



What kind of education do **YOU** want?

Seattle Colleges offers many paths to success.

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1. College Transfer

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

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2. Professional/Technical Programs

Choose from more than 135 short-term, one- or two-year degree or certificate programs in many professional/technical fields.

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3. Bachelor Degrees

Earn a Bachelor of Applied Science (B.A.S.) degree in several different fields.

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4. Continuing and Contract Education

- Lifelong Learning: Find hundreds of diverse, non-credit courses for personal or professional growth.
- Corporate or Contract Training: Business and industry create individualized contract instruction for employees.

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5. Bridge To College / Pre-College / Concurrent Programs

- Adult Education: Improve your English, math or reading skills or prepare for future college-level work.
- Get your GED or complete High School: Non-native speakers study English as a Second Language (ESL).
- Concurrent High School/College Programs: Enroll in Running Start, Bright Futures

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6. eLearning / Distance Education

Fit your time and location with online, hybrid or video courses.

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7. International Programs

International students study ESL, Intensive English, or pursue career or college transfer courses. Local students study, volunteer or do internships abroad.

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8. 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
or request more information at go.seattlecolleges.edu

Seattle Colleges

Mission

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

Vision

The Seattle 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

Seattle Colleges include North Seattle College, South Seattle College, and Seattle Central College. Seattle Vocational Institute is accredited jointly with Seattle Central College. Each college is a state-supported public institution individually accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate education programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NWCCU is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by NWCCU should be directed to the administrative staff of the individual institution. Individuals may also contact: NWCCU, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052 – (425) 558-4224 – or www.nwccu.org.

2015–2016* Annual Profiles

Annual Attendance **44,968**

SPECIAL ENROLLMENTS 2015–2016

(Unduplicated headcount across the district)

Distance Education/eLearning	21,573
Running Start	1,118
International Students	4,745
Worker Retraining	1,457

DEGREES & CERTIFICATES 2015–2016

Annual awarded	4,534
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EMPLOYEES 2015–2016**

Total	2,112
Teaching faculty	1,317
full-time/part-time	347/970
Non-teaching faculty	25
Classified	474
Exempt	321

Fall 2016 profiles

Students

Median age	28
Ethnic diversity	52%
Male/Female	49%/51%
With bachelor or higher degrees	19%
Employed	60%
full-time	35%
With dependents	27%
single parents	7%
Full-time/Part-time attendance	36%/54%

Programs

College Transfer	30%
Workforce Education	39%
Basic Skills	10%
Pre-college & other	12%

Course Funding Sources

State-funded	78%
Contract-supported	7%
Student-supported	16%

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

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

*** State-funded*

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Academic Calendar

Summer 2016–Spring 2018 inside back cover



Learning Communities/Integrated Studies at the Seattle Colleges

The three Seattle 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. 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. Examples of learning communities are Coordinated Studies courses and linked courses.

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 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 use 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 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.

8 Directions for Your Education and Training

1. College Transfer
2. Professional/Technical Programs
3. Bachelor's Degrees
4. Continuing & Contract Education
5. Bridge to College/Pre-College
6. eLearning /Distance Education
7. International Programs
8. Worker Retraining Program

1 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 associate 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 baccalaureate (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 baccalaureate institution(s) they want to attend.

Transfer Degrees Summary

C-Central N-North S-South

DTA – Direct Transfer Agreement

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

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

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. – DTA) 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

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 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 Colleges A.A. degree is designed to fulfill a set of learning outcomes for the general education of a college undergraduate in the United States in the 21st century. These learning outcomes include the following:

1. Communication skills (reading, oral or signed, written, other forms of expression): explain meaning of written work, presentations, arts, and media in different contexts and present oral, signed, written, or other forms of expression to increase knowledge, foster understanding, or promote change in an audience.
2. Critical thinking, inquiry and analysis, and problem solving: explore issues, ideas, phenomena, and artifacts to define and articulate problems or to formulate hypotheses. Analyze evidence to formulate an opinion, identify strategies, develop and implement solutions, evaluate outcomes, and/or draw conclusions.
3. Global learning and intercultural knowledge and competence: critically analyze complex, interdependent, national and global systems, and their legacies and implications, regarding the distribution of power. Reflect on how one's position in these systems affects both local and global communities. Apply a set of cognitive, affective, and behavioral skills that support effective and appropriate interaction in a variety of cultural contexts.

4. Quantitative literacy: reason and solve quantitative problems in a wide array of contexts and use quantitative evidence to develop and communicate sound arguments.
5. Creative thinking: synthesize existing ideas, images, or expertise in original ways.
6. Information literacy: Identify, locate, and evaluate needed information in a complex and changing environment. Effectively and responsibly use that information to develop ideas, address issues, and solve problems.
7. Technology literacy: effectively and critically evaluate, navigate, and use a range of digital technologies.
8. Integrative learning: connect disciplinary and divergent ideas across contexts by synthesizing and transferring integrative learning principles to complex situations within and/or beyond the classroom.
9. Collaboration: work effectively with others to learn, complete tasks, and pursue common goals that shape, influence, and benefit the individual and/or society.
10. Ethical reasoning: examine, assess, and articulate core beliefs and values, and apply that knowledge to analyze and evaluate complex ethical situations from various perspectives.
11. Civic engagement: promote the quality of life in the civic community through actions that enrich individual life and benefit the community.
12. Foundations and skills for life-long learning: transfer previous learning to new situations, reflect on learning experiences, and initiate steps to apply effective learning strategies to improve and expand knowledge, skills, and competence.

See pages 7-9 for detailed A.A. Degree Requirements at the Seattle Colleges.

Associate of Arts or Sciences: Special Emphasis Areas

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

■ Global Health – Central

The Global Health emphasis can be completed within either the A.A. or A.S. transfer degrees and places a priority on improving health and achieving health equity. The focus is on worldwide health access and improvement, reduction of disparities, and protection against global health challenges. It prepares students to work with diverse populations, provide international service, and understand the nuances of global healthcare. Contact Central Advising Office for further information.

■ Global Studies – Central

This emphasis can be completed within either the A.A. or A.S. transfer degrees and integrates the study of politics, economics, and the arts with the analyses of cultural practices, beliefs, and social systems. Students learn to appreciate and understand world cultures, focus on themes of global significance, and develop an interdisciplinary approach to International issues. Contact Central Advising Office to learn more.

■ 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 CENTRAL, NORTH, SOUTH

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

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 baccalaureate 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 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.) Degree

The Associate of Science (A.S. – DTA) is a transfer degree. However, there are certain major areas of study in which the student may not be able to take all the courses necessary to transfer with junior standing 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 College granting the degree.

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

North Seattle 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 105.

College Transfer A.A. Degree Requirements

Basic Requirements	15 credits
Electives	30 credits
Areas of Knowledge	
Distribution Requirements	45 credits

A.A. DEGREE TOTAL **90 CREDITS**

Special Requirements included within the 90-credit total

Within the 90 credits required for the A.A. degree, students must complete special requirements in Integrated Studies, Communication, U.S. Culture and Global Studies, as listed below. Students should consult their college advising office for a current listing of these courses.

Specially designated courses that satisfy these requirements differ by college. Special designation credit for courses taken at one of the Seattle Colleges will transfer to other colleges in the district.

- At least 8 credits of Integrated Studies. (This 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

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 Colleges. These courses may also satisfy the QSR requirement at baccalaureate institutions. Students should check the requirements of their destination institution.

- MATH &107*, 109, 116, 120**, &131**, &132**, 136†, &141, &142, &146, &148, &151, &152, &163, 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, &131, and &132 do not meet the QSR requirement at University of Washington.)*

(† MATH 136 fulfills the QSR requirement)

- PHIL &120

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.

Arabic: ARAB 101, 102, 103

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*, 209*, 210*, 211*, 212*, 213*, 214*, 215*, 216*, 217*, 221*, 222*, 223*, 231*, 232*, 251, 252, 253, 254, 255, 256, 257, 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, 240, 245, 255, 265, 275, 285, 295

Drama: DRMA &101, 103, 105, 108*, 109*, 110*, 112, 114*, 116*, 120*, 121*, 122*, 123*, 131, 170*, 171*, 172*, 173*, 174*, 180*, 182*, 204*, 205*, 206*, 221*, 222*, 223*, 284, 285, 286

English: ENGL 104, 109, &111, &112, &113, &114, 115, 117, 135, 140, 151, 152, 153, 161, 162, 201, 204, 205, 214, 218, 219, &224, &225, &226, &227, &228, 231, 232, 233, 240, 241, &244, &245, &246, 247, 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, 145, 150, 155, 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, 186, 204, 205, 213, 221*, 222*, 223*, &231, &232, &233

Spanish: SPAN &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, 250, 275

American Sign Language: ASL 120, 125

Biology: BIOL 150

Economics: ECON 100, 101, 102, &201, &202, 240

Environmental Science: ENVS &101, 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, 132, &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

Humanities: HUM 170

International Studies: ISP 101, 105, 110, 120, 160, 170, 201, 200, 205, 210, 220, 234, 251, 255, 260, 261, 270

Philosophy: PHIL &101, 102, 110, 111, 118, 160, 210, 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, 260, 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*, &115*, 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, &261, &262, &263**Environmental Science:** ENVS &100, &101*, 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**Meteorology:** MEY 100**Material Science:** MSC 101**Nanotechnology:** NANO 101***Nutrition:** NTR 105*, 150, 155, NUTR 100, &101**Oceanography:** OCEA &100, &101***Psychology:** PSYC 222**Physics:** PHYS &100, 107*, &114*, &115*, &116*, &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*, 132*, 133***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 110, &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, &120**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.

Transfer Policy and Processes

Transfer Assistance

Transfer services and information are available at all three Seattle Colleges through the campus Advising/Transfer Centers. During their first few quarters of study at the Seattle 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 Colleges 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 Baccalaureate 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 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 college should choose courses according to graduation requirements of their chosen college or university. Those 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 baccalaureate 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.wasc.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.
8. Students who complete the general education requirements at any public four-year institution of higher education in Washington, when admitted to another public four-year institution, will have met the lower division general education requirements of the institution to which they transfer.

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 Baccalaureate Institutions

The baccalaureate (four-year) colleges and universities in Washington state listed below subscribe to the Intercollege Relations Commissions (ICRC) Guidelines for direct transfer agreement (DTA). The Seattle 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

Seattle 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

- Ashford University – Online
- Boise State University – Idaho
- Capella University – Online
- Colorado State University - Global Campus
- Dickinson State University – North Dakota
- Hawaii Pacific University – Hawaii
- Humboldt State University – California
- Indiana University-Purdue University-Indianapolis – Indiana
- Indiana University-South Bend – Indiana
- Johns Hopkins University-Carey School of Business – Maryland
- Mayville State University – North Dakota
- North Central College – Illinois
- 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 Alaska, Fairbanks – Alaska
- University of Findlay – Ohio
- University of Minnesota, Duluth – Minnesota
- University of Montana-Missoula – Montana
- University of North Texas – Texas
- University of Victoria – Victoria, BC, Canada
- University of Wisconsin-La Crosse – Wisconsin
- Western Governor’s University – Online

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 105 for details.

Bachelor’s Degree Program Partnerships with South

- Eastern Washington University: B.S. in Technology, Applied Technology Option

See page 167 for details.



2

Professional & Technical Programs

The Seattle 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.

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 or to some B.A.S. degree programs at Seattle Colleges.

Bachelor of Applied Science Degree (B.A.S.) C,N,S

Bachelor of Applied Science degrees are offered in several fields.

See pages 18-19.

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 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 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 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 college division dean or Advising Office for a current list of baccalaureate institutions accepting the A.A.S.-T degree.

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

See pages 18-19.

Certificate Programs

Certificate programs of 1–7 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 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 Certificates

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 Technology, 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 certificates and/or an A.A.S. degree.

Contact the program for more 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 the next page.)

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, and several areas also offer Bachelor of Applied Science degrees. 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 & Development	C
Graphic Design	C
Photography, Commercial	C

Automotive Technology/Diesel

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

Business/Accounting

Accountancy (CPA Preparation)	N
Accounting	N,S
Administrative Assistant	N
Bookkeeping	N
Business Information Technology	C,S
Computerized Accounting Technology	N
Entrepreneurship	N
General Business	N
International Business B.A.S. degree	N
International Trade	N
Medical Front Office	V
Medical Office Professional	S
Project Management	N
Retail Management	N
Supervision and Management	S

Child and Family Studies	C
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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 & Architectural Woodworking	C
Carpentry	C
Marine Carpentry/Boatbuilding (under revision)	C
Sustainable Building Science Technology B.A.S. degree	S
Wood Technology	C
CNC Machining	S

Cosmetology	V
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Communication

Communication, Business & Media	N
Communication & Media Arts	N

Culinary Arts/Food Production/Wine Industry

Banquets & Catering	S
Culinary Arts	C,S
Hospitality Management B.A.S. degree	S
Pastry & Baking Arts	S
Restaurant Production	S
Specialty Desserts & Breads	C
Wine Making	S
Wine Marketing & Sales	S
Wine & Food Pairing	S

Education

Early Childhood Education B.A.S. degree	N
Early Childhood Education Initial State Certificate and Short State Certificates of Specialization	N
Parent Education	N
Professional Technical Teacher Education B.A.S. degree	S

Electronics/Engineering/Telecommunications

Aviation Electronics Technician	N
Broadband Cable Technology	N
Electronics Engineering Technology	N
Electronics Technology	N
Electronics Telecommunications Technology	N
Engineering Technology	S
Industrial Power & Control Technology	N
Sustainable & Conventional Energy & Control Technology	N

Engineering Graphics and Design

- Architectural Engineering DraftingN
- Engineering Graphics & Design TechnologyS

Health-Related Professions

- Allied Health B.A.S. degreeC
- Allied Health SciencesC,N
- Applied Behavioral Science B.A.S. degreeC
- Community Health & Education / Allied Health B.A.S. degreeC
- Dental AssistantV
- Dental Hygiene / Allied Health B.A.S. degreeC
- Emergency Department TechnicianN
- Emergency Medical TechnicianN
- Expanded Function Dental AuxilliaryC
- Healthcare Services Management / Allied Health B.A.S. degreeC
- Healthcare Technology ManagementN
- Medical Administrative SpecialistV
- Medical Assisting/Medical AssistantN,V
- Medical Fundamentals for Clinical Research ProfessionalsN
- Medical Office AdministrationN
- Medical Office ProfessionalS
- Nursing Assistant – CertifiedC,N,S
- Nursing Assistant – Certified (I-BEST)N,S
- Nursing (Practical – LPN)N,S
- LPN to RNC,N,S
- Nursing (Registered – RN) (Associate’s Degree)C,N,S
- OpticianryC
- Pharmacy TechnicianN
- Phlebotomist (I-BEST)/PhlebotomyN,V
- Respiratory Care / Allied Health B.A.S. degreeC
- Surgical TechnologyC

HVAC

- HVAC Sustainable Building Engineering TechnicianN
- HVAC TechnicianN
- HVAC Technology & Project ManagementN

Information Technology

- Application Development B.A.S. degreeN
- Applications SupportC
- Computer Support Technician (I-Best)S,V
- Computing TechnologyS
- Database Administration & DevelopmentC
- IT Controlled Electronic SystemsN
- IT Systems SpecialistS
- Mobile Product Development SpecialistC

- Network AdministrationS
- Network Design & AdministrationC
- Network Design & Administration CiscoC
- Network & Server Administration SpecialistN
- ProgrammingC
- Programming and Application DevelopmentN
- Web DesignC
- Web DevelopmentC

Landscape Horticulture

- Landscape Design & ConstructionS
- Horticultural StudiesS
- Sustainable Land ManagementS

Maritime Training/Seattle Maritime Academy

- Deckhand CookC
- Marine Deck TechnologyC
- Marine Engineering TechnologyC

Nanotechnology

-N

Real Estate

- Appraisal (Trainee)N
- Commercial Real EstateN
- EscrowN
- Loan OriginatorN
- Loan ProcessingN
- Property ManagementN
- Real Estate Sales (Basic & Advanced)N

Social and Human Services

- Applied Behavioral Science B.A.S. degreeC
- Chemical Dependency SpecialistC
- Service-LearningC
- Social and Human ServicesC

Watch Technology

-N

Welding Fabrication Technology

-S

Work Experience/Cooperative Education/ Internships

- On-the-job learning for college creditC,N,S

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

Building Sciences (Georgetown)

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

Business / Accounting

Accounting Achievement	N
Accounting / Bookkeeping – I-BEST	N
Accounting Fraud	N
Accounting Office Assistant I & II	N
Administrative Specialist	N
Business/Accounting Tax Preparation	N
Customer Service	N
Entrepreneurship Short-Term Certificate	C
Medical Office Assistant	S
Not-for-Profit Management	N
Small Business Accounting Short-Term Certificate	C
Project Management	N

Construction / Carpentry

Carpentry Fundamentals	C
Finish Fundamentals	C
Framing Fundamentals	C

Early Childhood Education

Emergency Medical Technician

Engineering Graphics and Design

Building Information Modeling (BIM)	N
CAD for Design & Construction	N

Green Energy*

Health-Related Professions

Industrial First Aid (Georgetown)	S
Patient Care Technician	C
Home Care Aide (I-BEST)	S
Nursing Assistant – Certified	C,N,S
Medical Coding	S
Surgical Tech: Central Supply Instrument Technician	C

Industrial Vehicles Program

Information Technology

Computer Maintenance Fundamentals	N
Cisco Certified Network Associate	N
Cisco Specialist I, II, III	C
Linux/UNIX Admin	N
Microsoft Specialist I, II, III	C
Microsoft Windows	N

Job Readiness Program (Pivot Point)*

Maritime Academy

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

Phlebotomy

Real Estate

Commercial Real Estate	N
Green Real Estate	N
Real Estate	N

Social & Human Services

Management in Human Services	C
Prevention Specialist	C

Supervision & Management

Personnel Management	S
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Warehouse & Distribution

Welding

Welding, Levels 1-6	S
Maritime Shipyard Intensive Welding	S

*For information call Worker Retraining at (206) 934-5835 (S) or (206) 934-3854 (C).

seattlecolleges.edu/bachelors

3

Bachelor's Degrees

The Bachelor of Applied Science degrees (B.A.S.) build on associate degrees that provide workplace skills in specific career areas, such as Hospitality, IT or Business. When compared to traditional bachelor's degrees, applied baccalaureate degrees incorporate more applied, hands-on learning focused on a particular industry. They are designed with strong internship components, and often offer credit for prior learning and workplace experience. Tuition rates are different for upper division courses; see the rate chart on page 19.

The Seattle Colleges currently offer the following bachelor's degrees. See the individual college sections of this catalog for specific courses and sequences for each of these degrees. More bachelor's degrees are in the planning stages. For up-to-date information visit the seattlecolleges.edu/bachelors/.

Allied Health – Central

(206) 934-4347

seattlecentral.edu/bachelors/allied-health

The Bachelor of Applied Science in Allied Health Sciences degree is for those students who have completed allied health occupational certificates, health-related professional licenses, and allied health associate degree programs. Graduates will help meet the growing demand for baccalaureate level allied health practitioners in the Seattle-King County area. Allied Health B.A.S. degree students select one of four allied health tracks:

- Dental Hygiene
- Healthcare Services Management
- Respiratory Care
- Community Health & Education

Each track provides advanced workforce skills and academic depth, and has specific prerequisites and entry schedules. Consult with the department and see an advisor for details.

See page 59 for detailed information.

Application Development – North

(206) 934-7025

northseattle.edu/bas-app-development

The Bachelor of Applied Science in Application Development provides an opportunity for students who already have an associate degree, including technical associate degrees or equivalent credits, to obtain a bachelor's degree. The B.A.S. degree focuses on industry-relevant skills needed by software developers and programmers who develop, create, and modify general computer applications software, mobile applications, or specialized utility programs. Students learn to analyze user needs and develop software solutions and

design or customize software. The emphasis is on solving real world application problems that meet customer needs.

See page 63 for detailed information.

Applied Behavioral Science – Central

(206) 934-3101

seattlecentral.edu/bachelors/abs

The Bachelor of Applied Science in Applied Behavioral Science offers 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, child and family studies, interpreting services or a related degree. Applications are accepted for Fall and Winter quarter entry. A minimum 2.5 cumulative GPA is required for application; however, entry to the program is competitive.

See page 62 for detailed information.

Early Childhood Education – North

(206) 934-4587

northseattle.edu/bas/early-childhood-education

The Bachelor of Applied Science in Early Childhood Education is administered by North Seattle College with instruction located at Seattle Central College. The program provides professional development training for early care and education professionals seeking positions as lead teachers or early learning administrator, allowing them to keep pace with the increasing professionalization of the field. The curriculum is designed to align with national accreditation standards. The ECE B.A.S. degree is built on the Statewide Stackable certificates and the Associate in Applied Science (A.A.S.) and Associate of Applied Science Transfer (A.A.S.-T) degrees.

See page 107 for detailed information.

Hospitality Management – South

(206) 934-6783

southseattle.edu/bas/hospitality-management

The Bachelor of Applied Science in Hospitality Management at South Seattle 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 that explore various positions in the hospitality field which includes tourism, hotel operations, restaurant management, catering, cruise ships operations, casino operations, and travel. This program is unique in its focus on providing applied management training in the hospitality industry.

See page 166 for detailed information.

International Business – North

(206) 934-7794

northseattle.edu/programs/bas-international-business

The Bachelor of Applied Science in International Business is a pathway for students who have completed a two-year technical degree or approved associate degree to pursue a bachelor's degree. The program leverages existing business/accounting coursework and adds a combination of upper division courses in international business and hands-on learning experiences to prepare graduates to work in the international business industry. Students will complete a practicum as well as an internship, giving them important real world experience and cultural awareness.

See page 107 for detailed information.

IT Networking – Central

(206) 934-3150

seattlecentral.edu/programs/network/

The Bachelor of Applied Science in IT Networking prepares students for high-demand occupations, including computer and network administrators, cloud solutions specialists, and security analysts. The degree emphasizes growing regional demand for employees with advanced certifications and skills including Cisco Certified Network Professionals, programming skills, mobile application security and cloud based hybrid environments. Additionally, the B.A.S. program prepares graduates for collaborative, team and project-based skills emphasizing communication, building relationships, problem solving, and plan and structure tasks while considering time and resource allocations.

See page 64 for more detailed information.

Professional Technical Education & Instructional Design – South

(206) 934-5375

southseattle.edu/bas/professional-technical-teacher-education

The Bachelor of Applied Science (B.A.S.) degree in Professional Technical Education & Instructional Design prepares students who have completed a two-year technical degree or approved associate degree and a minimum of two years related work experience for professional teaching positions at community and technical colleges. The upper-division coursework that focuses on the complexities of the adult learner, the role of community colleges in society, and issues of equity. Students will learn how to shift their focus from teaching purely for content mastery to student-centered learning and leadership.

See page 166 for detailed information.

Sustainable Building Science Technology – South

(206) 934-5375

southseattle.edu/bas

The Bachelor of Applied Science (B.A.S.) degree in Sustainable Building Science Technology prepares students who have completed a two-year technical degree or approved associate degree for professional jobs managing the operations of high-tech buildings. Students enroll in upper-division classes that focus on building functions and project finance with the goal of making facilities more durable, sustainable, efficient, and economical. Graduates will be eligible for employment in diverse fields such as operations maintenance, capital programs and project management, strategic planning and portfolio management, and corporate real estate finance.

See page 167 for detailed information.

Fall 2016–Summer 2017 Tuition Rates* for B.A.S. (Upper Division) Courses

# of Credits	RESIDENT	NON-RESIDENT (U.S. CITIZEN)	INTERNATIONAL
1	\$ 200.94	\$ 247.66	\$ 599.20
2	401.88	495.32	1,198.40
3	602.82	742.98	1,797.60
4	803.76	990.64	2,396.80
5	1,004.70	1,238.30	2,996.00
6	1,205.64	1,485.96	3,595.20
7	1,406.58	1,733.62	4,194.40
8	1,607.52	1,981.28	4,793.60
9	1,808.46	2,228.94	5,392.80
10	2,009.40	2,476.60	5,992.00
11	2,019.41	2,487.32	6,002.72
12	2,029.42	2,498.04	6,013.44
13	2,039.43	2,508.76	6,024.16
14	2,049.44	2,519.48	6,034.88
15	2,059.45	2,530.20	6,045.60
16	2,069.46	2,540.92	6,056.32
17	2,079.47	2,551.64	6,067.04
18	2,089.48	2,562.36	6,077.76

For each credit between 19 and 25
 Resident/Non-resident \$109.36
 (U.S. Citizen, INS Permanent Resident)
 International \$598.84

NOTE: Check current amounts at www.seattlecolleges.edu/district/paying/tuitionfees.aspx.

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Continuing Education

Seattle Central College

(206) 934-5448 learnatcentral.org

North Seattle College

(206) 934-3705 learnatnorth.org

South Seattle College

(206) 934-5339 learnatsouth.org

Class Schedules for Continuing Education

Each college Continuing Education Department publishes a class schedule – see websites listed above.

Community Education

Serving the community by offering a range of courses at reasonable cost, Community Education classes are mostly non-credit and non-graded. Most are taught by community members who are experts in their fields. Classes may range from one evening to a full quarter in length. Costs vary by class.

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.

Professional Education

Financial Planning

South Seattle 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.

Short Term Certificates

Seattle Central College offers a number of short-term certificate programs to help upgrade skills or prepare for a career change. Certificates are offered in AutoCAD, Nutritional Therapy Practitioner, Teaching English to Speakers of Other Languages (TESOL), and Medical Marijuana Consultant Certificate Program. For more information visit learnatcentral.org.

Senior Adult Education

South Seattle offers classes and discussion groups designed for senior adults. Classes normally are held during the daytime, on campus, or in senior or retirement centers.

Teacher Training

Seattle Central offers clock hours for K-12 educators, classes held online or on campus.

North offers teacher clock hours for most courses, including Continuing Ed courses.

South offers Career and Technical Education (CTE) Certification for business and industry professionals to become secondary school teachers.

Corporate & Customized Contract Training

Business and industry representatives can select from a growing range of management and employee training, certificate training programs and development services through corporate and customized contract training offered by all of the colleges. Courses may be held at the employer's site or at the Seattle Colleges. Continuing education units may be granted. Contact:

corporatetraining.seattlecolleges.edu

Joanne Lee, Business Development Manager
(206) 934-6341, joanne.lee@seattlecolleges.edu

Thesvy Cashen, Project Manager
(206) 934-3856, thesvy.cashen@seattlecolleges.edu

Central: Continuing Education
Gabrielle Bachmeier, Director
(206) 934-5449
gabrielle.bachmeier@seattlecolleges.edu

North: Continuing Education & Contract Training
Christy Isaacson, Director
(206) 934-3706
christy.isaacson@seattlecolleges.edu

South: Continuing Education
Luisa Motten, Director
(206) 934-6782
luisa.motten@seattlecolleges.edu

Georgetown Campus: Corporate & Customized Training
Bob Embrey, Interim Director
(206) 934-5856
bob.embrey@seattlecolleges.edu

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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.

Seattle Central College

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

North Seattle College

Basic & Transitional Studies Division
(206) 934-7303
northseattle.edu/pre-college

South Seattle College

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

Seattle Vocational Institute

Basic & Transitional Studies
GED/ABE/ESL/HS21+
(206) 934-3264
svi.seattlecolleges.edu/basic-and-transitional-studies/



Bridge to College Programs

- Developmental Education
- Transitional English as a Second Language (ESL) Concurrent High School / College Programs
- High School / College Preparation Programs
- Integrated Basic Education Skills Training Programs (I-BEST)

Pre-College Programs

- Adult Basic Education
- English as a Second Language (ESL)
- GED® Preparation
- High School Completion (including High School 21+)

Bridge to College Programs

Developmental Education English, Mathematics, and Human Development

Many students entering college or returning after time away from studies need additional work to prepare for college-level courses. For these students, the Seattle 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 English as a Second Language (ESL)

Placement in Transitional ESL classes (ESL 093-099) is done by standardized placement 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 pre-transitional ESL classes (levels 1-5), see page 23.

NOTE: International Students should take intensive English classes through International Programs, page 28.

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- 5387
southseattle.edu/runningstart

Running Start is a program that allows qualified high school juniors and seniors to register for college level courses while remaining enrolled at their local high school. Full to partial tuition is paid for by the state; students pay mandatory fees, buy their own books, and provide their own transportation. To qualify students must take a placement test and be ready for college level coursework. As a dual enrollment program, students receive both high school and college credit, thus accelerating their progress through the education system. Running Start is a good option for high school students who are ready to start college early.

For information about preparing for and taking placement tests: beforeyoutest.org.

For more Information about the Running Start program, visit: sbctc.ctc.edu/college/s_runningstart.aspx

Bright Future – SVI

(206) 934-6304
svi.seattlecolleges.edu/bright-future/

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, Medical Front Office and Phlebotomy), Business Computers Division (Foundation Certificate Office Clerk), 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

Learning Center Seattle – Central (206) 934-6959

Learning Center Seattle is an Open Doors program that serves students ages 16-21 who have separated from high school without a diploma. LCS offers college readiness and basic skills instruction that leads students to and through their GED® credential and into college programs. Tuition and course materials are free for eligible students and additional support is provided to keep students in school. Students receive individual case management and college navigation support.

Career Link High School – South (206) 934-6475

southseattle.edu/programs/career-link

Career Link at South Seattle 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) 934-6401

southseattle.edu/trio/talent-search/

The purpose of TRIO Talent Search is to help low-income and potential first-generation college students successfully graduate from secondary school and enroll in post-secondary education. This federally funded program serves 580 students each year from five secondary schools and two middle schools located in West Seattle. Students are provided with services directly at their school sites during the school year by program staff. Students must apply for the program, be deemed eligible, and be accepted before receiving any program services. Services that are offered and provided to students, both in individual and group settings, include academic advising and assistance with secondary course selection, postsecondary information and application assistance, financial aid information and application assistance, financial literacy information, college entrance examinations information and registration assistance, career awareness and planning information, connections to tutorial services, and college campus tours and visits.

Upward Bound – South

(206) 934-6676

southseattle.edu/programs/trio/upward-bound/

The purpose of TRIO Upward Bound is to provide low-income and potential first generation students with the skills and motivation to complete high school, go to college, and graduate from college. This federally funded TRIO program serves 132 students each year from four secondary schools in West Seattle and Seatac, via two Upward Bound grants. The goal is to maximize students' potential for graduation from high school and subsequent college enrollment. Students are provided with services directly at their school sites during the school year by program staff, and on campus at SSCC during their summer program. Students must apply for the program and be accepted before receiving any program services. TRIO Upward Bound students receive services which include instruction in math, science, foreign language, SAT preparation, and arts/other electives; academic tutoring and instruction in core academic subjects; academic advising and assistance with secondary course selection; post-secondary information and application assistance; financial aid information and application assistance; financial literacy information; college entrance examinations information; registration assistance; career exploration and planning, and educational field trips and activities. The year-round program includes a six-week summer program on campus at South for intensive academic and college preparatory activities.

Integrated Basic Education & Training (I-BEST)

Central (206) 934-5459
seattlecentral.edu/basic/ibest.php

North (206) 934 4585
northseattle.edu/programs/I-BEST

South (206) 934-5363
sites.southseattle.edu/bts/Home/ibest

SVI (206) 934-3264
svi.seattlecolleges.edu/computer-support-technician-certificate/

I-BEST is a special program for ABE and ESL students who are interested in job training classes or transitioning into a transfer pathway. Students take ABE/ESL and college-level courses at the same time. Some examples of I-BEST Programs in the District are Phlebotomy, Early Childhood Education, Accounting and a pathway to a transfer Associates Degree. In an I-BEST classroom, a career training and a basic skills instructor teach together to help students learn better and faster. That way, students can be learning job-based skills or academic content while improving skills such as reading, writing and time management. There are up to five additional hours of classroom support in skills practice with a basic skills instructor offered each week.

Pre-College Programs**Adult Basic Education****Central** (206) 934-4180**North** (206) 934-7303**South** (206) 934-5363**SVI** (206) 934-3264

Adult Basic Education (ABE) classes are for adults who wish to improve their 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 high school equivalency options, such as the GED, or qualify for entry into post-secondary education programs. Course descriptions are listed under ABE though some classes may also be listed under HSC for students who enroll in GED® and High School 21+ classes concurrently. Classes are non-credit. Tuition is low, currently \$25 per quarter (subject to change).

English as a Second Language (ESL)**Central** (206) 934-4180**North** (206) 934-7303**South** (206) 934-5363**SVI** (206) 934-3264

English as a Second Language (ESL) classes are offered to help non-native speakers communicate in English, increase their understanding of American culture, and advance toward their college and career goals. Conversation, pronunciation, reading, writing, and grammar are taught in the context of work and college readiness, digital literacy, and other topics designed to help students advance along career pathways. 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 classes (ESL 093-099), which concentrate on academic preparation skills. Tuition is low, currently \$25 per quarter (subject to change).

NOTE: International Students should take Intensive English classes through International Programs, page 28.

GED® Preparation

Central (206) 934-4180
 North (206) 934-7303
 South (206) 934-5363
 SVI (206) 934-3264

Adults may demonstrate that they have reached an education level equal to a high school diploma by taking the GED® test. Students who pass the GED® tests 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 Colleges offer courses that cover the subjects tested: reasoning through language arts, 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. Tuition is low, currently \$25 per quarter (subject to change).

See page 298 for course descriptions under GED®.

High School Completion Options

Central (206) 934-5408
 North (206) 934-7303
 South (206) 934-7946

- All students who are 21 years of age and older and who earn an associate's degree of any type from Seattle 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 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

100 college credits are required since the class of 2013.

A high school diploma may be earned by completing 95 (or 100) 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 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.

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
*15 cr for the Class of 2013 and beyond	
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 - 72.5
<i>(72.5 for class of 2013 and beyond)</i>	

ELECTIVE CREDITS	27.5
TOTAL CREDITS	95 - 100
<i>(100 for class of 2013 and beyond)</i>	

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.), Associate of Science (A.S.), or Associate in Business (A.B.) degree, and by taking the following courses, the student may be granted a high school diploma in addition to the Associate'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).

Option C: High School 21 +

Adults who lack a high school diploma now have a new way to get a second chance. High School 21+ allows students to earn high school credit by completing coursework in our Basic and Transitional Studies division. It's less expensive than the Standard High School Diploma program, and graduates earn a Washington State diploma rather than a GED® or other certificate.

To be eligible, students must be 21 or older, lack a high school diploma, and attend an orientation session where they qualify to receive services from the BTS division. Students must also provide a copy of their high school transcript, as they will take classes based on any gaps between their transcript and the graduation requirements established by the Washington State Board of Education. Those gaps can be filled by taking coursework, by demonstrating mastery of competencies of the graduation requirements in way other than coursework, or by providing evidence of prior-learning, such as professional certifications, college transcripts, or other documentation.

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.

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 22). Non-residents will be charged the resident tuition fee. These students must also be approved to attend one of the Seattle 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.

6**eLearning/
Distance Education****District eLearning**

seattlecolleges.edu/distance

Seattle Central College

seattlecentral.edu/distance

North Seattle College

elearning.northseattle.edu

South Seattle College

sites.southseattle.edu/online

Seattle Colleges offer a wide range of eLearning/Distance Education options for the completion of over 250 courses using a variety of technologies. The colleges are fully accredited and students can earn an A.A. degree at their own pace.

Courses are taught by experienced Seattle College District faculty and the content and credit are equivalent to traditional, on-campus courses. While eLearning and Distance Education students have increased flexibility, most courses are not self-paced, so students will need to structure their personal schedules accordingly. Courses usually contain more reading and assignments to ensure that student learning will be as rigorous as similar on-campus classes.

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 eLearning/Distance Education offices that students may visit in person.

**Types of eLearning/Distance
Education Courses****Online Courses**

Online coursework is completed over the internet within a quarterly timeframe. Classes require internet access and an email address. Students are given reading assignments, lessons, and other activities to satisfy course objectives and required learning outcomes. 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 proctored exams. Submission and grading of student work takes place online. Most classes use some form of discussion forum for online discussion. Enrollment 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 and they usually require some form of weekly participation in a “virtual classroom.” Online activities often include some combination of the following; participating in an online discussion forum, reviewing online content and lessons, assignments, quizzes, or test submissions, and/or interactive web-based activities. These courses often use on-campus exams as assessment tools. Enrollment usually follows the quarterly college schedule.

Video Courses

For students with broadband internet connections, the Seattle Colleges offer online classes that incorporate DVDs and video-on-demand. Professional telecourses and college-produced video materials are video streamed or DVDs may be rented from the eLearning department. Contact the individual campus eLearning/Distance Education offices for available options.

Students interact, complete assignments, and find supplemental materials online through Canvas, our learning management system. 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 must find their own proctor to supervise the exams. Enrollment follows the quarterly college schedule.

Self-Paced Courses

Self-paced courses provide students the opportunity to start classes any time and complete them at their own pace within a six-month timeframe. Most course materials are available online through Canvas but do not require online interaction with other students. Consult with a counselor or advisor before enrolling. Self-paced courses do not follow the quarterly college schedule. They are not eligible for financial aid or loan deferment.

Technical Requirements

seattlecolleges.edu/elearning

See website for further details.

Minimum requirements for online, video, and hybrid and web-enhanced courses include:

- A computer newer than 5 years old with 1 GB of RAM and a 2 GHz processor with a minimum internet speed of 512 kbps. For mobile devices, iOS 5 and newer or Androids 2.3 and newer are specified.

- A reliable internet connection (DSL or cable modem connection recommended)
- Browser requirement: Latest versions of Firefox, Internet Explorer, Chrome, Safari, or Edge. Individual courses may require the latest free versions of common “plugins” such as: Adobe Acrobat, Java Runtime, QuickTime, Macromedia Flash, Microsoft PowerPoint Viewer, Microsoft Word Viewer, Microsoft Excel Viewer, or free OpenOffice.

Courses with audiostreaming or videostreaming will require sound and video cards and a broadband (DSL or cable modem) internet connection. Some courses may require access to DVD players.

The Canvas online learning management system is utilized by almost all online, hybrid, and web-enhanced courses.

Additional Fees

Online technology, licensing, DVD/video rental, and video-streaming fees may apply. Information about the fees can be found in the quarterly class schedule available online for each college.

Seattle Colleges Cable Television

(206) 934-3966 or (206) 395-5539

scctv.net and seattlecommunitymedia.org

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

Emmy-award winning SCCTv creates unique original programming such as Professor Fred's Movie Marvels, sharing these programs with college television stations across the country, including Spokane, Portland, San Antonio and Springfield, Massachusetts. Programming information is available on the website, scctv.net.

Self-funding, SCCTv's video production team creates high quality video for clients and 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.

7

International Programs

Mission Statement: The Seattle Colleges will educate our students to become well-prepared members of a global society.

The Seattle Colleges provide global education opportunities to all students, faculty and staff. Our colleges welcome thousands of students from other countries to study in academic and technical programs as well as Intensive English programs. The Seattle Colleges also offer a wide variety of study abroad, internships and service learning opportunities for students to study and learn in other countries. Our faculty and staff enjoy exchanges and professional development abroad.

The colleges are committed to fostering international awareness and understanding, and to encouraging the sharing of ideas and cultures.

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:

Seattle Central College

International Education Programs
1701 Broadway, BE 1113
Seattle, WA 98122 USA
Telephone: (206) 934-3893
Fax: (206) 934-3868
Email: seattlecentral.intl@seattlecolleges.edu
www.seattlecentral.edu/international-education

North Seattle College

International Programs
9600 College Way North
Seattle, WA 98103 USA
Telephone: (206) 934-3672
Fax: (206) 934-3794
Email: international@seattlecolleges.edu
<https://ip.northseattle.edu>

South Seattle College

Center for International Education
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

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

- Students should apply through the International Programs Office at 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 from the International Programs Office 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

Students must:

- Comply with Homeland Security requirements, including proper documentation, a valid passport, I-94 and I-20.
- 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

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 Colleges, which is equivalent to the first two years at a university. The associate 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.

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

seattlecolleges.edu/bachelors

The Bachelor of Applied Science degrees (B.A.S.) build on associate degrees that provide workplace skills in specific career areas, such as Hospitality, IT or Business. When compared to traditional bachelor's degrees, applied baccalaureate degrees incorporate more applied, hands-on learning focused on a particular industry. They are designed with strong internship components, and often offer credit for prior learning and workplace experience. Tuition rates are different for upper division courses; see the rate chart on page 19.

See page 18 for current bachelor's degrees. See the individual college sections of this catalog for specific courses and sequences for each of these degrees.

More bachelor's degrees are in planning stages. Visit the website for up-to-date information and new degrees: seattlecolleges.edu/bachelors/.

High School Completion Plus

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

Summer Session

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

Transfer Opportunities to Four-Year Schools

The Seattle Colleges have many transfer agreements with both in-state and out-of-state baccalaureate (four-year) colleges and universities for qualifying students, including international students.

See pages 11-12 or visit 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/studyabroad.aspx

The Seattle 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.

All three colleges also have travel/study or cooperative education courses that students may be able to register for if their study abroad opportunity does not include college credit.



8

Worker Retraining Program

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

Seattle Central College

(206) 934-3854
seattlecentral.edu/wrp

North Seattle College

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

South Seattle College

(206) 934-5835
southseattle.edu/wrp

Seattle Vocational Institute

(206) 934-4936
svi.seattlecolleges.edu/workforce-education-programs/
worker-retraining/

Districtwide

seattlecolleges.edu/wrp

All four of the Seattle Colleges 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 Unemployment Insurance Benefits
- Has exhausted Unemployment Insurance Benefits within the last 48 months
- Has received a WARN letter

- Is a displaced homemaker who provided unpaid services in the home in the last 48 months while dependent on another family member’s income of which they are no longer supported by and is unemployed or under-employed
- Was self-employed in the last 48 months and now unemployed as a result of general economic conditions
- 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 within the last 48 months
- Is an active duty military who received a notice of separation

START NEXT QUARTER:

www.startnextquarter.org

The Seattle 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 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. See complete accreditation details on page 2.

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

Getting Started

5 Steps to Enrolling

1. Apply
2. Plan your Funding
3. Placement for Classes
4. Registration
5. Pay and Prepare

1 Apply

The Seattle College District operates on an open door admission policy (District Policy 305). Consistent with available space and resources, each campus admits those students 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 seattlecolleges/studentrules.aspx.

New Student Admission

To apply, students have three options:

1. Complete and submit an online admissions application. The online form is available at: [seattlecolleges.edu/Prospective Students/Getting Started](http://seattlecolleges.edu/Prospective_Students/Getting_Started). 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://svi.seattlecolleges.edu/how-to-apply/>

-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, high school transcripts may be required. Check with your campus for more information.

Enrolling at More than One Seattle College

Intra-District Registration/Concurrent Enrollment

Students may enroll at more than one of the Seattle 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 Colleges, may enroll during open registration. Students should update their address information when registering.

Students who were dismissed for disciplinary reasons must see the Vice President for Student Services, or for academic reasons, the Dean of Enrollment Services (the Director of Student Services at SVI for both disciplinary and academic reasons).

Students who stop out for a quarter or more and are interested in graduating may choose to fulfill requirements in effect from an earlier catalog, provided:

1. the Vice President for Instruction (Executive Dean of Instruction and Community Partnerships 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, Residents – U.S. Citizens, U.S. Permanent Residents, Deferred Action for Childhood Arrival (DACA) or Qualifying Visas

To qualify for resident tuition applicants must reside 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 either parent 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 license registration and registration to vote in this state, if applicable. U.S. permanent resident card holders and DACA recipients must hold their status for one full year prior to the start of the quarter in which resident fees are requested. Visa holders should contact the Registration Office for additional information at their respective campus.

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 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.
- f. are a veteran who has separated from the uniformed services with any period of honorable service after at least 90 days of active duty service, is eligible for federal veterans education assistance benefits and who enters an institution of higher education in Washington within three years of separation.
- g. are a spouse, former spouse, or child entitled to veterans administration education assistance benefits based on their relationship to a veteran as defined in (f).

Contact the Registration Office at your campus for information on additional legal requirements to qualify for these exemptions.

Non-Resident Tuition Waiver

Those who do not meet the residency requirements or eligibility for exemption may be eligible for the Non-Resident Tuition Waiver, adopted January 1, 2016 by the Seattle Colleges District. Students must be U.S. citizens or permanent residents and are charged a tuition rate very close to resident tuition. There is no one year wait requirement. However, once students have met the one year domicile requirement and are in compliance with Washington State laws to establish permanent state residency, they may submit a Residence Questionnaire with supporting documentation for review for reclassification to resident for tuition paying purposes. Students who do not meet resident requirements or are not eligible for the Non-Resident Tuition Waiver 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. 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 the following conditions:

1. Completed the full senior year of high school and obtained a high school diploma at a Washington public or private high school or received the equivalent of a diploma;
2. Lived in Washington for at least three calendar years (36 months) immediately prior to receiving the diploma or its equivalent;

- Continuously lived in the state of Washington after receiving the diploma or its equivalent and until such time as the student is admitted to an institution of higher education.

Students who meet 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. Contact the Registration Office at your campus for more information.

Registration Office Contact Information

Central	(206) 934-4397 seattlecentral.edu	South	(206) 934-7938 southseattle.edu
North	(206) 934-3663 northseattle.edu	SVI	(206) 934-4950 sviweb.sccd.ctc.edu

International Student Admission

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

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Plan Your Funding

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

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

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

Seattle Vocational Institute
(206) 934-4977
svi.seattlecolleges.edu/financial-aid/

Financial aid may be available to help make education possible. Financial Aid offices can help students apply for grants, work-study, loans 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

** If you are a Dreamer student, your undocumented status makes you ineligible to apply for federal financial aid. However, the Washington Student Achievement Council has provided a new state application for you. This free application—known as the Washington Application for State Financial Aid, or the WASFA and requirements for eligibility can be found at: www.readysetgrad.org/wasfa.*

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 or Financial Aid website at your college 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:

- Grants, Scholarships, & Waivers:** Students do not repay grants, scholarships and waivers if satisfactory academic progress is maintained. Grants include Pell

Grants, Supplemental Educational Opportunity Grants (SEOG), Washington State Need Grants (SNG), College Bound Scholarship, and Institutional Grants.

- 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 or WAFSA
- 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

svi.seattlecolleges.edu/workforce-education-programs/opportunity-grant/

Start Next Quarter

startnextquarter.org

The Seattle 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 available on the website, from the financial aid office and presented during the New Student Orientation. 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) 934-7309

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 emailed or 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 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.

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Placement for Classes

New students are required to take a placement test 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 grade of 2.0 or better, other recent placement test scores submitted via the Placement Reciprocity form, and other options.

Contact the Testing and Assessment Office, at your campus or college website for a complete list of exemptions, current tests, fees, guidelines and additional information.

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 214. SVI students for whom English is a second language take an ESL placement test.

SVI Admissions
(206) 934-4980
svi.seattlecolleges.edu/how-to-apply/admissions-intake-process/

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Registration

Start: New Student Orientation

Participation in the orientation is mandatory for new students entering the Seattle Colleges. New Student Orientation provides an overview of programs and services, and the opportunity to meet with an advisor and register for courses online.

Advising

The Seattle 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. Advisors provide information on Professional Technical programs and academic transfer programs as well as admission requirements for four-year institutions. Advising centers maintain a broad collection of resources from colleges, universities, and vocational schools.

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) 934-4945

Registration

The Seattle 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 Colleges operate on a quarter system. The quarterly course schedules are published approximately six weeks before the start of a quarter and are available online or can be downloaded and printed. 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 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 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."

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 Enrollment form in person at the Registration Office.

NOTE: In rare cases, students may petition for a late registration based on documentation demonstrating extenuating circumstances which may have led to their being dropped. 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). A per credit late fee will be assessed.

Dropping/Withdrawing 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 the Add/Drop process either 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.



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Pay and Prepare

Students are not officially registered for a specific quarter 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 at the Cashier's Office. 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 College (206) 934-4108

North Seattle College (206) 934-3627

South Seattle College (206) 934-5388

Seattle Vocational Institute (206) 934-4947

Optional Payment Plan for Tuition

Each of the Seattle Colleges offers a deferred payment service through a third-party sponsor. 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: 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. International students are required to carry a credit load of 12 or more to maintain their status. In addition to credit load, tuition is also determined by residency (see Residency Requirements). Students in Professional Technical programs that require more than 18 credits per quarter (e.g. Culinary Arts) pay a reduced rate for those credits. Tuition for Bachelor's degrees (B.A.S.) and Apprentice Programs are calculated at different rates.

Tuition and fees are set by the Washington State Legislature and are subject to change. For current amounts, go to your campus website.

Fall 2016–Summer 2017 Tuition Rates for Lower Division Credit Programs

# of Credits	RESIDENT	NON-RESIDENT (U.S. CITIZEN)	INTERNATIONAL
1	\$ 102.91	\$ 116.34	\$ 279.62
2	205.82	232.68	559.24
3	308.73	349.02	838.86
4	411.64	465.36	1,118.48
5	514.55	581.70	1,398.10
6	617.46	698.04	1,677.72
7	720.37	814.38	1,957.34
8	823.28	930.72	2,236.96
9	926.19	1,047.06	2,516.58
10	1,029.10	1,163.40	2,796.20
11	1,080.06	1,215.07	2,854.35
12	1,131.02	1,266.74	2,912.50
13	1,181.98	1,318.41	2,970.65
14	1,232.94	1,370.08	3,028.80
15	1,283.90	1,421.75	3,086.95
16	1,334.86	1,473.42	3,145.10
17	1,385.82	1,525.09	3,203.25
18	1,436.78	1,576.76	3,261.40

For each credit between 19 and 25
 Resident/Non-resident \$92.33
 (U.S. Citizen, INS Permanent Resident)
 International \$269.04

NOTE: Check current amounts at www.seattlecolleges.edu/district/paying/tuitionfees.aspx.

eLearning /Distance Education

For current eLearning /Distance Education tuition and fees, see seattlecolleges.edu/district/programs/elearning.aspx.

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 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

Student fees vary each year and are approved by the State Legislature or the Seattle Colleges Board of Trustees.

Students pay a variety of fees each quarter. Typical fees might include:

- Technology Fee (\$3 per credit with a maximum) for access to email and the latest technologies
- Class/Lab Fee for some classes for equipment or materials
- Transportation Fee which allows reduced fee ORCA passes or ferry reimbursement
- Student Activity Fee
- Other Fees

Non-credit & Community Service Program Fees

Refer to the website at each campus for fees associated with non-credit and community education programs.

Other Fees

Refer to campus websites for other fees, like GED fee, transcript fee, testing or placement fees, work experience evaluation fees, or proctor fees.

Student Injury & Sickness Insurance Plan

Student injury and sickness insurance is available to students registered for six 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

Refundable tuition and fees 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. Students may be required to return financial aid funds to the college if federal or state regulations require the college to do so.

International Refunds

International students who attend one of the Seattle 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 College and South Seattle College Refund Policy:

Before 48 hours prior to first day of class*	100%
<i>*Subject to administrative fee.</i>	

No refunds for cancellations within 48 hours of start of class or after class begins. 0%

Seattle Central 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)

Tuition Waivers

Waivers can be grouped in three main categories; those required by law, those required by the State Board and those that colleges are allowed, but not required to offer (optional waivers). The Seattle College District offers both required and optional waivers. Waivers may not be combined. Those used by the Seattle Colleges include:

- Washington State Employee Space Available Waiver
- Senior Citizen-Audit/Credit Waiver
- Wrongfully Convicted Person Waiver
- Children and Spouses of Totally Disabled or POW/MIA or Deceased Eligible Veterans or National Guard Members
- Children and Spouses of Deceased or Disabled Law Enforcement Officers or Firefighters

For more information on waivers, visit www.sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers/ and your campus website.

Waivers for Veterans

Contact the Veterans Affairs Office at each campus.



Student Progress

Grades & Transcripts

Student Progress

Students are expected to make satisfactory academic progress while enrolled at the Seattle 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 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
svi.seattlecolleges.edu/about-us-svi/school-policies

Graduation Requirements

To earn a degree within the Seattle 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 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 online, 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 for 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 10 or more credits per quarter at the college they are currently attending and a 3.5 quarterly GPA.

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

Phi Theta Kappa Academic Honor Society

Phi Theta Kappa International Academic Honor Society recognizes outstanding students who have achieved academic excellence at two-year public and private colleges. It offers students the chance to serve their campus and community while developing leadership skills. In addition, Phi Theta Kappa members have access to scholarship opportunities not available to non-members. Each of the Seattle 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

Seattle Colleges uses numerical grades which may be considered equivalent to letter grades as follows:

A	4.0–3.9	B	3.1–2.9	C	2.1–1.9	D	1.1–1.0
A-	3.8–3.5	B-	2.8–2.5	C-	1.8–1.5	F	0.0
B+	3.4–3.2	C+	2.4–2.2	D+	1.4–1.2		

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. An Incomplete grade must be requested prior to the final examination. 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 higher 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.

Student Rules

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 11.

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 (a copy of a student's permanent academic record) are required by other institutions when students transfer. Official transcripts must be requested in writing from the Registration Office of the college where the classes were taken or online (www.studentclearinghouse.org/secure_area/transcript/to_bridge.asp). Allow two working days for processing.

The current transcript fee is \$7.50 (for 2016-2017—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. Testing Centers no longer have GED® records. Test scores must be requested from the GED® Testing Service directly. (www.gedtestingservice.com/testers/gedrequest-a-transcript)

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 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.

- 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 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.

District	(206) 934-5442
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.com/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 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 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 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 seattlecolleges.edu/policies.aspx.

National Institutes of Health provide a list of drugs and their dangers and effects: 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 Colleges (District Policy 451).

Sexual Harassment

The Seattle 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. North Seattle College is a tobacco-free campus. The use of tobacco products, chew, or e-cigarettes/vapor is prohibited on campus grounds.

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 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
(206) 296-4649

Find information about HIV and AIDS at www.kingcounty.gov/healthservices/health/communicable/hiv.aspx

Emergency Preparedness & Communications

The Seattle 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 reviewed and expanded on an ongoing basis.

Among resources available to students, faculty and staff is SeattleColleges Alerts, which is powered by Rave Mobile Safety. These alerts allow the colleges to communicate quickly with students and employees during weather-related delays, closures, and other campus emergencies, by sending alerts to computers and mobile devices, via email and text message.

Learn more about SeattleColleges Alerts by visiting seattlecolleges.edu/alerts.

For more information about emergency communications and contacts, preparing for an emergency, and procedures for closure at the Seattle Colleges: seattlecolleges.edu/emergencies.aspx.

Districtwide information & Policies

Equal Opportunity Statement and Accommodation for District Students and Employees

The Seattle College District, which includes Seattle Central, North Seattle and South Seattle 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	Martin Logan	(206) 934-7792
South	V.P. of Student Services	(206) 934-6763

SECTION 504/ADA COORDINATOR

Central & SVI	Al Souma	(206) 934-4169
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 College District), в состав которого входят двухгодичные колледжи Центрального (Seattle Central College), Северного (North Seattle College) и Южного Сиэтла (South Seattle 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, цвета кожи, возраста, национального происхождения, 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 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 ujeeddooyinka kal-sooc-la'aanta oo ay ku jirto kuwa la xiriira Sec 504 ADA iyo Title IX.

Spanish

Seattle College District, que incluye Seattle Central, North Seattle y South Seattle 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/ diện 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.

Disability Services

seattlecolleges.edu/district/studentlife/ada.aspx

Disability Services provide accommodations to persons with documented disabilities. This is carried out within the overall goals and mission of the Seattle Colleges Policy and Procedure 387 *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 Amendments Act of 2008 (ADAA) and Section 504 of the Rehabilitation Act of 1973. Under the ADAA 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 (e.g. walking, standing, seeing, speaking, hearing, sitting, and breathing).

On each campus, Disability 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 college courses, programs, counseling, activities, and facilities.

Disability Services provides or arranges a variety of auxiliary services to the college, such as sign language interpreters, assistive technology, exam accommodations, and academic assistance. Students are encouraged to give as much advance notice as possible for accommodations as some may take several weeks to arrange. Insufficient notice may result in delayed or unavailable accommodations.

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

Title 38/Title 10

Seattle 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.

Memberships

The Seattle 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, Council for Adult & Experiential Learning (CAEL), RC-2020, 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, Workforce Development Council Board, Port Jobs Board, Seattle Chamber of Commerce, the Road Map Project Sponsor Group, the Puget Sound Coalition, and the Northwest Commission of Colleges and Universities (NWCCU).



Completion & Transfer Rates

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

Central: seattlecentral.edu/planning/facts.html

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

South: southseattle.edu/campus/studentstats.htm

District: seattlecolleges.com/district/district/facts.aspx

The official rules for students at the Seattle 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

View Seattle College policies at seattlecolleges.edu/district/studentlife/studentrules.aspx#official.

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 39.

Student Complaints

The Seattle 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 of Student Development
(206) 934-3890

North Human Resources Director
(206) 934-7792

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

SVI Executive Dean of Instruction and
Executive Partnerships
(206) 934-4950