

Where Do You Want Your Education To Take You?

7 DIRECTIONS AT THE SEATTLE COMMUNITY COLLEGES

- 5 **1 | Academics COLLEGE TRANSFER**
Take courses which transfer to a four-year university or earn a two-year A.A. or A.S. degree.
- 13 **2 | Careers / PROFESSIONAL & TECHNICAL PROGRAMS**
More than 135 short-term, 1- and 2-year degree and certificate programs and two 4-year B.A.S. degrees.
- 19 **3 | CONTINUING EDUCATION / Lifelong Learning**
Find hundreds of diverse, non-credit courses for personal and professional growth.
- 20 **4 | BRIDGE TO COLLEGE / PRE-COLLEGE**
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.
- 24 **5 | DISTANCE EDUCATION / eLearning**
Fit your time and location with one course or a full-time schedule of online, hybrid or video courses.
- 27 **6 | INTERNATIONAL Programs**
International students study ESL, Intensive English, or pursue career or college transfer courses.
- 29 **7 | WORKER RETRAINING Program**
Explore opportunities for laid-off or displaced workers to get training for new high-demand jobs.

GETTING STARTED See page 30 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.

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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 May 8, 2012. 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.

2010–2011* annual profiles

Annual Attendance **49,353**

SPECIAL ENROLLMENTS 2010–2011

(Unduplicated headcount across the district)

Distance Education/eLearning	13,192
Running Start	1,181
International Students	3,008
Worker Retraining	2,409

DEGREES & CERTIFICATES 2010–2011

Annual awarded **4,595**

EMPLOYEES 2010–2011**

Total	1,993
Teaching faculty	1,276
full-time/part-time	383/893
Non-teaching faculty	29
Classified	465
Exempt	231

FALL 2011 profiles

Students

Median age	29
Ethnic diversity	50%
Male/Female	46%/54%
With bachelor or higher degrees	18%
Employed	55%
full-time	31%
With dependents	27%
single parents	9%
Full-time/Part-time attendance	41%/59%

Programs

College Transfer	38%
Workforce Education	36%
Basic Skills	18%
Pre-college & other	8%

Courses

State-funded	90%
Contract-supported	4%
Student-supported	6%

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 2010–2011 Annual Report: state-funded employees.*

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Academic Calendar

Summer 2012–Spring 2014 inside back cover



LEARNING COMMUNITIES/ INTEGRATED STUDIES at the Seattle Community Colleges

The three Seattle Community Colleges offer students opportunities to study in learning communities, also called integrated studies, 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 learning communities is to help students 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 I), ANTH 201 (Contemporary Issues in Anthropology), or GEOL 108 (Minerals, Gems and Fossils), 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 intensive as the Coordinated Studies model, linked courses also provide integrated learning.

COMMON COURSE NUMBERING and “&” Courses

seattlecolleges.edu/district/catalog/ccn.aspx

As of Summer Quarter 2008, all Washington state community and technical colleges are using a Common Course Numbering (CCN) system. The system identifies 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.

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 page 5 and college Academics 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.

ASSOCIATE OF ARTS (A.A. – DTA) Degree

The Associate of Arts (A.A.) degree DTA (Direct Transfer Agreement) 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.

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 seven 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

TRANSFER DEGREES Summary

DTA -Direct Transfer Agreement

C-Central N-North S-South

Associate of Arts (A.A. – DTA) C,N,S
Two-year degree designed to transfer to a four-year college or university.

Associate in Business (A.B. – DTA) N,S
Two-year degree designed to transfer to a four-year college or university.

Associate in Elementary Education (A.E.E. – DTA/MRP) C,S
Direct Transfer/Major Ready Pathway to a B.A. in Elementary Education (K-8) programs in the state of Washington.

Associate in Math Education (A.M.E. – DTA/MRP) C
Direct Transfer/Major Ready Pathway to a B.A. in Math Education (grades 6-12) degree programs in the state of Washington.

Associate of Science - Transfer Degree (A.S.) C,N,S
Two-year degree designed to 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

Associate of Science (A.S.) C,N,S
Two-year degree designed to transfer to a four-year college or university.

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

Associate of Applied Science (A.A.S. and A.A.S.-T) Degrees C,N,S

See pages 13-16.

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 8-9 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 A.A. degree, special courses of study have been designed for the following areas of emphasis at the Seattle Community Colleges.

- **ASIAN PACIFIC ISLANDER STUDIES – SOUTH**

This interdisciplinary transfer degree program examines history and contemporary issues affecting Asians, Asian Americans and Pacific Islanders. Asian Pacific Islander Studies students can transfer to a four-year institution offering programs and degrees in a number of fields, including American/Comparative Ethnic Studies or Asian Studies. Degree requirements for this degree differ from the general A.A. Degree requirements. Contact South Advising Office for details.

- **DEAF STUDIES – CENTRAL**

The Deaf Studies emphasis offers two years of intensive study in American Sign Language and Deaf culture, providing a cultural and communication foundation about deafness and Deaf culture. It is designed for students who plan to work in agencies which provide services for the deaf and hard of hearing; for students seeking further degrees in fields such as education, social work, counseling or linguistics; and for those seeking enhanced communication and relationships with Deaf relatives, co-workers, friends and consumers. Contact Central Advising Office for further information.

- **SUSTAINABLE AGRICULTURE (SAgE) – CENTRAL**

This innovative emphasis offers interdisciplinary courses, hands-on service learning and internship opportunities in the emerging field of urban agriculture. The emphasis provides a foundation of knowledge and skills for students interested in pursuing related education at four-year institutions or entering the green workforce. For details, contact Central Advising Office or visit seattlecentral.edu/learn/sage.



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

North, South

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 North, page 94 and/or South, page 135.

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

K-8 Education Pre-Major - Central, South

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 A.E.E./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 Central, page 61 and/or South, page 136

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

Secondary (6-12) Math Education Pre-Major – Central

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 programs (grades 6-12) in the state of Washington. Although a 2.0 in each course and overall GPA is required to earn the A.M.E./DTA degree, many competitive programs require an overall average of 3.0 or better. WEST-B and WEST-E/Praxis II tests are required.

See page 61 for further information.

ASSOCIATE OF SCIENCE TRANSFER (A.S.) Degree

The Associate of Science (A.S.) is 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; however, certain transfer institutions may require a GPA higher than 2.0. 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.

ASSOCIATE OF SCIENCE (A.S.)

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 in his/her major. Contact an advisor for more information on this degree program. For specific courses leading to a premajor 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; however, certain transfer institutions may require a GPA higher than 2.0. At least 15 credits in college-level courses (100 or above) must be earned at the Seattle Community College granting the degree.

ASSOCIATE OF FINE ARTS (A.F.A.)

North Seattle Community College offers an Associate of Fine Arts (A.F.A.) degree. This degree requires at least two years of study and includes many of the A.A. degree requirements as well as specific requirements in art. 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.

See North, page 94.

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/Coordinated 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/Coordinated 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, 136*, &141, &142, &148, &151, &152, &153, 220, 224, 238. *MATH 136 taken at SCCC accepted fall 2012 to spring 2015.

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: MATH 103, 109, &131. Students should check requirements of their destination institution.

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**, &131, &132, 136, &141, &142, &148, &151, &152, &153, 220, 224, 238, 239
- (* 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, 240
- 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, 105, 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, &235, 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, 130, 135, 140, 150, 160, 200, 210, 234, 261, 270

Italian: ITAL 121, 122, 123

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

Journalism: JRN 101, 102, 103

Linguistics: LAN 101, 110

Literature: LIT 236, 238

Music: MUSC 100, 105, 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, &227, &228, 275

American Sign Language: ASL 120, 125 **Biology: BIOL** 150

Economics: ECON 100, 102, &201, &202, 240

Environmental Sci: ENV 150, 160, 170, 200, 202, 206, 208, 214, 294

Geography: GEOG &100, &200, 207, 230, 260

History: HIST 105, 106, 108, 120, &126, &127, &128, 131, &136, &137, 138, 140, 145, &146, &147, &148, 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, 220, 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, 205, 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, 253, 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, 102, 104*, &110*, 201

Biology: BIOL &100*, 102*, 106*, 107*, 109, 120*, 125*, 130*, 150, &160*, 161*, 195, 196, &211*, &212*, &213*, 228*, 229*, 239*, &260*, 282*, 285*, 286*, 287*, 290, **SPS** 201*

Botany: BOT 110*, 112*, 113*

Chemistry: CHEM 106*, &110*, &121*, &122*, &123*, &131*, &139, &161*, &162*, &163*, 191*, 192*, 211*, &241, &242, &243, &251*, &252*, 255, 256

Environmental Science: ENV 150, 160, 170, 201, 202*, 203, 204*, 205, 206*, 208, 216*, 221

Geology: GEOL &101*, &103*, 104, 105*, 106, 108*, &110*, 111*,

&115*, 118*, 202*, 207*, &208*

Health: HEA 125, 150, 160, 225, 228

Material Science: MSC 101

Meteorology: MEY 100

Nanotechnology: NANO 101*

Nutrition: NTR 105*, 150, 155

Oceanography: OCEA &100, &101*

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

Science: SCI 100, 101*, 104, 107*, 110*, 111*, 112*, 113*, 114*, 115*, 116*, 117*, 118*, 119*, 121*, 129*, 131*

Sustainability: SUST 101

Up to 5 credits total allowed from the following group:

Anthropology: ANTH &204, &205, 275

Computer Science: CSC 110, 111, 142, 143

Engineering: ENGR &111, 140, 142, &214, &215, &224, &225, 240 271

Geography: GEOG 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**

WASHINGTON 45

First Year Transfer Courses

The “Washington 45” is a list of courses offered in the community and technical college system that satisfy general education core requirements at the state’s public universities and most of its private universities. It was developed at the direction of the 2011 Washington State Legislature, which passed a bill requiring community and technical colleges to work with four-year institutions of higher education on the list. However, the “Washington 45” does not replace any transfer degree or articulation agreement between your college and universities. For more information contact your campus advisor or the four-year institution where you are planning to transfer, and see the list of courses at www.seattlecolleges.edu/catalog.

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 the Seattle Community Colleges, students are encouraged to explore the various options for majors at 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 all three Seattle Community College campuses on a regular basis to provide information regarding admissions deadlines and transfer requirements.

Students are responsible for becoming knowledgeable about the admissions and graduation requirements of the four-year institution they plan to attend.

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., 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 of Credits to Four-Year Institutions

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 the transfer institution. 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.



Transfer Rights & Responsibilities

Source: Higher Education Coordinating Board
www.hecb.wa.gov

Student Rights and Responsibilities

1. Students have the right to clear, accurate, and current information about their transfer admission requirements, transfer admission deadlines, degree requirements, and transfer policies that include course equivalencies.
2. Transfer and freshman-entry students have the right to expect comparable standards for regular admission to programs and comparable program requirements.
3. Students have the right to seek clarification regarding their transfer evaluation and may request the reconsideration of any aspect of that evaluation. In response, the college will follow established practices and processes for reviewing its transfer credit decisions.
4. Students who encounter other transfer difficulties have the right to seek resolution. Each institution will have a defined process for resolution that is published and readily available to students.
5. Students have the responsibility to complete all materials required for admission and to submit the application on or before the published deadlines.
6. Students have the responsibility to plan their courses of study by referring to the specific published degree requirements of the college or academic program in which they intend to earn a bachelor's degree.
7. When a student changes a major or degree program, the student assumes full responsibility for meeting the new requirements.

College and University Rights and Responsibilities

1. Colleges and universities have the right and authority to determine program requirements and course offerings in accordance with their institutional missions.
2. Colleges and universities have the responsibility to communicate and publish their requirements and course offerings to students and the public, including information about student transfer rights and responsibilities.
3. Colleges and universities have the responsibility to communicate their admission and transfer-related decisions to students in writing (electronic or paper).

Transfer Agreements

Direct Transfer Agreements with Four-Year Institutions

The baccalaureate (four-year) colleges and universities in Washington state listed below subscribe to the Inter-college Relations Commissions (ICRC) Guidelines for direct transfer agreement (DTA). The Seattle Community Colleges offer both Associate of Arts and Associate of Science DTA degrees that meet ICRC Guidelines. The DTA associate degrees are recognized as fulfilling most, if not all, of the general education requirements for these institutions. Students who complete a DTA will normally be granted junior standing upon admission. Students should check with their intended transfer institution for further details regarding any additional general education, major prerequisites and admission requirements. 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 – Bothell
- University of Washington – Tacoma*
- Washington State University
- Washington State University – Tri-Cities
- Washington State University – Vancouver
- Western Washington University
- Whitworth College

**These institutions have restrictions and exceptions to the DTA.*

Online DTA institutions

- Ashford University
- Capella University
- Western Governor's University

Transfer Agreements with Out-of-State Universities

Seattle Community Colleges have partnerships and transfer agreements with the four-year institutions listed below, and are continually developing new ones. For the most accurate list of all transfer agreements, visit the Advising and Transfer Centers.

OUT-OF-STATE UNIVERSITIES

- Boise State University – Idaho
- Dickinson State University – North Dakota
- Grand Canyon University – Arizona
- Hawaii Pacific University – Hawaii
- Indiana University-Purdue University-Indianapolis – Indiana
- Indiana University-South Bend – Indiana
- Johns Hopkins University-Carey School of Business – Maryland
- North Dakota University System – 10 schools in North Dakota
- Northern Arizona University – Arizona
- Oregon State University – Oregon
- San Francisco State University – California
- State University of New York (SUNY) – Oneonta and Oswego campuses, New York
- Thompson Rivers University – Kamloops, BC, Canada
- University of Findlay – Ohio
- University of Montana-Missoula – Montana
- University of Oregon – Oregon
- University of Wisconsin-La Crosse – Wisconsin

Transfer Opportunities at North and South**Bachelor's Degree Program Partnerships with North**

- Eastern Washington University: B.S. in Electrical Engineering
- Washington State University Online: various online degrees
- Western Washington University: Elementary Teacher Education (B.A.E.) with Special Education and Elementary Teacher Certification

See page 97 for details.

Bachelor's Degree Program Partnerships with South

- Eastern Washington University: B.S. in Technology, Applied Technology Option
- City University: B.S.B.A. in Business Administration

See page 137 for details.

2 | Careers Professional & Technical Programs

DEGREES AND CERTIFICATES

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

Certificates C,N,S,V
More than 135 professional-technical programs

Associate of Applied Science Degree (A.A.S.) C,N,S
Preparation and qualification for employment

Associate of Applied Science – T Degree (A.A.S.-T) C,N,S
Two-year degree in specific professional technical programs for transfer to specific four-year institutions

Bachelor of Applied Science (B.A.S.) Degrees
Four-year degree in Applied Behavioral Science C
Four-year degree in Hospitality Management S

The Seattle Community Colleges offer more than 135 workforce education and training 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. Several professional-technical programs also offer short-term training certificates; in some programs students may build skills and add certificates over time to progress in their fields. Contact the program office for further information.

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

The Associate of Applied Science (A.A.S.) degree prepares students to compete 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 full-time 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. College-level courses (100 and above) 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.

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

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 appropriate community college division dean or Advising Office for a current list of four-year colleges accepting the A.A.S.-T degree.

BACHELOR OF APPLIED SCIENCE (B.A.S.) DEGREES

Applied Behavioral Science

The Bachelor of Applied Science (B.A.S.) in Applied Behavioral Science at Seattle Central Community College is designed to offer a substantive, human services four-year degree for direct service practitioners. This program is designed for students with an Associate of Applied Science two-year degree in social and human services, or a related degree. Applications are accepted for Fall and Spring quarter entry. A minimum 2.0 cumulative GPA is required for application; however, entry to the program is competitive.

Please see page 66 for further details.

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 of providing applied management training in the hospitality industry.

See page 145 for more information.

CERTIFICATE Programs

Certificate programs of 2 – 7 quarters in length 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.

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.

SHORT-TERM and STACKABLE Certificates

www.seattlecolleges.edu/shortcertificates

Some programs offer short-term certificates (fewer than 20 credits) which address entry-level job preparation or a specific skill set leading to employment or increased skills for the workplace. Some of these short-term certificates are considered “stackable.” Designed specifically to build, or “stack” sequential skills and credits. On completion of each certificate students can return to the workplace with added skills or they can continue taking courses which build additional skills at the next level in the stackable certificate series.

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 classes in Related Instruction college-level courses, including classes in communication, computation, and human relations. Individual programs identify courses which fulfill these requirements.

PROFESSIONAL-TECHNICAL Programs

Degrees and certificates of 20 or more credits (2 – 7 quarters in length) are offered in the professional and technical career areas listed below. For the most current list please visit seattlecolleges.edu/district/catalog/ccprotech.aspx.

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

Arts/Design/Graphics/Media

Apparel Design	C
Film & Video	C
Graphic Design	C
Photography, Commercial	C

Automotive Technology/Diesel/Truck Driving

Auto Body Collision Repair	S
Automotive Technology	S
Diesel & Heavy Equipment Technology	S
NATEF Certificates	S

Aviation Maintenance/Aeronautical Technologies

Aeronautical Technology	S
Aviation Maintenance/Aviation Airframe Mechanic	S
Aviation Maintenance/Aeronautical Technology	S
Aviation Maintenance/Airframe & Powerplant	S
Aviation Maintenance/Aviation Powerplant Mechanic	S

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

Applied Behavioral Science	C
Hospitality Management	S

Business/Accounting

Accountancy (CPA Preparation)	N
Accounting	N,S
Administrative Assistant	N
Administrative Office Professional	V
Bookkeeping	N
Business Computers	V
Business Information Technology	C,S
Computer-based Accounting	V
Computerized Accounting Technology	N
Customer Service/Advanced Customer Service	N
Entrepreneurship	N
General Business	N
International Trade	N
Medical Office Clerk	S
Network Technician	V
Project Management	N

Retail Management	N
Supervision and Management	S
Tax Preparation (Advanced)	N

Child and Family Studies

Construction/Carpentry/Building Trades/ Apprentice Training

Pre-Apprentice Construction Training (P.A.C.T.)	V
Building Trades Apprentice – Journey Level Programs	S
<i>Includes courses for Bricklayers, Carpet & Tile Layers, Construction Line Clearance/Tree Trimmers, Construction trades, Electrical workers, Traffic flaggers, Glassworkers, Ironworkers, Meatcutters, Painters, Welders</i>	
Cabinetmaking & Fine Woodworking	C
Carpentry	C
Marine Carpentry/Boatbuilding	C
Wood Construction	C

Cosmetology

Cosmetology	V
Cosmetology Instructor Training	V

Communication

Communication, Business & Media	N
Communication & Media Arts	N

Culinary Arts/Food Production/Wine Industry

Banquets & Catering	S
Culinary Arts	C,S
Pastry & Baking Arts	S
Restaurant Production	S
Specialty Desserts & 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
Parent Education	N

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
 Sustainable & Conventional Energy & Control Technology N

Health-Related Professions

Allied Health Sciences C,N
 Clinical Lab Assisting N
 Dental Assistant V
 Dental Hygiene C
 Emergency Medical Technician N
 Expanded Function Dental Auxiliary C
 Medical Administrative Specialist V
 Medical Assisting/Medical Assistant N,V
 Medical Fundamentals for Clinical Research Professionals N
 Medical Laboratory Assistant/Phlebotomy V
 Medical Office Administration N
 Medical Office Clerk S
 Medical Reception, Basic N
 Nursing Assistant – Certified C,N,S
 Nursing Assistant – Certified (I-BEST) N
 Nursing (Practical – LPN) N,S
 LPN to RN C,N,S
 Nursing (Registered – RN) (Associate’s Degree) C,N,S
 Opticianry C
 Pharmacy Technician N
 Phlebotomist (I-BEST) N
 Respiratory Care C
 Surgical Technology C

HVAC N
 HVAC Core N
 HVAC Service N

Information Technology

Applications Support C
 Computing Technology S
 Database Administration & Development C
 IT Certificates: Cisco Certified Network Associate,
 Linux/UNIX Admin, Windows Admin N
 IT Controlled Electronic Systems N
 Network Administration S
 Network Design & Administration C
 Network Design & Administration CISCO C

Network Infrastructure & Security Support N
 Network Technician S
 Programming C
 Web Design C
 Web Development C

Interpreter Training/Sign Language

Deaf Interpreter Training C
 Interpreter Training C

Landscape Horticulture

Landscape Design & Construction S
 Horticultural Studies S
 Sustainable Land Management S

Maritime Training/Seattle Maritime Academy

Deckhand Cook C
 Marine Deck Technology C
 Marine Engineering Technology C

Nanotechnology N

Real Estate

Appraisal (Trainee) N
 Commercial Real Estate Sales & Investment N
 Escrow N
 Loan Processing N
 Property Management N
 Real Estate Sales (Basic & Advanced) N

Social and Human Services

Chemical Dependency Specialist C
 Service-Learning C
 Social and Human Services C

Watch Technology N

Welding

Welding Fabrication Technology S

Work Experience/Cooperative Education/Internships

On-the-job learning for college credit C,N,S

SHORT TERM Certificates

www.seattlecolleges.edu/shortcertificates

Short Term Certificates have fewer than 20 credits. They usually cover an entry-level or specific skill set needed for that industry. Students can complete a short-term certificate and enter/re-enter the workplace with improved skills. They may also continue on a pathway to a higher certificate or degree, and some or all of the credits from the short-term certificate may apply to the next level certificate or degree.

STACKABLE Certificates

www.seattlecolleges.edu/shortcertificates

Among these short-term certificates are some that are considered “stackable” certificates. Stackable Certificates are short-term certificates of fewer than 20 credits each, which are specifically designed to build, or “stack” sequential skills and credits. On completion of each certificate, students can return to the workplace with added skills or they can continue building additional skills at the next level in the stackable series of certificates. Taken together, stackable certificates lead to a sequence of increasing skills, potential job advancement and/or cumulative credits toward a higher certificate or degree.

For example, in Wood Construction, students can take 18-credit certificates independently in Carpentry, Finishing and/or Framing Fundamentals. These skills can lead to jobs, or students can accumulate the skills, which can lead to more job skills, further certificates or an A.A.S.-T degree. In Welding, there are six levels of skill. Each new skill level can increase job potential for students who need to stop studies to work. On returning to school, students resume work at the next certificate level, accumulating skills which can lead to further Certificate and/or an A.A.S. degree.

Contact the program for additional information. New certificates are frequently added as industry needs change.

(Note: For programs with A.A.S. degrees and certificates of more than 20 credits, see the list on pages 15-16.)

PROFESSIONAL-TECHNICAL Programs with Short-term Certificates

www.seattlecolleges.edu/shortcertificates

Automotive Technology

Mechanical & Electrical Components	S
NATEF Certificates	S

Aviation Composites

General Aviation for Composites	S
Aviation Composites Lab	S

Business / Accounting

Accounting Achievement	N
Accounting / Bookkeeping – I-BEST	N
Accounting Fraud	N
Accounting Office Assistant I & II	N
Administrative Specialist	N
BIT Office Assistant	C
BIT Office Professional	C
BIT Office Support	C
Customer Service	N
Medical Office Assistant	S
Not-for-Profit Management	N

Building Sciences (Georgetown)

Basic Weatherization Technician	S
Level I Commercial Energy Auditing	S
Residential Energy Auditing	S

Community Corrections Program Monitor*

Construction / Carpentry

Carpentry Fundamentals	C
Finish Fundamentals	C
Framing Fundamentals	C

Drafting

3-D Modeling Techniques using BIM	N
CAD for Design & Construction	N

Early Childhood Education Assistant

Emergency Medical Technician

Green Energy

*For information call Worker Retraining at (206) 934-5835.

Health-Related Professions

Health Care Assistant Preparation N
 Industrial First Aid (Georgetown) S
 Patient Care Technician C
 Nursing Assistant – Certified C,N,S
 Surgical Tech: Central Supply Instrument Technician C

Information Technology

Computer Maintenance Fundamentals N
 Computer Maintenance with Networking N
 Computer Support Technician C
 CISCO Certified Network Associate N
 CISCO Specialist I, II, III C
 Microsoft Specialist I, II, III C
 Microsoft Windows N

Job Readiness Program* S

Maritime Academy

Able Seamen’s, Community & Industry Support Courses C
*Including Basic Seamanship and Deck Skills, Celestial, Coastal
 & Electronic Navigation, Diesel Engines, Electricity for Boaters,
 Marine Safety & Survival, Vessel Handling.*

Phlebotomy N,V

Real Estate N

Social & Human Services

Management in Human Services C
 Prevention Specialist C

Supervision & Management

Personnel Management S

Warehouse & Distribution* S

Welding

Electronic Assembly S
 Welding, Levels 1-6 S

*For information call Worker Retraining at (206) 934-5835.

3 | Continuing Education

Seattle Central Community College

(206) 934-5448
www.learnatcentral.org

North Seattle Community College

(206) 934-3705
www.learnatnorth.org

South Seattle Community College

(206) 934-5339
www.learnatsouth.org

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.

COMMUNITY Education

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

Classes include 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 more. Many Continuing Education classes are available online as well.

Computer training classes are available for all skill levels in 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.

PUGET SOUND INDUSTRIAL EXCELLENCE CENTER

Georgetown Campus of South Seattle Community College
Georgetown.southseattle.edu/
(206) 934-6853

The Puget Sound Industrial Excellence Center (PSIEC) offers customized contract training programs designed to meet specialized workforce training needs. The center serves as a focal point for business, labor and community in support of economic development, educational opportunities, family wage jobs and global competitiveness in greater South King County. The PSIEC provides customized workforce training in manufacturing, transportation, distribution, logistics and construction. New training programs focus on green jobs training, including energy conservation, energy auditing, building science, and environmental sustainability practices. As part of the Seattle Community Colleges, the PSIEC has direct access to a wide range of high-quality instructors and training resources. The center also hosts career fairs and workforce development initiatives.

SENIOR ADULT Education

South Seattle offers 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 offerings.

TEACHER PREPARATION

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

North offers teacher clock hours for most of its course offerings, including all Continuing Education courses.

South offers courses for those working toward a Career and Technical Education (CTE) Certification in Washington state. This program is for business and industry professionals who would like to become middle or high school teachers.

Contract TRAINING

Business and industry representatives 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 the Seattle Community Colleges. Continuing Education Units may be granted to meet professional development requirements.

4 | Bridge to College / Pre-College

Basic studies courses provide instruction for those who want to improve their English, to improve basic verbal and math skills, to earn a high school diploma or GED in order to get better jobs, to continue their education and prepare for college-level work, or to enter college while still in high school. Each of the programs in this area is designed to meet a particular set of student needs.

BRIDGE TO COLLEGE Programs

- Developmental Education
- Transitional ESL
- Concurrent High School / College Programs
- High School / College Preparation Programs

PRE-COLLEGE Programs

- Adult Basic Education
- ESL – Beginning & Intermediate Levels
- GED
- High School Completion

Seattle Central Community College

Basic & Transitional Studies
206-934-4180
seattlecentral.edu/basic/

North Seattle Community College

Basic & Transitional Studies Division
206-934-7303
northseattle.edu/programs

South Seattle Community College

Basic & Transitional Studies Division
206-934-5363
southseattle.edu/bts/

Seattle Vocational Institute

GED Program
(206) 934-4935
sviweb.sccd.ctc.edu/programs.htm

Bridge to College Programs:

DEVELOPMENTAL EDUCATION 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.

TRANSITIONAL ESL English as a Second Language

Placement in transitional ESL classes (advanced levels) is done by ESL COMPASS testing. These courses prepare students for college-level work with increasing emphasis on note-taking, composition, oral presentation, and class discussion at high levels. Although these classes do not count as credit for college-level work, ESL 093-099 can be covered by financial aid. Tuition for these classes is the same as regular tuition.

For information on more basic ESL classes (levels 1-4), see page 22.

NOTE: International Students should take ESL classes through International Programs, page 27.

CONCURRENT High School/College Programs

These programs allow students to begin college studies while still in high school, obtaining credit for both high school and college courses.

Running Start

Central (206) 934-3820
seattlecentral.edu/runstart

North (206) 934-3682
northseattle.edu/running-start

South (206) 934-5207
southseattle.edu/runningstart/index.html

Running Start is a program for high school juniors and seniors who qualify for college-level courses through placement testing. This program provides free or reduced tuition 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 applicable fees. Online Virtual Running Start courses allow students to take college courses from home, the school library or the workplace.

Upon completion of an associate's degree, a Running Start student may submit a written request for a high school diploma to receive one from the college.

For more information, visit www.virtualcollege.org.

Bright Future

SVI
(206) 934-6304
sviweb.sccd.ctc.edu/p_bright.htm

The Bright Future Program is a Running Start-funded program serving students from all area high schools.

The Bright Future program gives students an opportunity to start their college courses early by allowing qualified high school students access to accredited programs at Seattle Vocational Institute (SVI). The program is designed to assist the participants in earning a high school diploma and a certificate of completion in one of SVI's professional technical programs. Students are eligible to enroll in the vocational programs of the Allied Health Division (Dental Assistant, Medical Administrative Specialist, Medical Assistant and Phlebotomy), Business Computers Division (Administrative Office Professional and Computer-Based Accounting), the Pre-Apprenticeship Construction Training program and the School of Cosmetology.

Coursework completed at SVI counts toward high school graduation requirements as well as professional/technical certification.

Bright Future students attend SVI tuition-free. Students are responsible for the cost of mandatory student fees, transportation, books, uniforms and supplies. Students eligible for free or reduced lunch at their high school are eligible for the fee waiver program. Financial assistance through BF Dollars for Scholars is available for students who qualify.

High School to College PREPARATION PROGRAMS

Career Link Academy at South

(206) 934-6475

Career Link at South Seattle Community College prepares students for success in college and their careers 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. Tuition and materials are free and support is available for other 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.

TRIO Educational Talent Search

South
(206) 934-6474

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) 934-7762
webshares.northseattle.edu/upwardbound

South (206) 934-6676
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 year-round 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 82 high school students from Franklin High School and Roosevelt High School. South Seattle Community College hosts 50 high school students with disadvantaged backgrounds from Evergreen High School and Tye High School.

Pre-College Programs:**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. Students can start at a level matching their current skills and progress at their own pace. Classes in basic math, reading, writing and communication skills are designed to help adults become more self-sufficient, improve their job prospects, prepare for the General Education Development (GED) or qualify for entry into post-secondary education programs. Course descriptions are listed under ABE. Classes are non-credit. Tuition is low, currently \$25 per quarter (subject to change).

ENGLISH as a Second Language (ESL)

English as a Second Language (ESL) classes, levels 2-4 (1-5 at South), 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. These non-credit courses cost \$25 per quarter tuition (subject to change). Course descriptions are found under ESL. When students test high enough, they can move on to Transitional ESL (levels 5 and 6 at Central and North), which concentrate on college-preparation skills. See page 20.

NOTE: International Students should take ESL classes through International Programs, page 27.

GED Preparation

Central (206) 934-4180 North (206) 934-7303
South (206) 934-5363 SVI (206) 934-4935

Adults may demonstrate that they have reached an education level equal to a high school diploma by taking the General Educational Development (GED) test. 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. To prepare for this test, the Seattle Community Colleges offer courses that cover the subjects tested: reading, writing, mathematics, science and social studies.

A prerequisite for enrollment in GED classes is the ability to read at or above eighth grade level, or completion of ABE Level 4.

See page 241 for course descriptions under General Educational Development.

HIGH SCHOOL COMPLETION Options

Central (206) 934-5408
North (206) 934-7303
South (206) 934-5805

- All students who are 21 years of age and older and who earn an associate's degree of any type from Seattle Community Colleges are eligible to submit a written request for and to receive a college-based high school diploma. These individuals are not required to complete the State Board of Education high school graduation requirements.
- Running Start students who complete an associate's degree are eligible to request a high school diploma at any age. These individuals are not required to complete the State Board of Education high school graduation requirements.

- The Seattle Community Colleges also offer High School Completion options to students who have not completed their high school diplomas. With this option students must have a minimum of 19 credits which include required courses. Students will also need to complete a culminating project, a “High School and Beyond” plan, and pass the High School Proficiency Exam (HSPE).

Students planning to work towards a high school diploma should obtain a copy of “Requirements for the High School Diploma” from the Advising or Admissions Office for complete information. These individuals are required to complete the State Board of Education’s high school graduation requirements. The requirements are listed below.

**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.

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	2.5
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 at C,S: not at N)	10
Approved Electives (from college transfer or Professional-Technical courses; quantity varies, depending on number of required courses), minimum	27.5
REQUIRED CREDITS	67.5
ELECTIVE CREDITS	27.5
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) or POLS& 202 (5) and Washington State History (2.5) or satisfaction of requirement. Check with advisor.

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 at some colleges. Check with your college advisor. Credits could 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 21). 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.

5 | Distance Education/eLearning



www.seattlecolleges.edu/distance

Seattle Central Community College
www.seattlecentral.edu/distance

North Seattle Community College
www.virtualcollege.edu

South Seattle Community College
<http://sites.southseattle.edu/online>

The Seattle Community Colleges offer a wide range of Distance Education/eLearning options using a variety of technologies, including online courses, videotape/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.

Distance Education/eLearning 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 require students to structure their own schedules, balancing their time around the assignments and requirements of the class. Courses usually contain 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 interact using a “virtual classroom” website incorporating regular communications with the instructor and other students, online content and lessons, and interactive web-based activities. 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. All three campuses have Distance Education/eLearning offices that students may visit in person.

Types of DISTANCE EDUCATION/ eLearning 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 interaction with the course instructor enhance the learning experience.

Fully online courses do not require campus visits. However, some online courses may require on-campus visits during exam times; 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 discussion forums 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 (WAOL) courses through the Seattle Community Colleges.

Washington Online 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 usually follows the quarterly college schedule.

Hybrid Courses

Hybrid 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 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 discussion forums), online content and lessons, and interactive Web-based activities. These courses often use on-campus exams as assessment tools. Enrollment usually follows the quarterly college schedule.

Telecourses, DVDs or Videotape 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.

DVD or videotape courses are similar to telecourses. DVDs or videotape series may be available for purchase or rent. Contact the individual campus Distance Education/eLearning offices for available options.

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, fax, online 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 video-streamed anytime students need to view them and DVDs or videotapes may also be rented or purchased for some classes. 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.

Note: Not available at Seattle Central.

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 Distance Education/eLearning Office for evaluation by the instructor, who will return them to the student with comments. Consult with a counselor or advisor before enrolling. Correspondence courses have open enrollment and do not follow the quarterly college schedule. They are not eligible for financial aid.

TECHNICAL REQUIREMENTS

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

- Access to a PC with a Pentium processor (Windows 2000, XP, Vista, 7) or comparable Macintosh computer (OS X or later versions) with at least 32mb RAM
- A reliable Internet connection (DSL or cable modem connection recommended)
- Browser requirement: Latest versions of Firefox (PC/MAC) or Internet Explorer (PC)
- This list contains links to common “plug-ins.” Any or all of these might be required for an individual course.
 - Adobe Acrobat
 - Java Runtime
 - QuickTime – for some movies
 - Macromedia Flash – for some movies
 - Microsoft PowerPoint Viewer 2003, 2007, 2010
 - Word Viewer 2003
 - Excel Viewer 2003, 2007, 2010
 - OpenOffice (compatible with Microsoft Office, free download)

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 www.washingtononline.org.

Technical requirements for telecourses and other visual media courses require access to TV and VCR or DVD player (for some courses) and to audiocassette recorder (for some courses). Word-processed assignments are required in some cases.

ADDITIONAL FEES

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

ADVISING for Distance Education/ eLearning

Distance Education/eLearning classes are very popular and fill before the quarter begins. Academic advising can help students decide whether Distance Education/eLearning is a good option for their personal situations. Students can reach an advisor through email (dlweb@sccd.ctc.edu), by calling 1-800-510-1724 or by visiting college websites listed on page 24.

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 the next steps.

Books and study guides for most Distance Education/eLearning courses may be ordered online or purchased at the campus bookstore.

There are also Distance Education/eLearning offices located on each campus.

Seattle Community Colleges TELEVISION & IRIS EDUCATION

(206) 934-3928

scctv.net

iriseducation.org

seattlecommunitymedia.org

The Seattle Community Colleges television station, SCCTV, offers high quality education and community programming. SCCTV broadcasts to residents of Seattle on Comcast cable channel 28, Millennium cable channel 19 and simulcasts to the world via its website.

Self-funding, SCCTV also operates Seattle Community Media, the city's public access station seen throughout Seattle and King County on Comcast channel 77. Seattle Community Media provides a venue for many voices of our diverse community.

Emmy-award winning SCCTV creates unique original programming such as *Professor Fred's Movie Marvels* and *Centuries of Great Music*, sharing these programs with community college television stations across the country from Portland to San Antonio to New York. Programming information is available on the website.

SCCTV's IRIS Education division serves as a portal for the world's largest educational video producers, providing the digital delivery system, hosting and streaming for thousands of hours of educational content. This content is streamed to hundreds of higher education institutions and more than 77,000 high schools and K-12 schools throughout the United States and Canada. Using innovative web development tools, IRIS also creates affordable website for clients, specializing in streaming media.



6 | International Programs

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.

The Seattle Community Colleges also offer a wide variety of study abroad, internships and service learning opportunities for U.S. students to study and learn in other countries.

For general information:
<http://seattlecolleges.edu/international>

Each college offers programs for international students and for Study Abroad. Contact the International Programs office on each campus for details about what is offered and how to participate:

Seattle Central Community College

International Education Programs

1701 Broadway, ISC 100

Seattle, WA 98122 USA

Telephone: (206) 934-3893

Fax: (206) 934-3868

Email: seattlecentral.intl@seattlecolleges.edu

www.seattlecentral.edu/international

North Seattle Community College

International Programs

9600 College Way North

Seattle, WA 98103 USA

Telephone: (206) 934-3672

Fax: (206) 934-3794

Email: international@seattlecolleges.edu

<http://isp.northseattle.edu>

South Seattle Community College

International Programs

6000 16th Ave. S.W.

Seattle, WA 98106 USA

Telephone: (206) 934-5360

Fax: (206) 934-5836

Email: ip@seattlecolleges.edu

www.southseattle.edu/international

SERVICES AND PROGRAMS

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.

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 and have completed 10th grade 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 allow time for processing the application, to make passport and visa arrangements, and to prepare for departure.

Guidelines for Continuing Enrollment for International Students

Students must:

- Comply with Homeland Security requirements, including proper documentation, a valid passport, I-94 and I-20
- Complete 12 credit hours each quarter (as assigned by an advisor) while maintaining a satisfactory GPA
- 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

TYPES OF PROGRAMS AVAILABLE for International Students

Intensive English

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

College Bridge

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

College Transfer

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

Students can choose from more than 135 degree and certificate programs in professional and technical fields. Programs vary in length from one to seven quarters.

FAST TRACK High School Completion

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

Summer Session

Students can choose from a range of college and English programs during the summer term.

TRANSFER TO FOUR-YEAR SCHOOLS Opportunities

The Seattle Community Colleges have many agreements with both in-state and out-of-state four-year colleges and universities for transfer for qualifying students, including international students. See pages 11-12, visit the website (seattlecolleges.edu/international) for the most current list, or see an academic advisor.

Programs for U.S. STUDENTS STUDYING AND VOLUNTEERING ABROAD

seattlecolleges.edu/international/

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 on this website.

Travel/Study Courses

Cooperative Education
(206) 934-5422

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.

Course	Credits
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

7 | Worker Retraining Program

Each college has a Worker Retraining Coordinator who can be reached as follows:

Seattle Central Community College

(206) 934-6310
seattlecentral.edu/wrp

North Seattle Community College

(206) 934-3787
northseattle.edu/workforce-education/
worker-retraining

South Seattle Community College

(206) 934-5835
southseattle.edu/wrp

Seattle Vocational Institute

(206) 934-4936
sviweb.sccd.ctc.edu/wrp/wd_wr.htm

District-wide

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

Those who meet eligibility requirements 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. A person may be eligible for Worker Retraining if he or she

- Is unemployed and is collecting Washington State Unemployment Benefits
- Has exhausted Washington State Unemployment Benefits within the last 24 months
- Has received a WARN letter
- Has been working in the home, experiences a significant loss of income and needs to re-enter the workforce

- Is an unemployed or under-employed displaced homemaker.
- Has closed a business due to economic downturn
- Is working in a not-in-demand job (along with other criteria)
- Has lost a job because of a disaster
- Has separated from the military with an honorable discharge within the last 24 months
- Has suffered a loss of more than 50% of household income due to a divorce, separation or death of a spouse or partner within the last 24 months.

START NEXT QUARTER:

www.startnextquarter.org

The Seattle Community Colleges offer hundreds of students free and reduced tuition, books, and fees every quarter through Start Next Quarter. Interested students can see if they pre-qualify for Opportunity Grants, Worker Retraining, Basic Food Employment and Training, and WorkFirst funds by visiting this website. Students who pre-qualify for funding are invited to a Start Next Quarter workshop where their eligibility for funding is confirmed. Funding is limited and may be restricted to certain courses of study.

BENEFITS

- Priority Registration
- Tuition Assistance
- Career Planning Services
- High wage, high demand training programs
- Tutoring assistance
- Assistance with TAA and CAT/TB paperwork
- Liaison to other agencies, programs and funding

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.

*NWCCU, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052 Website: www.NWCCU.org (425) 558-4224

Getting STARTED



6 Steps to Enrolling

- 1 Apply for **Admission**
- 2 Apply for **Financial Aid/other funding sources**
- 3 Prepare for and take **Placement Tests**
- 4 **Consult** with an Advisor
- 5 **Register** for Classes
- 6 **Pay Tuition** and Fees

1 | APPLY for Admission

The Seattle Community College District operates on an open door admission policy (District Policy 305). Consistent with available space and resources, each campus admits those persons who:

- Are competent to profit from the curriculum offerings of the District; and
- Would not, by their presence or conduct, create a disruptive atmosphere within the College District inconsistent with its purpose; and
- Are 18 years of age or older; or
- Are high school graduates; or
- Have applied for admission under the provisions and qualifications of student enrollment options programs such as Running Start or a successor program; or through other local student enrollment option programs. However, an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his or her transfer, may be conditionally admitted on a probationary status as determined by the chief administrative officer or his or her designee;

OR

- Are students age 16 and over who meet the provisions of Title III of the Workforce Investment Act who may then enroll in certain adult basic education classes. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate, through measurable academic progress, an ability to benefit from the curriculum offerings.
- If not qualified under subsections above, has filed an appropriate written release from the public, private or home school he or she is attending or last attended, provided they are at least 16 years of age or older.

Admissions Exception

The college does not desire to replace or duplicate the functions of the local public schools; however, persons under the age of 18 may request special admission on a course-by-course basis, provided they have attained at least high school junior standing. Criteria for granting admission are: competency at an appropriate academic, artistic, and/or technical talent level and the ability to participate in an adult learning environment.

Specific admissions procedures are available in the registrar's office at each campus and at www.seattlecolleges/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%20Students/Getting%20Started). Additional application information is also available at each of the college websites:
 - Central: seattlecentral.edu/getstarted
 - North: northseattle.edu/admissions/steps
 - South: southseattle.edu/enrolling
 - SVI: <http://sviweb.sccd.ctc.edu>

OR

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

OR

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

For those intending to transfer in credits 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.

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, submit separate applications for each 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 (the Dean of Instruction at SVI).

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 (Dean of Instruction at SVI) 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 rates 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, spouse 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/asylee/parolee or the spouse or dependent child of an immigrant refugee/asylee/parolee.
- 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) 934-4397 seattlecentral.edu
North	(206) 934-3663 northseattle.edu
South	(206) 934-7938 southseattle.edu
SVI	(206) 934-4950 sviweb.sccd.ctc.edu

INTERNATIONAL Student Admission

See pages 27-28 for information on International Student Admission and Guidelines.

2 | APPLY for Financial Aid/ Opportunity Pathways/ Other funding sources

Seattle Central Community College
(206) 934-3844
seattlecentral.edu/finaid

North Seattle Community College
(206) 934-3688
northseattle.edu/financial-aid

South Seattle Community College
(206) 934-5317
southseattle.edu/finaid

Seattle Vocational Institute
(206) 934-4977
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, 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 and on the financial aid websites listed above.

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.

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 or a GED certificate
- 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/Opportunity Pathways

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), College Bound Scholarship and Institutional Grant.
2. **Employment:** Work-study programs provide part-time employment.

3. **Loans:** Contact the campus Financial Aid Office for information about participation in loan programs.

Many different scholarships are offered. Amounts, eligibility criteria and deadlines vary. Check with the Financial Aid Office for information and application forms.

Opportunity Grants

Eligible students pursuing approved pathways* may receive funding to cover tuition and mandatory fees up to 45 credits (990 clock hours) and up to \$1000 per academic year for tools, texts and supplies.

** See "opportunity grants" on college websites for a list of approved programs. For additional grant information, visit www.sbctc.ctc.edu/s_opportunitygrants.aspx*

Grant Eligibility

- Washington state resident
- Enrolled in an eligible program of study
- Family income at or below the 200% federal poverty level
- Financial need based on FAFSA
- No previous degree or certificate (preferred, but not required)

Opportunity Grant Coordinators:

Central (206) 934-6937
seattlecentral.edu/finaid/opportunity_grant.php

North (206) 934-3787
northseattle.edu/workforce-education/opportunity-grant

South (206) 934-5200
southseattle.edu/resources/opportunitygrant.htm

SVI (206) 934-3192
sviweb.sccd.ctc.edu/f_opportunity_grant.htm

Start Next Quarter

startnextquarter.org

The Seattle Community Colleges offer hundreds of students free and reduced tuition, books, and fees every quarter through Start Next Quarter (SNQ). Interested students can see if they pre-qualify for Opportunity Grants, Worker Retraining, Basic Food Employment and Training, and WorkFirst funds by visiting this website. Students who pre-qualify for funding are invited to a Start Next Quarter workshop where their eligibility for funding is confirmed. Funding is limited and may be restricted to certain courses of study. Potential SVI students can also use SNQ.

SVI Financial Aid and Assistance

(206) 934-4977

Federal and state financial assistance is available for students attending SVI. Depending on eligibility, assistance consists of work-study and grants, including Pell Grants, State Need Grants, and Supplemental Educational Opportunity Grants (SEOG). SVI also participates in Worker Retraining, WorkFirst funding, the Opportunity Grant Program, Basic Food and Employment and Training (BFET), College Bound Scholarship and Passport Scholarship Programs.

Financial aid application instructions and funding options information is given in the Educational Planning Course described on pages 171-172. Early application is encouraged. Late applicants may have their entry into school delayed.

In order to maintain financial aid eligibility, students must maintain satisfactory academic progress.

FINANCIAL Assistance for VETERANS

Veterans Affairs Offices

Central & SVI	(206) 934-4147
North	(206) 934-3699
South	(206) 934-5811

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, Post 9/11 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, assists in applying for tutorial and work-study benefits (for some veterans), 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 Veterans 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 applicable 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 notice carefully, following all instructions. Students are also notified by letter if they are ineligible for financial aid.

Disbursement of Funds

Financial aid is first applied to tuition and fees charged at the time of registration. Any remaining balance is issued to the student. A student has three options for receiving this disbursement (also called a refund):

- having funds deposited to a new account which can be accessed with a Seattle Colleges debit card;
- having funds deposited directly into the student's current bank account;
- having a paper check mailed.

Work-study awards are paid through a payroll check twice a month as the money is earned. Campus financial aid offices provide detailed instructions for both disbursements (refunds) and work-study payments.

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 | Prepare for and take PLACEMENT TESTS

Most new students are required to take the COMPASS placement test (SVI students see below). COMPASS is an untimed, computerized test used by the colleges to evaluate reading, writing and math skills and to determine the appropriate math and English course placements. Possible exemptions to taking the test are recent proof of college-level English and math with a 2.0 or better GPA, other recent placement test scores, some training or performance courses.

Contact the Testing and Assessment Office, your college website, or www.beforeyoutest.org for details about taking the test or the test-prep workshop on your campus, and for current fees and guidelines.

Prepare for the COMPASS Test

www.beforeyoutest.org

Preparing for the test helps to ensure the most accurate test results and the best course placement. There are several options to prepare: A free two-hour workshop is available at all three colleges, usually twice a week. The workshop schedule is available on the website which also provides all the information you need about the COMPASS and on-line resources for test preparation, if you cannot attend a workshop. Current cost for the COMPASS Test is \$18 (for 2012).

Some students also take the ESL COMPASS along with the Standard COMPASS Test to assess their English skills. If a student's skill set is good, the computer moves the student into the Standard COMPASS for further assessment and placement.

North Testing Center
(206) 934-3674
northseattle.edu/testing

Central Testing Office
(206) 934-6344
seattlecentral.edu/testing

South Student Assessment Services
(206) 934-6767
southseattle.edu/resources/sas/

Testing at SVI

SVI students take the CASAS Test. There is no fee for this test. Students prepare for the test by attending the Educational Planning Course described on page 171. SVI students for whom English is a second language take an ESL placement test.

SVI Educational Planning and Registration
(206) 934-4980
http://sviweb.sccd.ctc.edu/r_epc.htm

4 | CONSULT with Advisor on Program and Classes

The Seattle Community Colleges provide educational advising to new and enrolled students (District Policy 315). Advising is available to help plan a course of study and select the appropriate classes. At North and South, advisors provide information on Professional-Technical programs and academic transfer programs as well as admission requirements for four-year institutions. At Central, the Workforce Education Manager provides information on Professional-Technical programs, and advisors

provide information on academic programs as well as admission requirements for 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.

For more information, email or call

Central AdvisorCentral@seattlecolleges.edu
(206) 934-4068

North AdvisorNorth@seattlecolleges.edu
(206) 934-3658

South AdvisorSouth@seattlecolleges.edu
(206) 934-5387

SVI **Admissions**
(206) 934-2948

5 | Official ENROLLMENT & REGISTERING for Classes

The Seattle Community Colleges require official enrollment before a student may enter any class. Official enrollment is the process of registering for classes and payment of tuition and fees.

Students may register for classes by using campus online services (see below) or completing an enrollment form, and then paying tuition.

The Seattle Community Colleges operate on a quarter system. The quarterly course schedules are published approximately 6 weeks before the start of a quarter and are available through campus online services, at campus registration desks or by mail. Registration information is provided 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 or at www.seattlecolleges.edu/district/calendar/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/add/drop classes, get quarterly grades, look up registration appointments, check financial status, change their PIN, or pay for classes by credit card or deferred payment plan. For more registration information, visit the campus website or contact the campus Registration Office.

Registration websites can also be reached by selecting a college at www.seattlecollege.edu/register.

SVI: SVI does not have online services at this time.

Please see SVI for enrollment through the Educational Planning Course.

EMAIL: Email is the primary mode of communication with students at the three campuses. These emails may include information about admissions, deadline dates, registration, waitlist status updates, dropping for non-payment, residency, transfer credit evaluation and graduation. Students should keep their email addresses current with their college.

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 drop or withdraw. See "Dropping Classes" on this page.

ADDING Classes

After initial registration, students may add classes* through the end of the 10th day of the quarter (through the 8th 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.

NOTE: Students may petition for a late registration* based on documentation demonstrating extenuating circumstances. Late registration petitions will only be considered for those students who attended classes prior to the 10th day of the quarter (8th day for summer). Cost is \$10.00 per credit.

**Adding classes and late registration policies do not apply to SVI*

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, or by the 8th day of Summer Quarter, students may withdraw from a class and no record of the course will appear on the transcript.
2. From the 3rd week through the 8th week of the quarter (9th day through 6th week in Summer Quarter for regular summer courses; by the 4th day of the quarter for 4 week summer courses), 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.
3. After the 8th week (6th 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 CONTACT INFORMATION

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

Updates 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 a deferred payment plan 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 (except at SVI). 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) 934-4108
North Seattle Community College	(206) 934-3627
South Seattle Community College	(206) 934-5388
Seattle Vocational Institute	(206) 934-4947

Optional Payment Plan for Tuition

Each of the Seattle Community Colleges offers a deferred payment service through our partner, NBS. Enrollment in this program enables students to make automated monthly tuition payments from a bank account, debit card or credit card. Students must have a tuition/fee balance of \$100 or more to be eligible for this option. Students taking Continuing Education classes and International students are not eligible for this option. For further information:

Central: seattlecentral.edu/registration/tuition.php

North: northseattle.edu/tuition-fees/deferred-tuition-payment-system

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

TUITION

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

*See page 31, *Residency Requirements*.

NOTE: Amounts listed are for 2012–2013 tuition and fees. For current amounts, go to www.seattlecolleges.edu/tuitionfees.aspx or refer to the quarterly class schedule for each campus.

2012–2013 Tuition Rates for Credit Programs

# of Credits	RESIDENT	NON-RESIDENT
1	106.84	278.84
2	213.68	557.68
3	320.52	836.52
4	427.36	1,115.36
5	534.20	1,394.20
6	641.04	1,673.04
7	747.88	1,951.88
8	854.72	2,230.72
9	961.56	2,509.56
10	1,068.40	2,788.40
11	1,121.39	2,846.40
12	1,174.38	2,904.40
13	1,227.37	2,962.40
14	1,280.36	3,020.40
15	1,333.35	3,078.40
16	1,386.34	3,136.40
17	1,439.33	3,194.40
18	1,492.32	3,252.40

19-25 credits

Resident/On-Campus

\$96.26 for each credit between 19 and 25

Non-resident/On-Campus

\$268.26 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. See the program website.*

Distance Education /eLearning

For current Distance Education/eLearning tuition and fees, see seattlecolleges.edu/distance.

Tuition Changes

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

Non-payment of Tuition and Fees

Costs and expenses that result from collecting unpaid tuition and fees will be added to the total owed to the colleges, according to state laws RCW 28B.10.293 and RCW 19.16.500.

Student FEES

NOTE: Fees listed are for 2011–2012. All fees are subject to change. Fees are approved by the Seattle Community College District Board of Trustees in late spring of each year. For current amounts, go to www.seattlecolleges.edu/tuitionfees.aspx or refer to the quarterly class schedule on each campus.

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 and South, this fee maximum is \$54 (18 cr.); at North, 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 \$15 per quarter

A \$15 per quarter Transportation Management Fee (TMP) is charged to students enrolled for 10 or more credits at standard tuition rates. This fee allows these students to exercise one of the following options:

- Purchase a subsidized quarterly bus pass, called the ORCA Pass, from the Cashier's Office.
- Receive a one-time reimbursement of up to \$60 each quarter on a ferry pass.

For more information, call the campus Transportation Coordinator:

Seattle Central Community College	(206) 934-4393
North Seattle Community College	(206) 934-0060
South Seattle Community College	(206) 934-5157
Seattle Vocational Institute	(206) 934-4942

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.

Credits by Examination credits are equivalent to course tuition.

English/Math Placement Tests \$19 ea.

GED Test \$15 per test (section) or retest

Official Transcripts \$4.40 ea.

(Subject to change. Check with college for current fee.)

Work Experience Evaluation \$100 per submission

Student INJURY & SICKNESS INSURANCE PLAN

Student injury and sickness insurance is available to students registered for 6 or more credits. Provided by Summit America Insurance Services, L.C., the policy provides broad coverage at a comparatively inexpensive rate. Student insurance must be purchased during the first two weeks of each quarter. For more information, see www.summitamerica-ins.com.

REFUNDS

General Refunds

Tuition and fees (those that are refundable) will be refunded if complete or partial withdrawal from classes is accomplished within the first twenty (20) calendar days of the regular college quarter starting date (District Procedure 605.30.1). Fees and tuition refunds are returned automatically once students have officially dropped online or in person with the refund schedule below:

Withdrawal resulting from classes	
canceled by college	100%
During the first five (5) instructional days	
of the college quarter	100%*
From the sixth (6) instructional day through the	
twentieth (20) calendar day of the	
college quarter	50%*

No refunds after the first twenty (20) calendar days of the college quarter 0%
**Subject to administrative fee of \$6.00.*

There is no charge for dropping classes if no refund is involved. Allow at least two weeks from the time of payment for refund processing.

Financial Aid Refunds

Refunds to financial aid recipients will be refunded to the appropriate financial aid account as required by federal and state regulations, including those students who are dismissed for disciplinary reasons.

International Refunds

International students who attend one of the Seattle Community Colleges on a visa and make advance payments must have enrolled at the college in the quarter for which they are requesting a refund and must provide documentation establishing extenuating circumstances, such as visa denial or medical reasons.

Intensive English Language Program Refunds

Withdrawal prior to 1st class 100%
During the first 5 calendar days 80%
From the 6th through the 14th calendar days 50%
No refund after the 14th calendar day 0%

Continuing Education Programs and Community Education Classes

North Seattle Community College and South Seattle Community College Refund Policy:

Before 48 hours prior to first day class 100%*
No refunds for cancellations within 48 hours of start of class or after class begins 0%
**Subject to administrative fee*

Seattle Central Community College: varies

Due to the wide array of programs offered by Seattle Central's Continuing and Professional Education, refund policies are tailored to specific programs and courses. For specific refund information, call (206) 934-5476.

Other Refunds

Disciplinary Reasons: No refund will be given to a student who is dismissed from the District for disciplinary reasons. (Policy 605.30.4)

Failure to follow procedures: No refund will be given to a student who fails to follow official withdrawal procedures. (Policy 605.30.4)

Summer quarter, short or irregular courses: Shorter courses, programs and summer quarter will also be refunded, but on appropriately shortened time frames.

Lab Fees: Lab fees are based on consumption of supplies and materials. Those which are refundable will be refunded on the same schedule as tuition. (Policy 605.30.6)

Parking Fees: Parking fees will be refunded only in the case of 100% withdrawal from the college, in which case the fees will be refunded on the same schedule as tuition. (Policy 605.30.7)

WAIVERS

State Employees

Permanent Washington state employees working 50% of full-time equivalency (FTE) may register on a space-available basis using the State Tuition Waiver. Persons wishing to use this waiver may register between the 6th through the 10th instructional days of the quarter (5th and 8th for summer) after obtaining the instructor's permission. The cost is \$20 for the first 6 credits and is non-refundable. Students are responsible for any additional charges such as class fees, books, photo ID, transportation fee, or the Universal Technology fee.

NOTE: The following stipulations apply to the State Employees Waiver:

- This waiver cannot be used for Continuing Education classes or Distance Education WAOL classes
- Employees in the K-12 systems are 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 (go to http://www.sbctc.ctc.edu/college/_f-tuitionwaivers_stateemployees.aspx for a current list of the state-identified shortage areas). A new certification of employment form must be presented each quarter
- Students enrolled in more than 6 credits will be charged at the regular tuition rate for all credits in excess of 6
- Students who enroll prior to the 6th day of the quarter (5th for summer) will forfeit their waiver eligibility
- Please contact the Admissions/Registration Offices at each campus to request a Certification of Employment form, or download one from the district website

Waivers for Veterans

See Financial Assistance for Veterans, page 33.

Senior Citizen Waiver

Washington state resident seniors, 60+ years, can enroll in two state-funded classes for audit or credit on a space available basis. Some exceptions do apply. Students attempting to use the waiver should go to class on the first day of the class. Using the standard registration form, obtain instructor's signature if space is available and submit it to the Admissions/Registration Office beginning the 6th day (5th day for summer) of the quarter through the 10th day (8th day for summer) of the quarter. Cost is \$5 per class. This rate is applicable only for two state-funded classes. Regular tuition will be charged for more than two classes. Students are responsible for any additional charges such as class fees, books, photo ID, transportation fee, Universal Technology fee, etc. (Continuing Education, WAOL, ESL courses and financial aid recipients are not eligible for this program.) Students who enroll prior to the 6th day of the quarter (5th for summer) will forfeit their waiver eligibility. This waiver is not available to students who plan to use the course credits gained thereby for increasing credentials or salary schedule increases.

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. (District Policy 311)

Minimum GPA: A grade point average of 2.0 is required.

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 clock hours.

Degree/Certificate Completion: Students who are enrolled in degree or certificate programs must complete their programs in at least 125 percent of the credit or clock hour program requirements. Students who do not meet the above requirements may be subject to corrective actions. Copies of these rules and procedures are available online at each college website:

seattlecentral.edu/registration/stu_prog_policy.pdf
northseattle.edu/policies/progress-and-grades
southseattle.edu/campus/progress.htm
http://sviweb.sccd.ctc.edu/c_policies.htm

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, faculty coordinator or division counselor (depending on each campus). 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.

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 through the Dean's List or President's List awards at the college they are currently attending. These awards are posted to the student's official academic transcript.

Dean's List: Students must have 1.0 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. These awards are posted to the student's official academic transcript.

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	1.1–1.0
B-	2.8–2.5	F	0.0
C+	2.4–2.2		

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 following letter grade options are not universally accepted by other institutions and could jeopardize the transferability of courses and financial aid status. See your advisor.

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 2nd week of the quarter without the instructor's signature or the end of the 8th week (6th 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 36).

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 of the two decimal grades 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. Students should check 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 or changes must be reported no later than the last day of the quarter which follows the quarter in which the grade was received, except a Spring Quarter grade may be reported through the last day of the following Fall Quarter. Students are encouraged to consult with their instructors before initiating a grade review process as outlined in the complaint procedure available through the office of the Vice President for Student Services 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).

Transferring Credits from Other Colleges

For students pursuing a degree or certificate, an evaluation of incoming credits request may be submitted after transcripts from other institutions are received. Students will be sent a copy of their evaluated coursework.

Limitations on Transfer of Courses or Credits

Transfer credit is not normally awarded for the following types of study or coursework: (1) courses taken at colleges or universities that are not regionally accredited; (2) non-credit courses and workshops; (3) remedial or college preparatory courses; and (4) sectarian religious studies.

Also see the Reciprocity Agreement for College Transfer Programs on page 10.

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 or online at http://www.studentclearinghouse.org/secure_area/transcript/to_bridge.asp. Allow two working days for processing. The current transcript fee is \$4.40 (subject to change). College websites have current fees. 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 must include the student's social security number and signature. Check the college website for current GED transcript fees.

STUDENT RULES

Responsibilities & Right to Know

RECORDS

Confidentiality of Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99)* is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of 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 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 Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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. A student should submit a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where 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 the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record, as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of a right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure with our consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted or is assigned to provide a service instead of using College employees or officials (such as an attorney, auditor, collection agent, or a clinical, intern, or extern site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

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 name and address of the office administering FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5901.

Disclosure of Student Directory Information

The College may disclose the following directory information unless a student affirmatively submits a written notice to the Registrar's Office requesting his/her directory information not be released. Directory information includes:

- Student's name
- The act of enrollment in the college
- Date(s) of enrollment
- Division or area of study
- Awards granted to the student by the college
- Participation in officially recognized activities in sports
- Weight and height of athletic team members
- Email address

Exceptions

For more information on exceptions to the requirement, see Policies and Procedures 380. Student Records at www.seattlecolleges.edu/DISTRICT/currentstudents/studentrulescs.aspx.

Additional Information

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

Student Identification Numbers

Student identification numbers are used in college transactions. Students are assigned individual student identification numbers (SID 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 American Opportunity Tax Credit or 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).

**BEHAVIOR, ENVIRONMENT
& PHYSICAL SAFETY****Campus Security Offices**

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.

Call **911** for serious emergencies.

Central (206) 934-5442
 North (206) 934-3636
 South (206) 934-5157
 SVI (206) 934-4933

Safety & Security

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. Students are expected to comply with the policies, procedures and regulations approved by the Board of Trustees and with Washington state and federal regulations.

For additional information: www.seattlecolleges.edu/DISTRICT/prospectivestudents/studentrules.aspx

Campus Crime Data

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. For the last three years, campus crime data, along with general information, is provided by the Office of Postsecondary Education of the U.S. Department of Education: www.ope.ed.gov/Security.

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 911 for serious injuries. Instructors must be notified if the accident occurs during class.

Alcohol and Drugs

Alcohol and drugs are prohibited. The 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. To provide a healthy, safe, and secure working 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"), and resources for students and employees who need assistance with substance abuse problems, are outlined in a brochure available on each campus and at www.seattlecolleges.edu/policies.aspx.

National Institutes of Health provide a list of drugs and their dangers and effects: <http://www.drugabuse.gov/drugs-abuse>.

Firearms

The possession of firearms on campus is not allowed.

Workplace Violence/Hostile Work Environment

Workplace violence or a hostile work environment will not be tolerated at the Seattle Community Colleges (District Policy 451).

Sexual Harassment

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

Student complaints regarding sexual harassment shall be processed in accordance with District Policy and Procedure 419.

Smoking

Smoking is prohibited indoors, and within 25 feet of the entrance to any public building, per Washington state law.

Traffic Laws

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.

Disciplinary Action

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.

HIV/AIDS**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 Colleges provide 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 at the Seattle/King County Department of Health.

HIV/AIDS Program
400 Yesler Way, 3rd Floor
Seattle, WA 98104
Phone: 206-296-4649

Information about HIV and AIDS can be found at:
<http://www.kingcounty.gov/healthservices/health/communicable/hiv/basic/FAQ.aspx>

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: <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: www.seattlecolleges.edu/emergencies.aspx.

District-wide INFORMATION & POLICIES

Equal Opportunity Statement and Accommodation for District Students and Employees

The Seattle Community College District, which includes Seattle Central, North Seattle and South Seattle Community Colleges and Seattle Vocational Institute, 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, gender identity, status as a veteran or disabled veteran, 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.

TITLE IX/CHAPTER 28A.640 RCW OFFICER

Central & SVI	Kathryn Woodley	(206) 934-4125
North	David Bittenbender	(206) 934-7792
South	V.P. of Student Services	(206) 934-6763

SECTION 504/ADA COORDINATOR

Central & SVI	Al Souma	(206) 934-4169
	Pam Aden	(206) 934-3855
North	Rebecca Cory	(206) 934-7808
South	Roxanne Tillman	(206) 934-5137

Simplified Chinese

西雅图社区学区包括西雅图中央社区学院、北西雅图社区学院和南西雅图社区学院以及西雅图职业学院，致力于在教育、就业、服务及合同方面推行其所有学生、员工和申请者在教育、就业、服务及合同方面机会均等的理念和做法。我们不会因种族或族裔背景、肤色、年龄、国籍、宗教、婚姻状况、性、性别、性取向、性别认同、退伍军人或伤残退伍军人身份、政治派别或信仰、公民身份/是否拥有能在美国合法工作的移民身份，或者因患有任何身体、感官或精神残疾而歧视他们，除非这些残疾阻碍其发挥可接受限度的正常表现。此外，我们会为那些在身体或精神方面有已知残疾但符合其它方面资格的人士提供合理的照顾。关于合规和/或申诉程序的咨询，可提交给学院的教育修正案第九章/RCW 28A.640（性别平等）专员和/或康复法案第504节协调员。

Russian

Округ двухгодичных колледжей Сиэтла (Seattle Community College District), в состав которого входят двухгодичные колледжи Центрального (Seattle Central Community College), Северного (North Seattle Community College) и Южного Сиэтла (South Seattle Community College), а также Профессионально-технический институт Сиэтла (Seattle Vocational Institute), придерживается принципов и практики равенства возможностей для всех студентов, работников и соискателей в сфере обучения, занятости, услуг или заключения контрактов и не дискриминирует на основании расовой или этнической принадлежности, вероисповедания, семейного положения, пола, половой ориентации, гендерной самоидентификации, статуса ветерана или инвалида войны, политической принадлежности или политических убеждений, гражданства или статуса иммигранта, законно допущенного в США с разрешением на работу, или наличия нарушений физического, сенсорного или психического развития, за исключением случаев, когда такие нарушения могут воспрепятствовать приемлемой деятельности. При этом всем выявленным лицам с физическими или психическими нарушениями, допущенным к учебе или работе, предоставляются адекватные условия в разумных пределах. Запросы и/или жалобы, связанные с политикой недискриминации, можно направлять ответственному по колледжу за соблюдение поправки Title IX/RCW 28A.640 и/или координатору по разделу Section 504/ADA.

Somali

Degmada Kulliyada Jaaliyada Seattle «Seattle Community College District», oo ay ku jiraan Bartamaha Seattle, Kulliyadda Jaaliyada Woqooyiga iyo Koonfurta Seattle iyo Dugsiga Mihnadda Seattle ayaa u daacad ah aaraada guud iyo ku-dhaqanka u sinnaanta fursadaheeda dhammaan ee ay siiso ardaydeeda, shaqaalaheeda iyo kuwa soo codsada waxbarashada, shaqadda, adeegyada, qandaraasyada, kala soocna aassaas uguma dhigto jinsiyad ama qolo, midab, da', qowmiyadda asalka qofka, diin, xaalad guur, jinsi, jandarka, u-jeedka isu-tagga, aqoonsi sinji, xaaladda qof askari ahaan jiray ama askarinimo ku naafoobay, ku lug la haahaanshaha siyaasad, aaminaad, xaaladdiisa muwaaddinnimo wadankan si sharci ahaan loogu ogolaadey inuu ugu soo haajirey oo loo ogol yahay inuu ka shaqeysto ama jiritaanka naafada jirka, dareenka, ama naafada maskaxda, laga reebo markay naafonimadu ka hor istaageyso howsha shaqada ee laga rabo. Waxa intaa dheer, u-waafajin (accommodations) macquul ah oo xaddidan ee la og yahayyaa loo sameyn ee jirka ahaan ama maskadaee dhammaan dadka naafonimada leh ee arrinta u qalma. Qofka hoos ku qoran ayaa loo magacaabay inay wax ka qabato weydiimaha ku saabsan arrimaha ujeedooyinka kal-sooc-la'aanta oo ay ku jirto kuwa la xiriira Sec 504 ADA iyo Title IX.

Spanish

Seattle Community College District, que incluye Seattle Central, North Seattle y South Seattle Community Colleges y Seattle Vocational Institute, tienen un compromiso con el concepto y la práctica de la igualdad de oportunidades para todos sus estudiantes, empleados y postulantes con respecto a educación, empleo, servicios y contratos, y no discriminan por motivos de raza o grupo étnico, color, edad, nacionalidad, religión, estado civil, sexo, género, orientación sexual, identidad de género, condición de veterano o veterano discapacitado, afiliación política o creencia, ciudadanía /condición de inmigrante admitido legalmente y autorizado a trabajar en los Estados Unidos, o presencia de alguna discapacidad física, sensorial o mental, excepto cuando la discapacidad pudiera impedir un desempeño de un nivel aceptable. Además, se implementarán todas las adaptaciones razonables para las limitaciones físicas o mentales conocidas para todas aquellas personas que cumplieran con los demás requisitos y tuvieran discapacidades. La persona que se menciona a continuación ha sido designada para manejar las consultas con respecto a las políticas antidiscriminatorias, incluso aquellas relacionadas con la Sección 504 de la Ley para los Estadounidenses con Discapacidades (ADA, por sus siglas en inglés) y el Título IX como sea listado.

Vietnamese

Những Trường Đại Học Cộng Đồng Seattle, bao gồm Trường Đại Học Cộng Đồng Trung Seattle, Bắc Seattle, Nam Seattle và Seattle Vocational Institute, cam kết với các khái niệm và thực hành của các cơ hội bình đẳng cho tất cả các sinh viên, nhân viên và các đương đơn trong giáo dục, việc làm, dịch vụ và hợp đồng. Trường cũng không phân biệt đối xử dựa trên sắc tộc hoặc chủng tộc, màu da, tuổi, quốc gia nơi xuất thân, tôn giáo, tình trạng hôn nhân, phái tính, giới nhận dạng giới tính, địa vị cựu chiến binh hoặc cựu chiến binh tàn tật, sự liên kết chính trị hoặc quan điểm chính trị, tình trạng công dân/diễn di trú nhập cảnh hợp pháp được phép làm việc tại Hoa Kỳ, hoặc có tình trạng khuyết tật về thể chất, giác quan, hoặc tâm thần, trừ khi tình trạng khuyết tật có thể gây trở ngại tới khả năng sinh hoạt ở mức độ chấp nhận được. Ngoài ra, trường sẽ cung cấp các phương tiện trợ giúp đặc biệt cho tất cả những người khuyết tật hội đủ điều kiện nếu có các hạn chế về thể chất hoặc tâm thần. Yêu cầu về tuân thủ hoặc thủ tục khiếu nại, xin vui lòng liên hệ đến nhân viên của trường đại học Danh IX/ RCW 28A.640 và / hoặc Phần phối 504/ADA như được liệt kê.

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

Disability Support Services Offices

Disability Support Services Offices 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."

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

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).

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 need 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 4 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 7 days 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. See www.seattlecolleges.edu/adacs.aspx.

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

Statistics and information on Completion and Transfer Rates at the colleges are available on these websites:

Central: seattlecentral.edu/brandcentral/quickfacts.pdf

North: northseattle.edu/about-north/college-statistics

South: southseattle.edu/campus/studentstats.htm

District: seattlecolleges.com/DISTRICT/currentstudents/studentrulescs.aspx

Official Policies & Procedures Relating To Students

Student rules in the Washington Administrative Code

The official rules for students at the Seattle Community Colleges can be found in the Washington Administrative Code, Chapter 132F-121 WAC – Student Activities, Rights and Discipline. The Washington Administrative Code (WAC) is the official compilation of all current rules that have been adopted by state institutions of higher education and other state administrative agencies. <http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121>

District Policies Relating to Students

Seattle Community College policies may be viewed at seattlecolleges.edu/policies.aspx.

Every reasonable effort has been taken to ensure the accuracy of this information. However, readers are encouraged to contact the individual Student Services departments at each college for further information.

Student Progress (Academic)

See page 40.

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 Dean for Student Life and Engagement
(206) 934-3890

North Human Resources Director
(206) 934-7792

South Dean of Diversity, Retention
& Student Leadership
(206) 934-6749

SVI Dean of Student Services
(206) 934-4936

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), League for Innovation in the Community College, Higher Education and Research Development Institute (HERDI), and the National Council for Black American Affairs (NCBAA).

In Washington, the District holds membership in the Trustees Association for Community and Technical Colleges (TACTC), the Washington Association of Community and Technical Colleges (WACTC), the Governor's Aerospace Futures Alliance Board, and Staff Training for Technical and Community Colleges (STTACC).

Regionally, the District belongs to the Seattle/King County Economic Development Council (Enterprise Seattle), Workforce Development Council Board, Port Jobs Board, Seattle Goodwill Board, Prosperity Partnership, Seattle Chamber of Commerce, and the Northwest Commission of Colleges and Universities (NWCCU).