move forward in careers, and continue the process of lifelong learning.

Certificates of 45 credits or more

Related instruction may be taught as embedded content (33 hours in each area) or as separate courses aligned with program outcomes.

Associate of Applied Science Degree

A.A.S. students will complete a minimum of 20 credits of related instruction taught as college-level courses, including 5 credits each in the areas of communication, computation, human relations, and multicultural perspectives. Individual programs will identify courses which fulfill these requirements.

PROFESSIONAL/TECHNICAL Programs

Degrees and certificates are offered in the professional and technical career areas listed below.

C-Central N-North S-South V-SVI

Arts/Design/Graphics/Media

Apparel Design & Services	C
Film & Video Communications	C
Graphic Design & Illustration	C
Photography	C
Publishing Arts	C

Automotive Technology/Diesel/Truck Driving

Auto Body Collision Repair	S
Automotive Technology	S
Diesel & Heavy Equipment Technology	S
Truck Driving - Commercial	S

Aviation Maintenance/Aeronautical Technologies

Aeronautical Technology	S
Aviation Airframe Mechanic	S
Aviation Maintenance	S
Aviation Powerplant Mechanic	S
Flight Training for Aviation Mechanics	S

Business/Accounting

Accounting	NS
Accounting Paraprofessional	N
Administrative Assistant	N
Administrative Office Professional	V
Business Computer Applications	V
Business Information Technology	CS
Computer-based Accounting	V
Computerized Accounting Technology	N
Customer Service/Advanced Customer Service	N
Entrepreneurship	N
General Business	N
International Trade	N
Legal Administrative Assistant	N
Network Technician	V
Project Management	N
Retail Management	N
Supervision and Management	S

Construction/Carpentry/Building Trades/ Apprentice Training

Building Trades Pre-Apprentice Programs	SV
Building Trades Apprentice - Journey Level Programs	S

Includes courses for: Bricklayers, Carpet & tile layers, Construction line clearance/tree trimmers, Construction trades, Electrical workers, Traffic flaggers, Glassworkers, Ironworkers, Meatcutters, Painters, Welders

Cabinetmaking and Fine Woodworking	C
Carpentry	C
Marine Carpentry/Boatbuilding	C
Welding Fabrication	S
Wood Construction	C

Cosmetology

Cosmetology	V
Cosmetology Instructor Training	V

Communications, Business & Media N**Culinary Arts/Food Production/Hospitality BAS**

Catering and Banquet Operations	S
Culinary Arts	CS
Hospitality Management – B.A.S. Degree	S
Pastry and Specialty Baking	S
Restaurant and Food Service Production	S
Specialty Desserts and Breads	C
Wine Making	S
Wine Marketing & Sales	S
Wine & Food Pairing	S

Drafting/CAD Technologies

Architectural Engineering Drafting	N
Computer-Aided Drafting & Design Technology	S

Early Childhood Education

Early Childhood Education	N
Early Childhood Education Assistant	N
Parent Education	CNS

Electronics/Engineering/Telecommunications

Biomedical Equipment Technology	N
Broadband Cable Technology	N
Electronics Engineering Technology	N
Electronics Technology	N
Electronics Telecommunications Technology	N
Engineering Technology	S
Industrial Power & Control Technology	N

Health-Related Professions

Acute Care Hospital Nursing Assistant	V
Allied Health Sciences	N
Central Supply/Instrument Technician	C
Clinical Lab Assisting	N
Dental Assistant	V
Dental Hygiene	C
Emergency Medical Technician	N
Health Care Assistant Preparation	N
Health Unit Coordinator	V
Industrial First Aid	S
Information Technology for Healthcare	N
LPN to RN	CNS
Medical Assisting	NV
Medical Fundamentals for Clinical Research	N
Medical Office Administration	NV
Medical Office Clerk	S
Medical Reception, Basic	N
Medical Transcription	N
Nursing Assistant - Certified	CNSV
Nursing (Practical - LPN)	NS
Nursing (Registered - RN)	C
Opticianry	C
Pharmacy Technician	N

Phlebotomy	NV
Radiologic Technology	N
Respiratory Care	C
Surgical Technology	C

HVAC N**Information Technology**

Applications Support	C
Computing Technology	S
Database Administration & Development	C
IT Certificates: Linux, Windows, MS Office, Maintenance	N
Network Administration	S
Network Design & Administration	C
Network Infrastructure & Security Support	N
Network Technician	V
Programming	C
Web Design	CS
Web Development	CS
Web Media & Technology	S

Interpreter Training/Sign Language

Interpreter Training/Sign Language Technology	C
Deaf Interpreter Training	C

Landscape Horticulture S

*Specialty Options: Landscape Design and Construction;
Landscape Management; Horticultural Studies.*

Maritime Training/Seattle Maritime Academy

Marine Deck Technology	C
Marine Engineering Technology	C
Industry & Community Courses	C
<i>Including Basic Seamanship and Deck Skills, Celestial, Coastal & Electronic Navigation, Diesel Engines, Electricity for Boaters, Marine Safety & Survival, Vessel Handling</i>	

Real Estate

Appraisal	N
Brokerage	N
Commercial Real Estate Sales & Investment	N
Escrow	N
Home Inspection	N
Loan Origination & Processing	N
Property Management	N
Real Estate Basics & Sales	N

Science and Technology

Biotechnology	C
Nanotechnology	N

Social and Human Services

Child and Family Studies	C
Chemical Dependency Specialist	C
Service Learning	C
Social and Human Services	C

Work Experience/Cooperative Education/Internships

On-the-job learning for college credit	CNS
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Watch Technology N

4 Continuing Education



CONTINUING EDUCATION at the Seattle Community Colleges

Seattle Central Community College
(206) 587-5448
www.learnatcentral.org

North Seattle Community College
(206) 527-3705
www.learnatnorth.org

South Seattle Community College
(206) 764-5339
www.learnatsouth.org

LIFELONG Learning

Serving the community by offering a wide range of courses at reasonable cost, Continuing Education classes are non-credit and non-graded. Most of the classes are taught by community members who are experts in their fields.

You can take classes for personal enrichment or professional development in areas as diverse as arts and crafts, computers, dance and exercise, food and wine, foreign languages, gardening, job hunting, financial planning and many more. Many Continuing Education classes are available online as well.

There are many computer training classes available for all skill levels in computer applications (such as Word, Excel, Microsoft Office), computer languages, database software, web design, programming, networking and more.

Classes may range from one evening to a full quarter in length. Costs vary by class.

FINANCIAL PLANNING

South Seattle Community College is an affiliate of the College for Financial Planning, offering classes for those seeking to develop a career or study for national certification as a financial planner.

SENIOR ADULT Education

Most of the colleges offer classes and discussion groups especially designed for senior adults. Classes normally are held during the daytime, on campus or in senior or retirement centers. Generally there are no long assignments, exams or grades. Reduced tuition is available for some of these offerings.

TEACHER PREPARATION

South Seattle Community College offers courses for those working toward a Career and Technical Education Certification in Washington state. This program is for business and industry professionals who would like to become secondary CTE teachers.

Seattle Central Community College offers a non-credit Teaching English as a Second Language (TESOL) Certificate and other teacher education preparation classes.

Contract TRAINING

Business and industry clients can select from a full range of management and employee training, certificate training programs and development services through customized or contract training and certificate training programs offered by Continuing Education. These courses may be held at the employer's site or at any of our three colleges. Continuing Education units may be granted to professional development requirements.

CLASS SCHEDULES for Continuing Education

Each college Continuing Education Department publishes a class schedule. These schedules and other information are available through the websites listed above.

5 e-Learning / Distance Learning



DISTANCE LEARNING at the Seattle Community Colleges

www.seattlecolleges.edu/distance

Seattle Central Community College

www.seattlecolleges.edu/distance

North Seattle Community College

www.virtualcollege.org

South Seattle Community College

<http://online.southseattle.edu/>

The Seattle Community Colleges offer a wide range of distance learning options using a variety of technologies, including online courses, videocassette/DVD courses, and telecourses offered through the Seattle Community Colleges cable channel, SCCtv. The colleges are fully accredited, and with more than 150 courses to choose from, students can earn an A.A. degree online at their own pace.

e-Learning/Distance Learning students experience the same curriculum, content and challenge as on-campus students at the Seattle Community Colleges and are able to earn the same degree. Classes are rigorous and require students to structure their own schedules, balancing their time around the assignments/requirements of the class. Course content usually contains more reading and assignments to ensure that student learning will be as rigorous as similar on-campus classes.

Experienced instructors are available for one-on-one communication, as are online study groups and discussion forums with other students. Students have many opportunities to communicate with their instructors through bulletin boards, email and telephone. Many classes have chat rooms for student-to-student interaction.

Students can work directly with an advisor who will recommend courses relevant to the student's goals, and develop an individualized degree completion plan. State tuition applies in most courses and may be covered by financial aid.

Types of e-Learning/ DISTANCE LEARNING COURSES

Online Courses

Coursework for online courses is generally completed over the Internet, within a quarterly timeframe. Students will be given textbook reading and lesson assignments. Online study groups, student discussion forums, and contact with the course instructor via email enhance the learning experience.

Fully online courses do not require campus visits. Some courses may require limited on-campus visits; check the individual course description. Classes require Internet access and an email address. Submission and grading of student work takes place online. Most classes use bulletin boards for online discussion and do not require live chat. Some online classes also incorporate professionally produced video materials. Enrollment follows the quarterly college schedule.

Students can also take Washington Online courses through the Seattle Community Colleges. Washington Online (WAOL) is a cooperative effort of Washington state's community and technical colleges to deliver

coordinated online instruction. A team of faculty members representing several community colleges develops Washington Online courses; the instructor may be a faculty member at another Washington state community or technical college. Enrollment follows a quarterly college schedule.

Hybrid Online Courses

Hybrid online courses provide students with the scheduling flexibility of fewer campus visits while covering the same materials as an equivalent class held entirely on campus. Hybrid online classes usually have at least one on-campus meeting per week combined with a “virtual classroom” website incorporating regular communications with the instructor and other students (through a bulletin board discussion), online content and lessons, and interactive Web-based activities. These courses often use on-campus exams as assessment tools. Enrollment follows the quarterly college schedule.

Telecourses and Videocassette Courses

Televised courses are offered through Seattle Community Colleges cable channel, SCCtv in Seattle. Telecourses involve viewing programs at specified times, reading textbook assignments, and completing lessons outlined in the study guide that students receive upon registration.

Videocassette courses are identical to telecourses with the exception that students rent the complete series of videotapes and view them at their convenience. The tapes must be returned to the e-Learning/Distance Learning Office at the end of the quarter. Some of these videocassette courses are available on DVDs.

On-campus meetings are generally not required for these courses. However, students may be required to take their exams on campus. Students who are not able to come to campus may find their own proctor to supervise the exams. Assignments are submitted to the instructor by mail, in person, by fax or email. Enrollment follows the quarterly college schedule.

Videostreaming and Video-on-Demand

For students with broadband Internet connections, the Seattle Community Colleges offer online classes that incorporate video-on-demand. Professional telecourse series and college-produced video materials are videostreamed anytime students need to view them and videotapes may also be rented. These classes are available to all students. Enrollment follows the quarterly college schedule.

Interactive Multisite Courses

Interactive Multisite Courses (also called ITV) are broadcast to and from Seattle colleges (or around the world) via two-way live interactive teleconferencing. Students from different campuses see and interact with one another and their instructor in specially designed classrooms. Instructors may spend time visiting each participating Seattle Community College. Enrollment follows the quarterly college schedule.

Correspondence Courses

Correspondence studies are conducted by mail, and students receive study guides with a course outline, a list of required textbooks, and instructions on how to complete specific lessons. Students submit completed assignments to the e-Learning/Distance Learning Office for evaluation by the instructor, who will return them to the student with comments. Consult with a counselor or advisor before enrolling.

TECHNICAL REQUIREMENTS

Minimum requirements for online, WAOL, videostreaming and hybrid courses include:

- Access to a PC with a Pentium processor (Windows XP) or comparable Macintosh computer (OS X)
 - PC: 600MHz Intel Celeron processor, 64MB RAM, 6.4GB hard drive, Windows XP (recommended), Windows 2000, Windows ME/98
 - MAC: 500MHz Power PC Processor (Power Macintosh G3), 64MB RAM, 20GB Hard drive, Macintosh OS, current version (OS 9.2.2/10)
- An Internet connection (DSL or cable modem connection recommended)
- Browser requirement: Firefox (PC/MAC), Internet Explorer (PC) or Safari (MAC)
- An email account and word processing are required.

Courses with audiostreaming or videostreaming will require sound and video cards and a broadband (DSL or cable modem) Internet connection. Technology fees allow students to use campus computers and Internet accounts. For more information on Washington Online, visit the Web site at www.washingtononline.org.

Technical requirements for telecourses and videocassette courses require access to TV and VCR or DVD player (for some courses) and to audiocassette recorder (for some courses). Word-processed assignments are preferred.

ADDITIONAL FEES

Online technology, licensing, video rental and video-streaming fees may apply. Washington Online courses (WAOL) require a technology fee. Video rental and licensing fees may apply for telecourses and videocassette courses. Information about the fees can be found in the quarterly class schedule available online.

ADVISING for Distance Learning

e-Learning/Distance Learning classes are very popular and sometimes fill before the quarter begins. Students who register early usually receive an email, postcard or orientation packet with specific information that will provide a head start. Students are encouraged to register early. Upon registration, students must visit the online college website to determine what comes next.

Books and study guides for most e-Learning/Distance Learning courses may be ordered online or purchased at the campus bookstore. Academic advising can help students decide whether e-Learning/Distance Learning is a good option for their personal situations. Students can reach an advisor through email at dlweb@sccd.ctc.edu, by calling 1-888-801-3607, or by visiting college websites listed on page 16.

There are also e-Learning/Distance Learning offices on each campus.



Seattle Community Colleges TELEVISION

(206) 985-3928

www.scctv.net

www.iriseducation.org

www.rainierradio.org

The Seattle Community Colleges television station, SCCTv, delivers educational and community interest programming via cable to residents of Seattle on Comcast cable channel 28, Millennium cable channel 19 and via streaming video on the Internet to the worldwide community. For programming information and to watch SCCTv on the web visit www.scctv.net.

In addition to television broadcast, SCCTv presents original programming series such as Art Work and Seattle ArtsLink, featuring Northwest artists; Remarkable People/I Remember Seattle, with Seattle historical figures; Entrepreneurs & Innovators, focusing on Pacific Northwest business; Books at the Berkshire, a series highlighting the works and words of Pacific Northwest authors; and Movie Marvels, with Professor Fred, a nostalgic trip into schlock cinema.

SCCTv has built IRIS (Internet Resource Instructional System), an advanced digital distribution system allowing organizations to use IRIS as their web portal to deliver high-quality video, graphic and multimedia educational content over the web to students, faculty and administrators. SCCTv serves as the streaming portal for the top 5 major telecourse producers in the country, the League for Innovation in the Community College, and many educational content producers from around the country. In addition to website and custom digital delivery options, IRIS Education produces custom hybrid training courses using a custom course management system. More than 800 colleges and universities and 77,000 K-12 public schools access educational video and rich media material through SCCTv/IRIS.

In January 2008, SCCTv launched Rainier Radio, an internet radio station. Its mission is to archive and present programs from the 1950s to today from radio stations and radio personalities all over Washington. Rainier Radio is part of the Washington State Heritage Center's web resources. Rainier Radio also offers programs produced by the station staff and the students of the Seattle Community Colleges, including specialized programs on the Seattle music scene.

6 High School-College Programs

The Seattle Community Colleges offer several programs that allow students still in high school to learn about, prepare for, or take college courses. Students may find out about and enroll in these programs through their high school counselors. In addition, each college offers High School Completion courses and preparation and testing for the General Equivalency Development (GED).

CONCURRENT High School/College Programs

Running Start

Central (206) 587-3820

<http://seattlecentral.org/runstart>

North (206) 527-3682

<http://runstart.northseattle.edu/>

South (206) 764-5805

<http://dept.seattlecolleges.com/running/>

Running Start is a program for high school juniors and seniors who qualify for college-level work through college placement testing. This program provides tuition-free college-level credit courses that may count toward both high school requirements and college credit at the same time. Tuition is paid by the state through the student's public high school. Students should consult their high school counselor and the college Running Start Office for placement testing and applications. Students pay for books, transportation and optional fees. Online Virtual Running Start courses allow students to take college courses from home, the school library or the workplace. For more information, visit www.virtualcollege.org.

Tech Prep

Central (206) 903-3222

North (206) 903-3222

South (206) 764-5394

A dual-credit national educational program, Tech Prep awards community college workforce educational credit by recognizing comparable learning in the high school. There are two TechPrep programs: TechPrep Seattle is a partnership between the Seattle Community Colleges and Seattle Public Schools; the Puget Sound Career Consortium - TechPrep, is a partnership of seven high school districts and South Seattle Community College and Highline Community College. TechPrep is designed for high school students who plan a career that will require a certificate or an Associate of Applied Science degree from a community college. It strives to avoid duplicating curriculum content, sets high academic standards and prepares students to meet real-world career demands.

Tech Prep courses are open to all students, but only those who complete the TechPrep course and registration requirements will qualify for college credit. Students

should contact an advisor to see if their high school learning can qualify them for Tech Prep college credit. TechPrep is tuition-free.

Bright Future Program

SVI (206) 587-6304

Bright Future is a partnership between the Seattle Public Schools and Seattle Vocational Institute. Students can complete all their minimum graduation requirements at their high schools and take vocational classes at Seattle Vocational Institute in one of six certificate programs. The work-based learning component offers work-related opportunities, including job shadowing, mentors, clinical experiences, internships, service learning, apprenticeships, and field trips to potential employment sites. Bright Future offers each student comprehensive case management to assure success in the program. Bright Future students begin their college careers early and develop marketable skills for future employment.

High School to College PREPARATION PROGRAMS GED

Career Link Academy at South

(206) 768-6474

The Career Link Academy at South Seattle Community College prepares students for success in college and their career while they work toward earning a high school diploma. The program serves students between the ages of 16 and 21 who have left high school without a diploma or have a GED and want to gain skills for success in college and beyond. Tuition for students is free and support is available for transportation, books, supplies and work-related needs.

Career Link at South offers support through this program and other campus programs for students to enroll in regular college classes. All Career Link students receive ongoing academic advising and assistance to ensure they are on track to graduate and have a High School & Beyond plan in place.

Career Link Skills Academy at SVI

(206) 587-4935

The Career Link Skills Academy is targeted to individuals between the ages of 16 and 21 who do not have a high school diploma or GED Certificate. This program provides instruction towards a high school diploma and work skills, simultaneously. Part of the day is spent in the academic area and the rest in a skills training regimen. Students gain a high school diploma and marketable skills training in a career field offered by SVI.

Trio Educational Talent Search

South (206) 768-6474

This college access program serves 600 students each year from six secondary schools located in south and west Seattle. Participants are primarily low-income students whose parents did not complete a four-year degree. Students explore their options for colleges, universities, training programs and future careers. The program provides exposure to post-secondary educational options as well as test preparation advising, personal counseling, academic advising, and cultural activities. Trio ETS provides the opportunity to visit colleges and offers assistance in applying for college, financial aid and scholarships.

Upward Bound

North (206) 527-7762

<http://webshares.northseattle.edu/upwardbound/>

South (206) 764-6676

www.southseattle.edu/programs/upwardbd.htm

Upward Bound, a program funded by the Department of Education, provides high school students with services that support higher academic performance during high school. The goal is to maximize students' potential for graduation from high school and subsequent college enrollment. The program works closely with low-income and first generation college-bound students, parents, and the high schools to help guide each student in developing a strong sense of self and in acquiring the tools necessary for a successful college experience.

Upward Bound provides personalized instruction in basic academic skills, science, foreign language, and other arts and academic disciplines; personal counseling; academic advising; social and cultural activities; and assistance in applying to colleges and for financial aid and scholarships.

The program includes spending six weeks on campus at either North or South during the summer for intensive academic and college preparatory activities. North Seattle Community College hosts 70 high school students from four area high schools: Franklin, Roosevelt, Summit K-12, and American Indian Heritage Middle College. South Seattle Community College hosts 50 high school students with disadvantaged backgrounds from Evergreen High School and Tyee High School.

General Educational Development (GED)

Central (206) 587-4180

North (206) 527-7303

South (206) 764-5363

SVI (206) 587-4935

Adults may demonstrate that they have reached an education level equal to a high school diploma by taking the General Educational Development (GED) test. To prepare for this test, the Seattle Community Colleges offer courses that cover the subjects tested, such as reading, writing, mathematics, science and social studies. The course also covers the science and social studies skills required to pass the test. The class stresses math for practical problem-solving, English usage, reading comprehension and test-taking skills.

Ability to read at or above eighth grade level or completion of ABE Level 3 is required for students. Students who pass the GED test earn a GED certificate, accepted by colleges, vocational programs, trade unions, and many employers as equivalent to a high school diploma. Contact the college offices for fee information.

See page 213 for course descriptions under General Educational Development.

GED ACADEMY at Seattle Vocational Institute

(206) 587-4935

The GED Academy at SVI offers youth and adults who have left high school without a diploma the opportunity to gain the necessary skills needed to pass the General Education Development (GED) test. The Academy features open entry/open exit enrollment, limited support services and a pathway to vocational programs after GED completion. There is no charge for tuition.

High School COMPLETION

Central (206) 587-5408
North (206) 527-7303
South (206) 764-5805

High School Completion offers students who have not completed work for a high school diploma the opportunity to earn the diploma through one of two options. The basic requirements for each of these options are listed below, but students planning to work toward a high school diploma should obtain a copy of "Requirements for the High School Diploma" from the Admissions Office for complete information.

According to Washington State Law (WAC 180-51-061): "The statewide minimum subject areas and credits for high school graduation, beginning July 1, 2004 for students who enter the ninth grade or begin the equivalent of a four-year high school program, shall total 19 (see "Required Courses" below). In addition to the 19 high school credits required, students will need to complete a culminating project, a High School and Beyond plan, and pass the WASL (Washington Assessment of Student Learning).

Option A: Standard High School Diploma (95 college credits)

A high school diploma may be earned by completing 95 college credits, including required and approved elective courses. Transfer credit may be approved for courses completed at other institutions; the final course must be taken at one of the Seattle Community Colleges and a minimum of 2.0 GPA must be achieved.

Students who have not completed high school and are age 19 or older may enroll in this option for a reduced tuition. Students 18 or younger must pay full tuition unless enrolled in a Running Start program through a participating high school.

See pages 30–32 for tuition information.

REQUIRED COURSES

Requirements may vary slightly from college to college. A number of other courses may be substituted for these requirements. Obtain a copy of "Requirements for the High School Diploma" and advice from a counselor or advisor at the college you plan to attend.

Note: A 5-credit class equals one year of study in high school.

English	15
Fine Arts (Drama, Music –or– Art)	5
Pacific Northwest or Washington State History	5
U.S. History I (includes U.S. Constitution)	5
Contemporary World Problems, World History or World Geography	5
Mathematics Series (Pre-Algebra, Algebra I or math class at student's placement level)	10
Science (Two science courses, one of which must be a lab science, for which prerequisites have been met)	10

Occupational Education (May be chosen from any Professional/Technical courses)	5
Physical Education (May be waived with permission)	2
Health	5
Approved Electives (from college transfer or Professional/ Technical courses; quantity varies, depending on number of required courses), minimum	28
REQUIRED CREDITS	67
ELECTIVE CREDITS	28
TOTAL CREDITS	95

Option B: Associate Degree Conversion Diploma

NOTE: This option is not automatic, and procedures vary from campus to campus. Consult an advisor.

Upon successful completion of the Associate of Arts (A.A.) or Associate of Science (A.S.) degree, and by taking the following courses, the student may be granted a high school diploma in addition to the A.A. or A.S. degree: U.S. History I (5) and Washington State History (5) or satisfaction of requirement

SUBSTITUTING COURSES

Several pre-college transfer and college transfer courses may be substituted for required high school courses. Students who want to earn college credit while fulfilling high school graduation requirements should consult with the Advising Center or high school completion program director.

ELECTIVE COURSES

Elective courses may be selected from the high school completion program and the following areas: vocational, general studies (liberal studies), college preparatory courses in math and English. Work experience may also qualify for credit. Credits may be granted on proof of satisfactory employment (405 hours = 1 high school credit or 5 college credits).

Tuition Waiver for High School Completion

80% of the regular tuition is waived for students who fulfill the following criteria:

1. Age 19 or older
2. Resident of the State of Washington

To receive a tuition waiver, a student must submit an application for high school diploma completion. If the student selects the associate's degree option, only the courses listed above for Option B will be covered by the waiver.

Students 18 years old and younger who have not graduated from high school must pay the standard tuition fees for their courses unless they enroll in Running Start (see page 19). Non-residents will be charged the resident tuition fee. These students must also be approved to attend one of the Seattle Community Colleges by the Director of Admissions or College Underage Advisor and obtain a letter of release from their school district. Seattle Public School District students should contact the Office of Student Placement.

7 International Programs

INTERNATIONAL PROGRAMS at the Seattle Community Colleges

Each college has different admission procedures and registration schedules. For additional international student information, contact the offices listed below:

Seattle Central Community College

International Education Programs

1701 Broadway, ISC 100

Seattle, WA 98122 USA

Telephone: (206) 587-3893

Fax: (206) 587-3868

Email: iepsccl@sccl.ctc.edu

Web: www.seattlecentral.edu/international

North Seattle Community College

International Programs

9600 College Way North

Seattle, WA 98103 USA

Telephone: (206) 527-3672

Fax: (206) 527-3794

Email: international@sccl.ctc.edu

Web: www.northseattle.edu/international

South Seattle Community College

International Programs

6000 16th Ave. S.W.

Seattle, WA 98106 USA

Telephone: (206) 764-5360

Fax: (206) 764-5836

Email: ip@sccl.ctc.edu

Web: <http://southseattle.edu/international>

Welcome! The Seattle Community Colleges welcome students from other countries for study in academic and technical programs as well as Intensive English programs. The colleges are committed to fostering international awareness and understanding and encourage the sharing of ideas and cultures generated by international students on campus.

Types of INTERNATIONAL PROGRAMS

Intensive English Program

Students enroll in general English courses at beginning, intermediate and advanced levels.

College Bridge Program

Students develop academic skills to prepare for college/university level studies, and may enroll in one or more college level courses.

College Transfer Program

Students enroll in the two-year Associate of Arts (A.A.) or Associate of Science (A.S.) degree at the Seattle Community Colleges, which is equivalent to the first two years at a university. The associate's degree transfers to hundreds of four-year colleges and universities around the USA. Students enjoy lower tuition and smaller class sizes than at most four-year colleges.

Professional/Technical Programs

Students can choose from more than 130 degree and certificate programs in professional and technical fields. Programs vary in length from one to seven quarters.

FAST TRACK High School Completion Program

Students can complete their high school diploma and earn their associate's degree at the same time.

Summer Session

Students can choose from a full range of college and ESL programs during the summer study abroad term. Some students choose to get a quick start on the Fall term.

ADMISSION GUIDELINES for International Students

- Students should apply through the college of their choice, since admission procedures and registration schedules vary from college to college. Contact the individual college for specific information.
- Applicants must demonstrate adequate financial support to cover the period of study in order to meet visa requirements. International students pay the non-resident tuition rates.
- Applicants must be at least 16 years of age at the time of enrollment for North and South. For Central, students must be 17 years of age or a high school graduate at the time of enrollment.
- Application for admission by itself does not guarantee acceptance. Students must receive official notification of admission in order to enroll.

Note: International students should begin the application process well in advance of the quarter for which admission is desired in order to process the application, make passport and visa arrangements, and prepare for departure.

Guidelines for Continuing Enrollment for International Students

Students must:

- Comply with Homeland Security regulations by maintaining a valid passport, I-94 and I-20.
- Complete 12 credit hours each quarter (as assigned by an advisor) while maintaining a satisfactory grade point average.
- Provide proof of medical and accident insurance coverage or purchase the college insurance plan at the time of registration. This is required to prevent possible financial difficulties in the case of illness or accident.

SERVICES for International Students

Each college has an International Program office with services including admission, college and cultural orientation, immigration and academic advising, social activities, trips, transcript evaluation for credit transfer, and housing referrals. See the International Program websites for more information.

Programs for U.S. STUDENTS STUDYING AND VOLUNTEERING ABROAD

The Seattle Community Colleges encourage students to study abroad as a way to enhance their educational experience. Interested students should visit the International Programs Study Abroad website to see a list of current programs and other resources on study abroad, service learning and internships abroad. Information about financing study abroad is also available at the Study Abroad site:
<http://www.seattlecolleges.edu/international/>.

Travel/Study Courses

**Cooperative Education & Career Placement
(206) 587-5422 www.seattlecentral.edu/coop**

Travel/Study courses provide students with an opportunity to earn credits for various travel/study experiences in an international setting. Students can earn credit for language enhancement, research-based or work/internship/volunteer activities. Because these are contract courses, students are charged a per-course fee.

EDU	291	Using the World as a Classroom	5-10
ITL	197	International Cooperative Education	5
ITL	198	International Cooperative Education	5
HUM	289	Chinese Language Enhancement through Experiential Activities	5-10
HUM	290	German Language Enhancement through Experiential Activities	5-10
HUM	291	Spanish Language Enhancement through Experiential Activities	5-10
HUM	292	French Language Enhancement through Experiential Activities	5-10
HUM	293	Italian Language Enhancement through Experiential Activities	5-10
HUM	297	Japanese Language Enhancement through Experiential Activities	5-10
HUM	298	Portuguese Language Enhancement through Experiential Activities	5-10
SCI	296	Natural History: Tropical Ecosystems in Costa Rica	5-10
SCI	297	Natural History: Tropical Ecosystems	5-10
SSC	297	Travel/Study Experience	5-10

8 Worker Retraining Program



WORKER RETRAINING at the Seattle Community Colleges

Each college has a Worker Retraining Coordinator who can be reached at the college of your choice:

Seattle Central Community College

(206) 587-6310

www.seattlecentral.edu/wrp

North Seattle Community College

(206) 527-3787

www.northseattle.edu/wrp

South Seattle Community College

(206) 764-5835

www.southseattle.edu/wrp

Seattle Vocational Institute

(206) 587-4936

sviweb.sccd.ctc.edu/wrp

District-wide

www.seattlecolleges.edu/wrp

All four of the Seattle Community College campuses offer Worker Retraining programs to provide retraining opportunities for unemployed and dislocated workers in the state of Washington. A “dislocated worker” is defined as an individual unlikely to return to employment in the individual’s principal occupation or previous industry because of diminishing demand for his or her skills, occupation, or industry.

ELIGIBILITY

You may be eligible for the Worker Retraining program if you:

- Are receiving Washington state unemployment benefits.
- Have exhausted Washington state unemployment benefits within the last 24 months.
- Have received a WARN letter from your employer.
- Are an unemployed or under-employed displaced homemaker.
- Have had to close your business due to economic downturn.
- Are a vulnerable worker.

FINANCIAL ASSISTANCE and other Support

If you meet eligibility requirements above, you may qualify for tuition and financial assistance through Workforce Training funds and other sources, and possibly for fees, books, bus pass and/or childcare. Other campus services in career planning and job search skills are also available.

ACCREDITATION

The Seattle Community Colleges are state-supported public institutions accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Each college is accredited individually; Seattle Vocational Institute is accredited jointly with Seattle Central.

Getting STARTED

6 Steps to Enrolling

- 1 Apply for **Admission**
- 2 Apply for **Financial Aid**
- 3 Take **Placement Tests**
- 4 **Consult** an Advisor
- 5 **Register** for Classes
- 6 **Pay Tuition** and Fees

1 | APPLY for Admission

The Seattle Community Colleges operate with an open door policy. Anyone who meets the following criteria may apply:

- Is 18 years or older or
- Is a high school graduate or has a GED or
- Has applied for admission under the provisions of a student enrollment options program such as Running Start or a successor program or other local student enrollment options program.
- Is competent to profit from the curricular offerings of the college, and
- Would not, by his or her presence or conduct, create a disruptive atmosphere within the community college inconsistent with the purposes of the institution.

Special consideration may be given to individuals not meeting these conditions.

College admission does not necessarily guarantee admission to a specific program offered through a college. Many programs have additional requirements. Students should contact the appropriate division office for the entrance requirements for individual programs.

Refer to District Policy 305 for further details.

See www.seattlecolleges.edu/studentrules.aspx

NEW STUDENT Admission

To apply, students have three options:

1. Complete and submit an online admissions application. The online application form is available at: [www.seattlecolleges.edu/Prospective Students/Getting Started](http://www.seattlecolleges.edu/Prospective_Students/Getting_Started). Additional application information is also available at each of the college websites:
 - Central: seattlecentral.edu/getstarted
 - North: www.northseattle.edu/enroll
 - South: southseattle.edu/enrolling
 - SVI: <http://sviweb.sccd.ctc.edu>
 - Distance Learning: www.seattlecolleges.edu/distance

OR

2. Download a printed application, complete it and mail it to your selected campus. Addresses are on the inside of the catalog cover.

OR

3. Complete a paper or web online admission application in person at the college.

For those intending to transfer in credit from another college or university for evaluation, submit official copies of transcripts from any community colleges, universities or technical schools attended.

NOTE: For some programs at Seattle Central, high school transcripts may be required.

Students considering taking classes at two or more of the Seattle Community Colleges can apply to all the campuses using the “select college” feature on the application.

ENROLLING AT MORE THAN ONE Seattle Community College

Intra-District Registration/Concurrent Enrollment

Students may enroll at more than one of the Seattle Community Colleges without paying more than the maximum tuition at any one college. However, additional class or college fees may be incurred. When applying online, select “more than one college”.

NOTE: Financial aid recipients may receive aid through only one college. See the Financial Aid office at your home college four weeks prior to the beginning of the quarter if you plan to enroll in more than one college in the district.

READMISSION of Former Students

Students who were not enrolled for the most recent quarter, but who were previously enrolled at the Seattle Community Colleges, may enroll during open registration. Students should update their address information when registering.

NOTE: At Central, students may register with currently enrolled students if not more than five years have passed. Contact the Registration Office for an appointment.

Students who were dismissed for disciplinary or academic reasons must see the Vice President for Student Services.

Students who pause (“drop out”) for a quarter or more and are interested in graduating should be aware that they may choose to fulfill requirements in effect from an earlier catalog, provided:

1. the Vice President for Instruction agrees to the earlier requirements; or
2. not more than five years have elapsed since the student first enrolled under the earlier catalog; and
3. courses required for completion are still offered.

Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied.

RESIDENCY Requirements

Residents - U.S. Citizens

To qualify for in-state (resident) tuition applicants must have lived in Washington state for reasons other than educational purposes for one full year prior to the first day of the quarter in which resident fees are requested. A financially dependent student may also be eligible for resident tuition if one or both parents or legally appointed guardian(s) have maintained a domicile in Washington for one full year prior to the first day of the quarter. Establishing permanent state residency includes compliance with Washington state laws, vehicle and driver’s license registration and registration to vote in this state, if applicable.

Applicants may qualify for in-state tuition fees without establishing residency if they:

- a) hold a graduate service appointment, designated as such by an institution, and involving not less than twenty hours per week.
- b) reside in the state of Washington and are an employee, or the dependent child of an employee, not less than half-time with a state institution.
- c) are on active military duty and stationed in Washington state or a member of the Washington National Guard.

- d) are an immigrant refugee or the spouse or dependent child of an immigrant refugee.
- e) are a dependent of a Congressional member representing the state of Washington.

Contact the Registration Office for more information on additional legal requirements to qualify for these exemptions.

Those who do not meet the residency requirements or eligibility for exemption are assessed tuition and fees based on “non-residency” status.

Residents - Non-U.S. Citizens

Effective July 1, 2003, Washington state law changed the definition of “resident student” so that certain students who are not permanent residents or citizens of the United States are eligible for resident student status — and eligible to pay resident tuition rates — when they attend public colleges and universities in this state. The law does not make these students eligible to receive need-based state or federal financial aid. To qualify for resident status, students must complete an affidavit/declaration/certification if they are not permanent residents or citizens of the United States, but have met one of the following conditions:

CONDITION ONE:

- a) resided in Washington state for three (3) years immediately prior to receiving a high school diploma, and
- b) completed the full senior year at a Washington high school, and
- c) continuously resided in the state since earning the high school diploma.

CONDITION TWO:

- a) completed equivalent of high school diploma (GED), and
- b) resided in Washington state for the three (3) years immediately before receiving the equivalent of the diploma, and
- c) continuously resided in the state since earning the equivalent of a high school diploma.

Students who meet one of the above conditions must also certify that they will be filing an application to become a permanent resident of the United States as soon as they are eligible to apply. Students must also certify that they are willing to engage in activities designed to prepare them for citizenship, including citizenship and civics review courses.

Students who meet these conditions and would like to pay resident tuition rates should contact the college Registration Office:

Central (206) 587-3800
www.seattlecentral.edu
North (206) 527-3663
www.northseattle.edu

South (206) 764-5300
(206) 763-5144
www.southseattle.edu

SVI (206) 587-4950
<http://sviweb.sccd.ctc.edu>

INTERNATIONAL Student Admission

See pages 22–23 for information on International Student Admission and Guidelines.

2 | APPLY for Financial Aid

Seattle Central Community College
(206) 587-3844
www.seattlecentral.edu/finaid

North Seattle Community College
(206) 527-3688
www.northseattle.edu/enroll/finance

South Seattle Community College
(206) 764-5317
www.southseattle.edu/finaid

Seattle Vocational Institute
(206) 516-4978
<http://sviweb.sccd.ctc.edu/fin-aid.htm>

Financial aid may be available to help make education possible. Financial aid offices can help students apply for grants, loans, work-study, and scholarships. They also provide information on eligibility requirements, student rights and responsibilities in receiving aid, requirements for maintaining aid, planning a budget, and other financial concerns.

College EXPENSES

Student expenses include estimates of all school and basic college living expenses for the academic year (fall, winter, and spring quarters). Information on student budgets is available in the Consumer Information brochure available in the Financial Aid Office at each campus.

DETERMINATION of FINANCIAL AID

Using information provided on financial aid forms, a determination is made of the amount a student is expected to contribute toward his or her expenses for the academic year. The amount a student can pay is subtracted from the cost of attendance to determine the amount of need.

Eligibility

To be eligible for financial aid, a student must:

- Be a citizen, naturalized citizen, refugee, or immigrant to the United States.
- Have a high school diploma, a GED certificate, or demonstrate the ability to benefit from the educational program pursued.
- Demonstrate financial need as determined by the free application for federal student aid (FAFSA).
- Enroll in an approved certificate or degree program and take required coursework.
- Be registered with the Selective Service, if required.
- Not owe a refund or repayment on prior financial aid received, or have a student loan in default at these or prior colleges attended.
- Make satisfactory academic progress as defined by each campus.

Maintaining Eligibility

Students are required to make satisfactory academic progress in their chosen course of study. Students are advised to check with the campus Financial Aid Office for requirements.

Types of Financial Aid

Three basic kinds of financial aid are available for students. Financial aid may consist of one or more of:

1. **GRANTS, SCHOLARSHIPS, & WAIVERS:** Students do not repay grants, scholarships and waivers if satisfactory academic progress is maintained. Grants include Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Washington State Need Grant (SNG), Academic Competitiveness Grant (ACG), Institutional Grant and Opportunity Grant Scholarship.
A variety of scholarships is offered. Amounts, eligibility criteria and deadlines vary. Check with the Financial Aid Office for information and application forms.
2. **EMPLOYMENT:** Work-study programs provide part-time employment.
3. **LOANS:** Contact the campus Financial Aid Office for information about participation in loan programs.

VETERANS' FINANCIAL Assistance

Veterans' Affairs Offices

Central & SVI	(206) 587-4147
North	(206) 527-3699
South	(206) 764-5811

The Veterans' Affairs Offices provide services to help veterans and eligible dependents receive and maintain VA educational benefits while in school. Benefits handled by college staff include the Montgomery G.I. Bill, Veterans Education Assistance Program/VEAP, Reserve Education Assistance Program, Benefits Program for Dependents and Surviving Spouses, Selective Reserve Assistance Program, Vocational Rehabilitation Program and others. The office maintains attendance records and monitors academic progress, provides tutorial and work-study benefits for some veterans, makes counseling referrals for academic or personal problems, and approves eligibility for tuition discounts for eligible veterans, their spouses and/or their dependents.

To receive benefits, students must contact the Veterans' Affairs campus office prior to the beginning of the academic quarter. If students are transferring from another school or are applying through the Veterans Administration, they must also contact the office to ensure all application requirements have been met. All veterans must apply for a credentials evaluation as soon as possible and notify the office immediately of any changes in address, program, dependents, enrollment, etc.

It is important that students be aware of all requirements outlined by the college and the Department of Veteran's Affairs to fulfill educational objectives. Veterans and eligible dependents receiving benefits are required to maintain specific academic standards in order to retain benefits. Some classes or courses of study are not certifiable for benefits.

Veterans' Waivers

Subject to limitations, Veterans or National Guard members, and their children and spouses, may be eligible for tuition waivers. For more information about eligibility, contact the Veterans' Affairs Office at each campus.

THE APPLICATION PROCESS

How to Apply for Financial Aid

Apply at www.fafsa.ed.gov. Be certain to complete the application according to instructions.

When to Apply

All application documents must be accurately completed and delivered to the Financial Aid Office by the published deadline date. For exact dates see the "Deadline" section

of the Consumer Information brochure available at each campus. It is recommended that the student begin this process as soon as possible.

Students need to apply only once each school year, but they must reapply every year of attendance. Applications are processed in the order received. Late applicants must plan to pay for their own tuition by the tuition deadline and purchase their own books so that they are ready to begin class on the first day of school. Aid will be disbursed later in the quarter to eligible, late-aid applicants.

Notification

Students are mailed a financial aid notification letter indicating award types and amount per quarter. It is important to read the award notice carefully, sign and return it to the Financial Aid Office if required. Students are also notified by letter if they are ineligible for financial aid.

Disbursement of Funds

Financial aid grants and tuition waivers are first applied to tuition and fees charged at cashiering. Any remaining balance of grants and loans is disbursed to the student in the form of a check. Work-study awards are disbursed through a payroll check every two weeks as the money is earned. Each campus provides detailed instructions regarding disbursement of funds.

Students receiving support from outside agencies should make certain the agency has sent its authorization to the Financial Aid Office at least a week before the tuition payment deadline.

Withdrawal Penalties

If a student withdraws from school or drops more than the required credits to maintain aid, financial aid stops. Tuition refunds are not returned to the student but credited to the appropriate financial aid account. In the case of official withdrawal, students may be required to repay a percentage of their cash disbursement and/or tuition and fees. If a student drops out without notifying the school, he/she may be billed for the entire amount. Repayment is required before receiving consideration for any further aid, to register for future quarters, or to have transcripts released to another institution. Students should contact the campus Financial Aid Office for details.

Financial Aid Information CHANGES

Information in this publication regarding financial aid is subject to change without notice and does not constitute an agreement between the colleges and the students.

3 | Take PLACEMENT TESTS

All new students are required to take the placement test. The exam serves to place students accurately into appropriate courses. Exemptions to sitting for the exam are recent proof of college-level English and math with a 2.0 or better GPA, or some training or performance courses, or some other recent placement test scores. Contact the Test and Assessment Office or college website with your questions, and for current fees and study guides.

NOTE: Students enrolling at Central cannot use math courses older than 3 years as prerequisites. Placement tests will be needed.

4 | CONSULT with Advisor on Program and Classes

Advising is available to help plan a course of study and select the appropriate classes. Advisors provide information on Professional/Technical programs and academic programs as well as admission requirements of four-year institutions at North and South. At Central, the Workforce Education Manager provides information on Professional/Technical programs, and advisors provide information on academic programs as well as admission requirements of four-year institutions. Advising centers maintain a broad collection of catalogs/transfer guides from colleges, universities, and vocational schools.

Each college also has orientation sessions which new students are encouraged to attend.

Contact information is as follows:

Central	AdvisorCentral@sccd.ctc.edu (206) 587-4068
North	AdvisorNorth@sccd.ctc.edu (206) 527-3658
South	AdvisorSouth@sccd.ctc.edu (206) 764-5387
SVI	Admissions (206) 516-2948

5 | REGISTER for Classes

Registration is the official process of enrolling in classes by using campus online services or completing an enrollment form and paying tuition. The Seattle Community Colleges operate on a quarter system. The quarterly course schedules are published 6-8 weeks before the start of a quarter and are available through campus online services, at campus registration desks, or by mail through the Registration Office. Registration information is mailed to all new and currently enrolled students. Current students receive priority in registering.

Check the academic calendar on the back inside cover of this catalog for the start date of each quarter or go to www.seattlecolleges.edu/academiccalendar.aspx.

ONLINE Services

Online registration via the college websites is available for students seven days a week from 5 a.m. to 11 p.m. Students can use online services to register for classes, add/drop classes, get quarterly grades, make registration appointments, check financial status, change their PIN, or pay by credit card. For more registration information, visit the campus website or contact the campus Registration Office.

ADDING Classes

After initial registration, students may add classes through the end of the second week of the quarter (through the eighth day in Summer Quarter). Instructor permission may be required. Students may add classes online during designated time periods, or may complete an Add/Drop form in person at the Registration Office.

DROPPING Classes

To drop a course, students must complete the official withdrawal procedure, as listed in the campus quarterly schedule:

1. During the first two weeks of the quarter, students may withdraw from a class and no record of the course will appear on the transcript.
2. From the third week through the eighth week of the quarter (ninth day through sixth week in Summer Quarter), students may withdraw and a "W" will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated only one more time. Refer to policy on page 35.
3. After the eighth week (sixth week for Summer Quarter) students may not officially withdraw from a class regardless of academic status.

NOTE: Students cannot officially drop a class by simply informing the instructor of the withdrawal or by ceasing to attend class. Students must complete an Add/Drop process through online services or at the Registration Office, before the course withdrawal is considered "official". Students should check the quarterly schedule for online service availability. Instructors have the option of issuing a failing grade to students who do not go through the official withdrawal process.

Current ADDRESS

Students must maintain a current mailing address and email address with the college to receive correspondence regarding registration status, financial aid, grades and other information.

Address changes may be made via Web online student services at each of the college websites or at the Registration Office.

6 | PAY Tuition and Fees

Where and When to Pay Tuition and Fees

Students are not officially registered until tuition and fees have been paid in full to the college or contracted for full payment with FACTS, for monthly tuition payment (see below). Payments must be received prior to the posted tuition deadline. Payments can be made online through the college website, through the mail or in person. VISA, Master Card, American Express and Discover credit cards may be used for online payment of tuition and fees. These credit cards, debit cards and checks in the exact amount of the tuition and fees are also accepted for payment at the cashier's window. Cashiers are located near the Registration Offices at each of the campuses.

Seattle Central Community College
(206) 587-4108

North Seattle Community College
(206) 527-3627

South Seattle Community College
(206) 764-5388

Seattle Vocational Institute
(206) 587-4978

Optional Payment Plans for Tuition

Each of the Seattle Community Colleges offers a deferred payment service called e-Cashier through our partner, FACTS Management Co. Enrollment in this program enables students to make automated monthly tuition payments from a bank account, debit card or credit card. Students can budget as little as \$100 of tuition costs, and there are no interest charges. For further information, visit

Central: www.seattlecentral.org/registration/tuition.php

North: www.northseattle.edu/kiosk/facts.htm

South: www.southseattle.edu/services/facts.htm

TUITION

www.seattlecolleges.edu

Tuition at community and technical colleges in Washington state is charged by credits, rather than by part-time or full-time status. In addition to credit load, tuition is also determined by residency.

See page 26, Residency Requirements.

NOTE: International students are required to carry a credit load of 12 or more to maintain their status.

Tuition is subject to change by the Washington State Legislature. The Seattle Community College District reserves the right to change any of its fees or charges without notice.

NOTE: Figures listed are for tuition and fees for 2007–08. For current figures, go to www.seattlecolleges.edu/tuitionfees.aspx or refer to the quarterly class schedule for each college.

2007–2008 Tuition Rates for Credit Programs

Credits	RESIDENT	NON-RESIDENT	
	On-Campus & Distance Learning	On Campus	Distance Learning* (U.S. Citizens)
1	73.90	245.60	87.10
2	147.80	491.20	174.20
3	221.70	736.80	261.30
4	295.60	982.40	348.40
5	369.50	1228.00	435.50
6	443.40	1473.60	522.60
7	517.30	1719.20	609.70
8	591.20	1964.80	696.80
9	665.10	2210.40	783.90
10	739.00	2456.00	871.00
11	768.65	2489.45	900.20
12	798.30	2522.90	929.40
13	827.95	2556.35	958.60
14	857.60	2589.80	987.80
15	887.25	2623.25	1017.00
16	916.90	2656.70	1046.20
17	946.55	2690.15	1075.40
18	976.20	2723.60	1104.60

19-25 credits

Resident/On-Campus/Distance Learning:
 \$66.85 for each credit between 19 and 25

Non-resident/On-Campus
 \$238.55 for each credit between 19 and 25

NOTE: Students in Professional/Technical programs that require more than 18 credits per quarter (e.g., Culinary Arts) pay a reduced rate for those credits, as follows -

Resident \$10.00 for each credit between 19 and 25

Non-resident \$35.75 for each credit between 19 and 25

Audit Tuition: Audited class tuition is the same as tuition for regular classes.

*See www.seattlecolleges.edu/distance for current e-learning/distance learning tuition and fees.

Student FEES

NOTE: Figures and information listed are for fees for 2007–08. For current figures, go to www.seattlecolleges.edu/tuitionfees.aspx or refer to the quarterly class schedule for each college.

Technology Fee \$3 per credit

A technology fee of \$3 per credit (for those taking more than 3 credits) assures student access to the latest technologies to enhance learning. These fees help to equip student laboratories, including access to email accounts. At Central, this fee maximum is \$54 (18 cr.); at North and South, this fee maximum is \$30.

Student Identification Card \$5 (non-refundable)

The student identification card fee, which is non-refundable, is issued to all new and returning students.

Class and Lab Fees varies

Some classes require special fees for equipment, laboratory use, material or personal instruction. Such fees are listed in the quarterly class schedules.

Audited Class Fees same as regular class fees

Transportation Fee \$10 per quarter

A \$10 per quarter Transportation Management Fee (TMP) is charged to students enrolled for 10 or more credits. This fee allows these students to exercise one of the following options:

- Purchase a subsidized quarterly bus pass, called the GOPass, from the Cashier’s Office.
- Receive a one-time \$60 reimbursement each quarter on a ferry pass or Pierce/Snohomish Transit pass.

For more information, call the Transportation Coordinator at the campus:

Seattle Central Community College
(206) 344-4393

North Seattle Community College
(206) 526-0060

South Seattle Community College
(206) 763-5157

Seattle Vocational Institute
(206) 587-4942

Special Program Fees

Refer to campus quarterly schedule for information and fees related to the following programs:

- Adult Basic Education ESL/GED Preparation
- Adult High School (age 19 or older)
- Apprentice-Related

Non-credit & Community Service Program Fees

Refer to campus quarterly schedule for information and fees for non-credit and Community Service classes and courses related to the following programs:

- Continuing Education
- Emergency Medical Training
- Industrial First Aid
- Parent Ed Cooperatives

Other Fees

NOTE: These fees are non-refundable.

Credit by Examination credits are equivalent to course tuition.

- English/Math Placement Tests \$ 15.00 ea.
- GED Test \$75.00
- GED Test Retest (per section) \$15.00 ea.
- Official Transcripts \$3.00 ea.
- Work Experience Evaluation varies by campus

Student INJURY & SICKNESS INSURANCE PLAN

Student injury and sickness insurance is available to students registered for 6 or more credits. The district-wide policy provides broad coverage at a comparatively inexpensive rate. Student insurance must be purchased during the first two weeks of each quarter. An informational brochure is available from the Cashier’s Office at North and South; from the Student Leadership office at Central; and from the Registrar’s Office at SVI. Visit www.summitamerica-ins.com.

REFUNDS

Refunds for Withdrawals

Refunds are made according to the schedule below.

NOTE: Fees and tuition refunds are returned automatically once students have submitted an Add/Drop form within the refund schedule listed here.

- Withdrawal due to class cancellation 100%**
- Through the first 5 instructional days (less \$5 fee) 100%**
- 6th - 20th calendar days 50%**
- After the 20th calendar day 0%**

The Summer Quarter refund schedule and refunds for classes that do not follow the regular college quarter calendar are determined on a prorated basis according to the timeframe above. Summer dates are listed in the Academic Calendar (www.seattlecolleges.edu/academiccalendar). Allow at least two to three weeks for processing of refunds. Refunds for Continuing Education classes are listed in the quarterly schedule.

Students who receive financial aid and withdraw from ALL classes should be aware that because of federal regulations, refunds are returned to the federal account. It may be necessary for a campus to apply a prorated refund policy as mandated by law. Contact the Financial Aid Office for the refund.

Intensive English Institute—Refunds for Withdrawals

- Withdrawal prior to quarter 100%**
- Through the first 5 instructional days (less \$5 fee) 80%**
- 6th—14th day of quarter 50%**
- After 14th day of quarter 0%**

WAIVERS

State Employees

Washington state employees (employed 50% or more time and classified as “permanent”) are eligible to have their tuition waived for up to a maximum of 6 credit hours of state-funded courses per quarter within the district. Students taking more than 6 credits must pay the regular tuition rates for those credits. Employees in the K-12 systems are also eligible for the Washington State Employee Waiver with verification that they are teachers or certificated instructional staff employed at public common and vocational schools, holding or seeking a valid endorsement and assignment in a state-identified shortage area.

This waiver cannot be used for Occupational Teacher/ Training Education classes or self-support classes. Persons wishing to use this waiver may register on a space-available basis between the sixth and tenth instructional day (fifth and eighth for summer) of the quarter after obtaining instructor’s permission. Students who register prior to this time will be charged the regular tuition rates for all enrolled credits. A registration processing fee of \$20 is required (subject to change). Students are responsible for any additional charges, such as I.D. card, fees, parking, books or supplies.

Veterans

See *Veterans Financial Services*, page 28.

Senior Citizen Waiver

For students at least 60 years old, the student pays the reduced rate of \$5.00 per class plus fees for a maximum of two classes. Persons wishing to use this waiver may register on a space-available basis between the sixth and tenth instructional day (fifth and eighth for summer) of the quarter after obtaining instructor’s permission. Students who register prior to this time will be charged the regular tuition rates for all enrolled credits. A registration processing fee of \$5 per class is required (subject to change). Students are responsible for any additional charges, such as I.D. card, fees, parking, books or supplies.

Student PROGRESS, GRADES & TRANSCRIPTS

Student Progress

Students are expected to make satisfactory academic progress while enrolled at the Seattle Community Colleges. Academic progress is defined in terms of a student’s grade point average (GPA) and how much time a student takes to complete a degree or certificate program. Time is a function of credits or clock hours attempted and earned. Students who do not demonstrate satisfactory academic progress may be subject to corrective actions. Further information on student progress policy and procedures is available on each campus website:

www.seattlecentral.edu/registration/stu_prog_policy.pdf

www.northseattle.edu/enroll/admit/policy/progress.htm

www.southseattle.edu/campus/progress.htm

http://sviweb.sccd.ctc.edu/c_policies.htm

Attendance Policy

Students may not attend any class unless they have officially registered and paid tuition and fees. (Exception: students who are enrolling using a space-available waiver.) Instructors may not allow a student to attend their class if the student’s name is not on the class roster. Students who are officially enrolled in credit classes must be in attendance or communicate with the instructor no later than the first scheduled class. Students who are absent without prior approval of the instructor or the division/department chair may be withdrawn by the college.

NOTE: Students should not assume that they have been dropped if they have not attended class on the first day; instead, they should officially withdraw. See “Dropping Classes” on page 30.

Minimum Grade Point Average (GPA)

Students must maintain a cumulative grade point average (GPA) of 2.0. Students who do not meet this standard will be subject to corrective actions.

Credits Earned/Credits Attempted

Students enrolled in degree or certificate programs must, on a quarterly basis, successfully complete at least 75 percent of the credits or clock hours attempted when they reach a minimum of 30 attempted credits or equivalent clock hours. Students who do not achieve this completion rate may be subject to corrective actions.

Degree/Certificate Completion

Students who are enrolled in degree or certificate programs must complete their programs in a timely manner. Students who do not meet this standard may be subject to corrective actions.

GRADUATION Requirements

To earn a degree within the Seattle Community College District, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 15 credits must be earned at the Seattle Community College granting the degree.

Graduation Process

Students nearing graduation must review graduation requirements with an advisor. After it is determined that the student will complete the coursework required, it is the student's responsibility to apply for the award. Applications are available in the Registration Office, Advising Office and division offices. Upon approval, the award will be issued. (Students must refer to their program of study for requirements on specific certificates and degrees.) Students apply to graduate during the quarter prior to the one in which the award requirements will be completed.

Transfer-In Credits and Graduation: Students must apply to have their transfer credits evaluated no later than one quarter prior to applying for graduation.

SPECIAL NOTE: With approval of the dean, students may elect to graduate either under the catalog in effect at the time they complete the graduation requirements or under the provisions of an earlier official catalog, provided that (a) not more than five years have elapsed since the student first enrolled under that earlier catalog and (b) the courses required for completion are still offered. The dean may make suitable substitutions in cases where courses are no longer offered.

Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied. Students are advised to contact the transfer institution for current requirements.

Academic RECOGNITION

Students are recognized for outstanding academic achievements by making the Dean's List or President's List at the college they are currently attending.

DEAN'S LIST: Students must have 10 or more credits per quarter at the college they are currently attending and a 3.5 quarterly GPA.

PRESIDENT'S LIST: Students must have accumulated 30 or more credits at the college they are currently attending and have a 3.8 or higher cumulative GPA.

Phi Theta Kappa Academic Honor Society

Phi Theta Kappa International Academic Honor Society recognizes outstanding students who have achieved academic excellence at two-year public and private colleges. Phi Theta Kappa offers students the chance to serve their campus and community while developing leadership skills. In addition to these benefits, Phi Theta Kappa members have access to scholarship opportunities which are not available to non-members. Each of the Seattle Community Colleges has a Phi Theta Kappa chapter and offers membership to students whose academic work meets the organization's standards.

GRADES and CREDITS

Standard Grading System

The Seattle Community Colleges use a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

A	4.0-3.9	C	2.1-1.9
A-	3.8-3.5	C-	1.8-1.5
B+	3.4-3.2	D+	1.4-1.2
B	3.1-2.9	D	1.1-0.9
B-	2.8-2.5	D-	0.8-0.7
C+	2.4-2.2	E	0.0

Many programs and individual course sequences require a minimum of a 2.0 grade in order to continue with additional courses or studies. Be sure to know the specific requirements for your courses, program or college-transfer major. Consult with your advisor or counselor.

Grade-point average (GPA) is determined by dividing total points earned by total credit hours attempted.

Non-traditional Grading Options

The letter grades listed below may also be used. These grading options are not as universally accepted as the above numerical system and a student's total academic record may be reduced by the number of credit hours received for non-traditional grades if evaluated by another institution with a numerical system. Students may jeopardize future educational opportunities, particularly for graduate or post-baccalaureate study, when other systems of performance evaluation are used. Certain non-traditional grades may also jeopardize financial aid status.

I—Incomplete. Indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. An Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. Coursework must be completed during the following quarter, excluding Summer Quarter. If the student fails to remove the "I" by completing the coursework in the specified time period, the "I" will remain on the transcript. The instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work which the student will need to do to remove it, with the dean of the division in which the course is offered. If the student elects to repeat a course rather than make up the work, the "I" will remain on the transcript. The grade earned will compute in the GPA; after receiving an "I" in a course, a student may repeat that course only once.

S—Satisfactory With Credit. Used for individual progress, clinical, and skill development courses. This symbol is not used for college transfer courses numbered 100 and above, except designated pass/fail courses as approved by the Office of Instruction.

N—Audit. To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an "N" may be made until the end of the second week of the quarter without the instructor's signature or the end of the eighth week (sixth week of Summer Quarter) with the instructor's approval and signature. Students are responsible for consulting with the instructor regarding class requirements. After an "N" is issued, the course may be repeated no more than one (1) more time. If the instructor's requirements for an "N" are not satisfied by the student during the course, the instructor may issue an "NC" (No Credit) symbol.

Students changing their status from audit to credit or credit to audit must make official changes within specific deadlines.

NC—No Credit. Indicates that the student did not fulfill the requirements for receiving an "S" grade, an "N" grade or a numerical grade in the course. A student in good standing may request an "NC" symbol from the instructor prior to the final examination, granted at the instructor's discretion. After an "NC" is issued, the course may be repeated no more than one (1) more time. An "NC" does not affect a student's GPA.

W—Official Withdrawal. This grade will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated no more than one (1) more time. (See "Adding or Dropping Classes" page 30).

Y—Ongoing Course. Used for a course that is two or more quarters in length. The final grade for the course will be reported at the last quarter.

Repeating a Course

There are two situations in which a student may repeat a course. Both the initial course and repeated course must be taken at the same campus.

1. **GPA Improvement.** A credit course may be taken no more than two times total. Upon successful completion of a repeated course, the student can submit a formal request to the Registration Office to have the highest grade used in the GPA computation. Unless specifically requested, the first grade and the repeat grade will be averaged.

NOTE: The student will be credited only once for the class. It is the student's responsibility to notify the Registration Office when the repeated course is completed.

2. **Multi-quarter continuous training courses** use the same course number from quarter to quarter. In this situation credits earned are cumulative, and all grades are used to determine the GPA.

NOTE: Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. We recommend checking with the Advising Office before repeating a class to determine potential course transfer difficulties.

Grade Errors or Changes

Report grade errors or grade changes immediately to the Registration Office. Grade errors reported after two consecutive quarters may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process as outlined in the complaint procedure available through the Vice President for Student Services' Office at each college.

After a course grade has been assigned, supplemental or additional class work will not be accepted for the purpose of changing that grade except in the case of an "I" (incomplete) grade.

NOTE: Students must complete the coursework as directed by the instructor during the following quarter (excluding Summer Quarter).

Transfer-In Credits

An Incoming Academic Transcript Evaluation application may be submitted as soon as application to a specific program in the college is made and transcripts from other institutions are received. Students will be sent a copy of their evaluated coursework.

Also see Reciprocity Agreement for College Transfer Programs on page 9.

Credit by Examination & Credit by Work Experience

Colleges may award credit by examination to a student not formally enrolled in a class by requiring the student to pass a comprehensive examination on the subject matter of the course. Individual programs at individual colleges may offer credit for work experience.

Students must have completed a minimum of 9 residence credits with a GPA of 2.0 or better before applying for credit by examination. Credits earned by examination or work experience shall be graded and each division or department will determine the minimum grade standards for granting credit by examination.

The charge for taking an examination will be in addition to the tuition and fees paid for regular college enrollment. The charge may vary, but shall not exceed the standard resident tuition and operating fee charged for the number of credits earned, excluding the services and activity fee.

Credits earned by examination will be noted as such on the transcript. Credits by examination and by work experience may not exceed 25% of the necessary credits for a degree or certification. Credits earned by examination are not considered residence credits.

TRANSCRIPTS

Official, sealed transcripts are required by other institutions when students transfer. Official transcripts (a copy of a student's permanent academic record) must be requested in writing from the Registration Office of the college where the classes were taken. Cost is \$3 per copy and requires two working days for processing. In compliance with the Family Educational Rights and Privacy Act of 1974, grade transcripts will be released only upon written request.

Students can get an unofficial transcript at no cost, via Student Online Services at the college website. Transcripts will not be released if students have not fulfilled all financial obligations to the college.

GED transcripts (copy of test scores) must be requested in writing from the campus Testing Office, and include the student's social security number and signature. There is a \$3 charge per copy.

STUDENT RULES, RESPONSIBILITIES & Right to Know

Confidentiality of Records

The Family Educational Rights and Privacy Act of 1974 (FERPA)* is designed to protect the privacy of a student's educational records, and applies to all schools which receive funds from the U.S. Department of Education. Information about Seattle Community Colleges students is collected, maintained, and used to meet the college's educational objectives. Students are protected against improper disclosure of their records. These rights begin with the first day of class and extend to all former students.

**Amended in November 1996 by the Improving American Schools Act of 1994.*

Student Rights and Educational Records

The federal law affords students certain rights with respect to their educational records:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the registrar, dean, head of the academic department, or other appropriate official. The college official will make arrangements for access and notify the student of the time and place that the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend records that they believe are inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of a right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent. One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. School officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibility.

A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, national student loan clearinghouse, legal counsel, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

In addition, upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The office administering FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

Student Directory Information

Students may request that the college not release directory information by notifying the Registration Office. This request to withhold directory information will remain in effect until rescinded by the student. The Seattle Community Colleges define student directory information as:

- Student's name
- Email address
- Enrollment status in the college
- Date(s) of enrollment
- Area of study
- Awards granted by the college
- Participation in official sports activities, and
- Weight and height of athletic team members.

Exceptions

Exceptions to the directory-information-only restrictions are:

- Judicial subpoena of records, upon condition that the college makes a reasonable effort to notify the student in advance of release of records.
- Emergency situations, if knowledge of personal information is necessary to protect the health or safety of a student or other person(s).
- Military requests (Solomon Amendment)
- Student Clearinghouse Submissions

Additional Information

For more information regarding student rights, students should contact the Registration Office on each campus.

Student Identification Numbers

Students are assigned individual student identification numbers (PIN numbers) for use in college transactions such as web-based services and other student services. To comply with federal laws, the colleges are required to ask for the student's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Colleges use the SSN/ITIN to report Hope Scholarship/Lifetime Learning tax credit, to administer state-federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. Pursuant to state law (RCW 28B.10.042) and federal law (Family Rights and Privacy Act), the college will protect the student's SSN from unauthorized use and/or disclosure. If a student does not submit a SSN/ITIN, the student will not be denied access to the college; however, the student may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e)(4) for more information).

SAFETY, POLICIES & INFORMATION

Students are expected to comply with the policies, procedures and regulations established by the Board of Trustees and with Washington State and federal regulations. Students are obligated to respect the rights of others and to refrain from any actions endangering the health, safety, and welfare or property of others.

The Seattle Community College District prohibits the abuse of alcohol and the unlawful manufacture, distribution, possession and use of illicit drugs. This policy applies to all employees and students of the Seattle Community Colleges while they are on District property or while they are conducting college business, regardless of location.

State motor vehicle laws and the Seattle traffic code apply to campus traffic. The campus speed limit is 15 miles per hour unless posted otherwise.

The possession of firearms on campus is not allowed.

The Seattle Community Colleges follow the Washington state law which prohibits smoking within 25 feet of the entrance to any public building. Smoking is prohibited indoors.

Disciplinary action will be taken against students who violate standards of conduct established by the college. If informal procedures do not resolve the issue, formal committee proceedings may be initiated.

Accidents

The students' well-being and safety are of utmost importance. It is vital that everyone follow strict safety procedures recommended in all classes, particularly professional-technical classes. In the event of an on-campus accident or injury, students and faculty should report the accident to the Security Office so the injury can be addressed and an accident report completed. Do not hesitate to immediately call 9-911 for serious injuries. Instructors must be notified if the accident occurs during class.

Campus Security Offices:

Central (206) 587-5442
 North (206) 527-3636
 South (206) 763-5157
 SVI (206) 587-4933

Emergency Preparedness & Communications

The Seattle Community Colleges work together to develop and share procedures and communications tools for use during unforeseen emergencies. Because the safety of students and staff is of greatest concern, a variety of systems are now available at each campus, and safety measures are being strengthened on an ongoing basis.

Among resources available to students, faculty and staff is a Campus Alerts system that is used to send messages to cell phones and personal email addresses in case of a campus emergency or unplanned closure. To register for the system, go to <https://alert.seattlecolleges.edu>.

For more information about emergency communications and contacts, preparing for an emergency, and procedures for closure at the Seattle Community Colleges, go to <http://www.seattlecolleges.edu/emergencies.aspx>

Personal Safety & Safety Reports

Students should use the same caution as they would in any public place in taking care of their personal safety and personal belongings. Campus safety-security offices provide helpful information for the campus community. Statistics on criminal incidents, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, are available at college safety-security offices, as well as on individual campus websites.

Communicable Diseases

Transmission of HIV and Prevention of AIDS

To ensure the health and well-being of our college community, and to be in compliance with state codes, the Seattle Community College District provides the following resources for information about transmission of the Human Immunodeficiency Virus (HIV), the causative factor leading to Acquired Immune Deficiency Syndrome (AIDS).

Complete and current information about specific risk factors for HIV/AIDS is available through the following sources at the Seattle/King County Department of Health.

Phone (206) 205-7837

Monday-Friday, 8 a.m. – 5 p.m

Email: hivstd.info@metrokc.gov

Website: "Questions and Answers about HIV and AIDS" at www.metrokc.gov/health/apu/basic/index.htm

Information on SARS

The Seattle-King County Health Department continually gathers information on SARS (Severe Acute Respiratory Syndrome). The Health Department emphasizes that the symptoms apply to people who have traveled to specific areas of the world within the last 10 days, or who have had close contact with those travelers. For the most current information, including a list of the affected areas, visit the Public Health Website at www.metrokc.gov/health/sars. Your own health care provider or a Public Health Clinic can provide an examination. A list of clinics is available at www.metrokc.gov/health/sts_svs/sites.htm or at www.metrokc.gov/health/insurance/clinics.htm.

Policy on Drugs

To provide a healthy, safe, and secure work and learning environment, each employee and student of the Seattle Community College District is expected to be in an appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. Seattle Community College District Policy 249 ("Drug-Free Workplace"), as well as resources for students and employees who need assistance with substance abuse problems, are outlined on a brochure available on each campus and at www.seattlecolleges.com/policies.aspx.

Sexual Harassment

From Policy 419

The Seattle Community College District (SCCD) is committed to providing a working and educational environment that is free from sexual harassment of any kind. It is not tolerated at this institution.

All employees and students have the right to a working and educational environment free from sexual harassment.

This institution defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Employees and students are encouraged to come forward with their concerns or complaints about sexual harassment. Retaliation against any individual for making a complaint about or cooperating in a sexual harassment investigation is not permitted.

Workplace Violence/Hostile Work Environment

From Policy 451

Workplace violence or a hostile work environment will not be tolerated at the Seattle Community Colleges.

*For further details on these policies, visit
www.seattlecolleges.com/policiespersonnel.aspx*

Statement of POLICIES

Equal Opportunity Statement and Accommodation for District Students and Employees

The Seattle Community College District is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

This information is available in other languages at www.seattlecolleges.edu/ccatalog.aspx

TITLE IX/CHAPTER 28A.640 RCW OFFICER

Central & SVI	Kathryn Woodley	(206) 587-4125
North	Roy Flores	(206) 527-5668
South	Mark Mitsui	(206) 768-6763

SECTION 504/ADA COORDINATOR

Central & SVI	Al Souma	(206) 587-4169
	Sheri Estep	(206) 587-4183
North	Terri Dobrich	(206) 526-7808
South	Roxanne Tillman	(206) 763-5137

Reasonable Accommodations for Students with Disabilities

Alternative Telephone Access

People who are deaf, hard of hearing, deaf-blind or speech-disabled may access the colleges through free communication services provided by the Washington Relay Service:

TTY text-telephone: 7-1-1 or 1-800-833-6384

Voice carry-over (VCO): 1-800-833-6386

Hearing carry-over (HCO): 1-800-833-6388

Speech-to-speech (STS): 1-877-833-6341

The role of the Disability Support Services Office is to provide physical and programmatic accommodations to persons with documented disabilities. This is carried out within the overall goals and mission of the Seattle Community Colleges Policy and Procedure 387 "Reasonable Accommodations for Students with Disabilities."

To be eligible for disability-related services, students must have a disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, and taking care of oneself).

Legal Authority: U.S. Americans with Disabilities Act (P.L. 93-112) and RCW 49.60.

On each campus, Disability Support Services is the designated office that obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all community college courses, programs, counseling, activities, and facilities.

Disability Support Services provides or arranges a variety of auxiliary services to the community college, such as sign language interpreters, assistive technology, exam modifications, and academic assistance. Auxiliary requests such as Braille or books on tape are to be requested at least 6 weeks in advance. There may be a delay in services with less notification. Request for interpreting services with less than four weeks notice for ongoing classes can result in delayed services. At least 3 business days are required for special requests/one time services and at least a week's notice for high profile events.

The Disability Support Services Office offers consultation to faculty, staff, and classified employees of the college for the purpose of designing accommodations that provide equal access to otherwise qualified students regardless of age, gender, race, or sexual orientation.

Title 38/Title 10

Seattle Community Colleges academic programs of study are approved by the Higher Education Coordinating Board's State Approving Agency (HECB/SAA) for enrollment of persons eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

Completion & Transfer Rates

Completion/Graduation Rates and the Transfer Rates at the four campuses of the Seattle Community College District are available on the district website at www.seattlecolleges.edu/ccatalog.aspx

Student COMPLAINTS

The Seattle Community Colleges have established procedures to assist students who feel they have a complaint relating to grades or an action by a member of the college community.

Before pursuing formal action, students are encouraged to first pursue an informal resolution. Students have 15 calendar days from the end of the informal process or within 90 days of the cause of the complaint to submit a formal complaint. Contact the respective Complaints Officer at each campus for further information.

Central	Associate Dean, Student Leadership	(206) 587-3890
North	Vice President, Student Development Services	(206) 527-3656
South	Dean of Diversity, Retention & Student Leadership	(206) 768-6749
SVI	Manager of Student Services	(206) 587-2948

MEMBERSHIPS

The Seattle Community college District is a member of several national organizations for higher education, including the American Association of Community Colleges (AACC), American Association for Women in Community Colleges (AAWCC), Association of Community College Trustees (ACCT), Council for Advancement and Support of Education (CASE), League for Innovation in the Community College, and the Presidents' Roundtable of the National Council for Black American Affairs.

In Washington, the District holds membership in Staff Training for Technical and Community Colleges (STTACC), Trustees Association for Community and Technical Colleges (TACTC), and the Washington Association of Community and Technical Colleges (WACTC).

Regionally, the District belongs to the Economic Development Council of Seattle and King County (EDC).