



## 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 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 Program: Enroll in Running Start

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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 29 for enrollment and financial aid information  
or request more information at [go.seattlecolleges.edu](http://go.seattlecolleges.edu)

# Seattle Colleges

## Mission

As an open-access learning institution, Seattle Colleges prepares each student for success in life and work, fostering a diverse, engaged, and dynamic community.

## Vision

Seattle Colleges is recognized as an exemplary learning institution that transforms lives, promotes equity, and enriches the community.

## Values

- **Accessibility** for all learners and partners
- **Collaboration** through open communication and commitment to working together
- **Diversity, inclusion, and equity** for all individuals, particularly the underserved in our community
- **Fiscal sustainability** for long-term viability and excellence in service and operations
- **Growth and development** of faculty and staff through professional development
- **Innovation** in instruction, student services, operations, and organizational culture
- **Integrity** by adhering to the highest standards of ethics and public stewardship

## Accreditation

Seattle Colleges include North Seattle College, South Seattle College, and 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 that 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 of 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 Ave. NE, Suite 100, Redmond, WA 98052, (425) 558-4224, [www.nwccu.org](http://www.nwccu.org).

## 2017–2018\* Annual Profiles

**Annual Attendance** **46,333**

### SPECIAL ENROLLMENTS 2017–2018

*(Unduplicated headcount across the district)*

Distance Education/eLearning	21,664
Running Start	1,682
International Students	3,834
Worker Retraining	1,460

### DEGREES & CERTIFICATES 2016–2017

Annual awarded	4,185
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### EMPLOYEES 2017–2018\*\*

Total	2,242
Teaching faculty	1,251
full-time/part-time	344/907
Non-teaching faculty	29
Classified	572
Exempt	408

## Fall 2017 profiles

### Students

Median age	28
Ethnic diversity	58%
Male/Female	45%/48%
With bachelor or higher degrees	14%
Employed	41%
full-time	24%
With dependents	20%
single parents	7%
Full-time/Part-time attendance	37%/63%

### Programs

College Transfer	40%
Workforce Education	45%
Basic Skills, Pre-college and other	14%

### Course Funding Sources

State-funded	66%
Contract-supported	16%
Student-supported	18%

*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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## Learning Communities/ Integrated Studies at Seattle Colleges

Seattle Colleges offers 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 to 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](http://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 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.-T)** 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, and earth sciences

**Option 2** Engineering, computer science, physics, and 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.) – Direct Transfer Agreement (DTA) degree 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 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, or 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 lifelong 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 degree 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 health care. Contact Central Advising Office for further information.

#### ■ **Global Studies – Central**

This emphasis can be completed within either the A.A. or A.S. transfer degree 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](http://seattlecentral.edu/learn/sage).

## Associate in Business – Direct Transfer Agreement (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.-T) 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 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 – Direct Transfer Agreement (A.S.-DTA) Degree

The Associate of Science – Direct Transfer Agreement (A.S.-DTA) is a transfer degree. 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 or her major. Contact an advisor for 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 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, 109 xx.

### College Transfer A.A. Degree Requirements

<b>Basic Requirements</b>	<b>15 credits</b>
<b>Electives</b>	<b>30 credits</b>
<b>Areas of Knowledge Distribution Requirements</b>	<b>45 credits</b>

### **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.

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

## Basic Requirements

**15 Credits**

### English &101 and &102

**10 credits**

### 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.)

- 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
  - Library research courses
  - Cooperative Work Experience (CWE) courses numbered 100 and above

## 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 five 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, 106, 110\*, 111\*, 112\*, 113\*, 114\*, 115,\* 121\*, 122\*, 123\*, 124\*, 163, 166\*, 170, 171, 201\*, 202\*, 203\*, 205\*, 206\*, 207\*, 209\*, 210\*, 211\*, 212\*, 213\*, 214\*, 215\*, 216\*, 217\*, 221\*, 222\*, 223\*, 231\*, 232\*, 240\*, 251, 252, 253, 254, 255, 256, 257, 258, 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, 116, 117, 125, 135, 140, 151, 152, 153, 161, 162, 201, 204, 205, 210, 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, 112, 115, &116, &117, &118, 120, 121, 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** 234, 236, 238

**Music: MUSC** 100, &105, 106, 109, 110, 113, 116, 117, 118, 119\*, 120\*, 124, 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

**Russian: RUSS** &121, &122, &123

**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, 190, 201, &206, &210, 211, 212, 213, &216, &227, &228, 250, 270, 275

**American Sign Language: ASL** 120, 125

**Biology: BIOL** 150

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

**Environmental Science: ENVS** &100, 101, 150, 160, 170, 200, 202, 206, 208, 214, 240, 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, 240, 241, 242, 251, 268, 269, 273

**Humanities: HUM** 105, 121, 170, 230

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

**Philosophy: PHIL** &101, 102, 110, 111, 118, 160, 215, 210, 220, 240, 245, 250, 255, 267

**Political Science: POLS** &101, 105, 111, 112, 170, &200, &201, &202, &203, 205, 206, 213, 220, 255

**Psychology: PSYC** &100, 120, &200, 205, 207, 209, 210, 217, &220, 225, 230, 235, 245, 250, 255, 257, 260, 294

**Religion: REL** 150, 151

**Sociology: SOC** &101, 102, 105, 106, 107, 120, 130, 150, 170, &201, 215, 220, 230, 245, 250, 253, 265, 271, 275, 280

**Social Science: SSC** 101, 103, 187, 330

**Social Welfare: SWF** 200

**STEM: STEM** 118

**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; five credits must be in a lab science (\*asterisked below). Students may choose up to five 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\*, 128\*, 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, 199, 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\***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\*, 122\*, 129\*, 131\*, 132\*, 133\***STEM:** STEM 118**Sustainability:** SUST 101**Up to five 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 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: Washington Student Achievement Council  
[www.wsac.wa.gov/transfers](http://www.wsac.wa.gov/transfers)

### 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). Seattle Colleges offers 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.

### DIRECT TRANSFER AGREEMENT (DTA) ASSOCIATE DEGREE

#### Public Four-Year/Research

- University of Washington
- Washington State University

#### Public Four-Year/Comprehensive

- Central Washington University
- Eastern Washington University
- The Evergreen State College
- Western Washington University

#### Independent/Private Four-Year

- Bastyr University
- Gonzaga University
- Heritage University
- Northwest University
- Pacific Lutheran University
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- Walla Walla University
- WGU Washington
- Whitworth University

#### Tribal Colleges and Universities

- Northwest Indian College

### ASSOCIATE OF SCIENCE – TRANSFER (A.S.-T) DEGREES

#### A.S.-T Track 1

#### Public Four-Year/Research

- University of Washington
- Washington State University

#### Public Four-Year/Comprehensive

- Central Washington University
- Eastern Washington University
- The Evergreen State College
- Western Washington University

**Independent/Private Four-Year**

- Heritage University
- Pacific Lutheran University
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- Walla Walla University
- Whitworth University

**ASSOCIATE OF SCIENCE – TRANSFER (A.S.-T) DEGREES****A.S.-T Track 2****Public Four-Year/Research**

- University of Washington
- Washington State University

**Public Four-Year/Comprehensive**

- Central Washington University
- Eastern Washington University
- The Evergreen State College
- Western Washington University

**Independent/Private Four-Year**

- Gonzaga University
- Heritage University
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- Walla Walla University

**MAJOR RELATED PROGRAMS (MRPS) BASED ON THE DTA OR A.S.-T****Biology DTA/MRP****Public Four-Year/Research**

University of Washington  
Washington State University

**Public Four-Year/Comprehensive**

Central Washington University  
Eastern Washington University  
The Evergreen State College  
Western Washington University

**Independent/Private Four-Year**

Saint Martin's University  
Seattle Pacific University  
Seattle University  
Whitworth University

**Business DTA/MRP****Public Four-Year/Research**

University of Washington  
Washington State University

**Public Four-Year/Comprehensive**

Central Washington University  
Eastern Washington University  
The Evergreen State College  
Western Washington University

**Independent/Private Four-Year**

Gonzaga University  
Heritage University  
Pacific Lutheran University  
Saint Martin's University  
Seattle Pacific University  
Seattle University  
Walla Walla University  
Whitworth University

**Computer Science DTA/MRP****Public Four-Year/Research**

University of Washington  
Washington State University

**Public Four-Year/Comprehensive**

Central Washington University  
Eastern Washington University  
The Evergreen State College  
Western Washington University

**Independent/Private Four-Year**

Gonzaga University  
Heritage University  
Pacific Lutheran University  
Seattle Pacific University  
Seattle University  
Whitworth University  
Community and Technical Colleges  
Bellevue College

**Construction Management DTA/MRP****Public Four-Year/Research**

University of Washington  
Washington State University

**Public Four-Year/Comprehensive**

Central Washington University  
Eastern Washington University

**Engineering A.S.-T 2/MRP****Public Four-Year/Research**

University of Washington  
Washington State University

**Public Four-Year/Comprehensive**

Eastern Washington University

**Independent/Private Four-Year**

Gonzaga University  
Saint Martin's University  
Seattle Pacific University  
Seattle University  
Walla Walla University

**Engineering Technology A.S.-T 2/MRP****Public Four-Year/Research**

Central Washington University  
Eastern Washington University

**Public Four-Year/Comprehensive**

Western Washington University

**Math Education DTA/MRP****Public Four-Year/Research**

Washington State University

**Public Four-Year/Comprehensive**

Central Washington University  
Eastern Washington University  
Western Washington University

**Music DTA/MRP****Public Four-Year/Research**

University of Washington  
Washington State University

**Public Four-Year/Comprehensive**

Central Washington University  
Eastern Washington University  
The Evergreen State College  
Western Washington University

**Nursing RN-B.S.N. DTA/MRP****Public Four-Year/Research**

University of Washington  
Washington State University

**Public Four-Year/Comprehensive**

Western Washington University

**Independent/Private Four-Year**

Saint Martin's University  
WGU Washington

**Community and Technical Colleges**

Bellevue College  
Columbia Basin College  
Olympic College  
Wenatchee Valley College

**Pre-Nursing DTA/MRP****Public Four-Year/Research**

University of Washington-Seattle  
Washington State University

**Independent/Private Four-Year**

Pacific Lutheran University  
Seattle Pacific University  
Seattle University  
Walla Walla University

**Transfer Agreements**

Seattle Colleges has partnerships and transfer agreements with numerous other in-state and out-of-state four-year institutions and is continually developing new ones. For the most accurate list of all transfer agreements, visit the Advising and Transfer Centers or [seattlecolleges.edu/district/programs/transferagreement.aspx](http://seattlecolleges.edu/district/programs/transferagreement.aspx).

**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

**Bachelor's Degree Program Partnerships with South**

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

## 2

## Professional Technical Programs

Seattle Colleges offers many workforce education and training programs designed to prepare students for specific careers. These programs offer certificates and/or degrees, and they vary from one to seven quarters in length. Most of our Professional Technical programs are on education pathways that lead to baccalaureate degrees and beyond. To learn more about these programs, visit the College to Career website at [seattlecolleges.edu/collegetocareer](http://seattlecolleges.edu/collegetocareer).

### Degrees and Certificates

#### Short-Term Certificates

Designed to cover entry-level or specific skills needed for industry. Usually 20 credits or less.

#### Associate of Applied Science (A.A.S.) Degree and One-Year Certificates

Designed to prepare students for employment in a wide variety of Professional Technical careers. Usually 90 credits or less.

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

Designed to assist students who initially enroll for a Professional Technical degree and then seek a bachelor's degree. Usually 90 credits.

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

Compared with traditional bachelor's degrees, our B.A.S. degrees incorporate more applied, hands-on learning focused on a particular industry and include strong internship components.

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

The A.A.S. degree prepares students for employment through development of technical and related skills. To earn an A.A.S. 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 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. For this degree, college-level courses (100 and above) in communications, computation, and human relations, as well as selected courses from humanities, natural sciences, and social sciences, are required. 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 – Transfer (A.A.S.-T) Degree

The A.A.S.-T degree is designed to serve as the first two years of an applied bachelor's degree. Select partner institutions also accept A.A.S.-T Degrees for transfer into bachelor's degree programs. 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 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. This degree is 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 17-19.*

### Certificate Programs

Certificate programs of one to seven quarters in length are designed to prepare graduates for employment in a wide variety of careers or to upgrade the skills of incumbent workers. Requirements include satisfactory completion of an approved program of study with a minimum 2.0 cumulative grade point average. 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](http://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. Some programs are composed of short-term certificates that are specifically designed to build, or “stack,” sequential skills and credits.

## Related Instruction for Certificates and Degrees

### Definition

Each Professional Technical certificate or degree of 45 credits or more includes related instruction, the nontechnical 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.

## Credit for Nontraditional Learning

**Credit for nontraditional learning (also known as prior learning)** is a term used to describe learning gained outside a traditional academic environment. Credit for nontraditional learning is the evaluation and assessment of an individual’s life learning for college credit, certification, or advanced standing toward further education or training. Options for students to receive credit for prior knowledge and experiences at Seattle Colleges include recognition of industry/professional credentials, military training, credit by exams, standardized tests, and portfolio-based assessments.

Note: Students should consult with their transfer institution prior to pursuing prior learning options for transfer degrees. A fee may apply for various components of prior learning assessment.

## Professional Technical Programs

Degrees and certificates are offered in the professional and technical career areas listed below and more. For the most current list, please visit [seattlecolleges.edu/district/catalog/ccprotech.aspx](http://seattlecolleges.edu/district/catalog/ccprotech.aspx).

**C-Central    N-North    S-South**

### Business & Accounting

Accountancy (CPA Preparation) . . . . .	N
Accounting . . . . .	N,S
Administrative Assistant . . . . .	N
Bookkeeping . . . . .	N
Business Information Technology . . . . .	C
Computerized Accounting Technology . . . . .	N
Entrepreneurship . . . . .	N
General Business . . . . .	N
International Business B.A.S. degree . . . . .	N
International Trade . . . . .	N
Project Management . . . . .	N
Retail Management . . . . .	N
Communication, Business & Media . . . . .	N
Communication & Media Arts . . . . .	N
Appraisal (Trainee) . . . . .	N
Commercial Real Estate . . . . .	N
Escrow . . . . .	N
Loan Originator . . . . .	N
Loan Processing . . . . .	N
Property Management . . . . .	N
Real Estate Sales (Basic & Advanced) . . . . .	N

### Culinary, Hospitality & Wine

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 Production . . . . .	S
Wine Marketing & Sales . . . . .	S
Wine & Food Pairing . . . . .	S

**Education & Human Services**

Child and Family Studies . . . . . C  
 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  
 Applied Behavioral Science B.A.S. degree . . . . . C  
 Chemical Dependency Specialist . . . . . C  
 Service-Learning . . . . . C  
 Social and Human Services . . . . . C

**Health & Medical**

Medical Office Professional . . . . . S  
 Allied Health B.A.S. degree . . . . . C  
 Allied Health Sciences . . . . . C,N  
 Applied Behavioral Science B.A.S. degree . . . . . C  
 Community Health & Education/Allied Health B.A.S. degree . C  
 Dental Assistant . . . . . C  
 Dental Hygiene/Allied Health B.A.S. degree . . . . . C  
 Emergency Department Technician . . . . . N  
 Emergency Medical Technician . . . . . N  
 Expanded Function Dental Auxiliary . . . . . C  
 Health Care Services Management/Allied Health B.A.S. degree C  
 Health Care Technology Management . . . . . N  
 Medical Administrative Specialist . . . . . C  
 Medical Assisting/Medical Assistant . . . . . N, C  
 Medical Fundamentals for Clinical Research Professionals . N  
 Medical Office Administration . . . . . N  
 Medical Office Professional . . . . . S  
 Nursing Assistant – Certified . . . . . C,N,S  
 Nursing Assistant – Certified (I-BEST) . . . . . N,S  
 Nursing (Practical – LPN) . . . . . N,S  
 LPN to RN . . . . . C,N,S  
 Nursing (Registered – RN) (associate degree). . . . . C,N,S

**Skilled Trades & Technician Training**

Automotive Technology . . . . . S  
 Diesel & Heavy Equipment Technology . . . . . S  
 NATEF Certificates . . . . . S  
 Aeronautical Technology . . . . . S  
 Aviation Maintenance/Aviation Airframe Mechanic . . . . . S  
 Aviation Maintenance/Airframe & Power Plant . . . . . S  
 Aviation Maintenance/Aviation Power Plant Mechanic . . . . S  
 Pre-Apprentice Construction Training (PACT) . . . . . C  
 Building Trades Apprentice – Journey-Level Programs . . . . S

*Includes courses for bricklayers, carpet and tile layers, construction line clearance/tree trimmers, construction trades, electrical workers, traffic flaggers, glassworkers, ironworkers, meat cutters, painters, and welders.*

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  
 HVAC Sustainable Building Engineering Technician . . . . . N  
 HVAC Technician . . . . . N  
 HVAC Technology & Project Management . . . . . N

**STEM – Science, Technology, Engineering & Math**

Aviation Electronics Technician . . . . . N  
 Broadband Cable Technology . . . . . N  
 Electronics Engineering Technology . . . . . N  
 Electronics Technology . . . . . N  
 Electronics Telecommunications Technology . . . . . N  
 Industrial Power & Control Technology . . . . . N  
 Sustainable & Conventional Energy & Control Technology . . N  
 Architectural Engineering Drafting . . . . . N  
 Landscape Horticulture . . . . . S  
 Landscape Design & Construction . . . . . S  
 Horticultural Studies . . . . . S  
 Sustainable Land Management . . . . . S  
 Maritime Training/Seattle Maritime . . . . . C  
 Academy Deckhand Cook . . . . . C  
 Marine Deck Technology . . . . . C  
 Marine Engineering Technology . . . . . C  
 Nanotechnology . . . . . N  
 Watch Technology . . . . . N  
 Welding Fabrication Technology . . . . . S  
 Application Development B.A.S. degree . . . . . N  
 Applications Support . . . . . C  
 Computer Support Technician (I-Best) . . . . . C  
 Database Administration & Development . . . . . C  
 IT Controlled Electronic Systems . . . . . N  
 Mobile Product Development Specialist . . . . . C  
 Network Security Administration . . . . . S  
 Network Design & Administration . . . . . C  
 Network Design & Administration CISCO . . . . . C  
 Network & Server Administration Specialist . . . . . N  
 Programming . . . . . C  
 Programming and Application Development . . . . . N  
 Web Design . . . . . C  
 Web Development . . . . . C  
 Pharmacy Technician . . . . . N  
 Phlebotomist (I-BEST)/Phlebotomy . . . . . N,C  
 Respiratory Care/Allied Health B.A.S. degree . . . . . C  
 Surgical Technology . . . . . C



## 3

## Bachelor's Degrees

The Bachelor of Applied Science (B.A.S.) degrees provide pathways for students from a variety of educational backgrounds but primarily for those with a professional technical associate degree or the equivalent. They provide advanced training for specific career areas, such as health care, IT, business, education, and more. These degrees incorporate both theoretical and hands-on knowledge and skills in a Professional Technical field and engage industry to meet identified workforce demands of regional economies. They are career focused yet allow students to pursue graduate degrees or other advanced educational opportunities. Tuition rates are different for upper-division courses; see the rate chart on page 19. See the individual college sections of this catalog for specific courses and sequences for each of these degrees. For up to-date information, visit the [seattlecolleges.edu/bachelors](http://seattlecolleges.edu/bachelors).

### Application Development at North

[northseattle.edu/programs/bas-application-development](http://northseattle.edu/programs/bas-application-development)

This program prepares graduates for lucrative careers in software development, focusing on skills needed to create and modify general computer application software, cloud computing, mobile applications, and specialized utility programs. Curriculum includes foundational computer science skills with project work that mirrors industry trends and features a strong emphasis on industry-based applied learning.

### Applied Behavioral Science at Central

[educationhumanservices.seattlecentral.edu/programs/bas-in-applied-behavioral-science](http://educationhumanservices.seattlecentral.edu/programs/bas-in-applied-behavioral-science)

This program prepares graduates to provide culturally relevant services, apply ethical practices based on internalized professional values, and integrate knowledge from relevant disciplines. It is designed for those who are in human services professions, such as early childhood education/child welfare, chemical dependency counseling, family support and social services, public/community health, and interpreting/translation services.

### Community Health & Education/ Allied Health at Central

[healthcare.seattlecentral.edu/programs/community-health-and-education](http://healthcare.seattlecentral.edu/programs/community-health-and-education)

This track is designed to build on a health care professional's training and experience. This program develops the skills to promote healthy behaviors and help prevent disease in the community through education and outreach. Graduates can pursue positions in nonprofit health organizations, public-sector agencies, patient care centers, medical institutions, and colleges.

### Dental Hygiene/Allied Health at Central

[healthcare.seattlecentral.edu/programs/dental-hygiene](http://healthcare.seattlecentral.edu/programs/dental-hygiene)

In this program, students will learn the skills to provide quality oral health care, such as teeth cleaning, placing dental fillings, taking X-rays, and administering local anesthetics. Graduates can work in private dental offices, public health clinics, hospitals, nursing homes, and oral research facilities. The American Dental Association Commission on Accreditation approves this program.

### Early Childhood Education by North at Central

[northseattle.edu/programs/bas-early-childhood-education](http://northseattle.edu/programs/bas-early-childhood-education)

This program provides professional development training for early care and education professionals, allowing them to keep pace with the increasing professionalization of the field. The curriculum is designed to align with accreditation standards established by the National Association for the Education of Young Children and the Council for Accreditation of Educator Preparation. Classes are held at Seattle Central College.

### Health Care Services Management/ Allied Health at Central

[healthcare.seattlecentral.edu/programs/healthcare-services-management](http://healthcare.seattlecentral.edu/programs/healthcare-services-management)

This track is designed for experienced health care professionals who want to transition their careers to health administration and management. Students will learn skills to provide administrative and management support in hospitals, healthcare facilities, and medical offices. Graduates will be prepared to direct, coordinate, and supervise healthcare delivery to improve the quality of patient care.

## Hospitality Management at South

[southseattle.edu/programs/bas/hospitality-management](http://southseattle.edu/programs/bas/hospitality-management)

This program focuses on applied management training in the hospitality industry. Students learn a broad set of competencies in the industry, which includes tourism, hotel operations, restaurant management, catering, cruise ship operations, casino operations, and travel. The degree will also open doors in rapidly expanding sectors, such as assisted and independent living facilities, destination spas and resorts, corporate hospitality, and event production.

## Information Technology – Networking at Central

[it.seattlecentral.edu/programs/bas-degree-in-it-networking](http://it.seattlecentral.edu/programs/bas-degree-in-it-networking)

This degree emphasizes growing regional demand for employees, with advanced certifications and skills, including Cisco Certified Network Professionals, programming, mobile application security, and cloud-based hybrid environments. Graduates also learn collaborative team- and project-based skills emphasizing communication, relationship building, problem-solving, and how to plan and structure tasks while considering time and resource allocations.

## International Business at North

[northseattle.edu/programs/bas-international-business](http://northseattle.edu/programs/bas-international-business)

Washington is the most trade-dependent state in the country, with approximately one in three jobs related to international trade. This program leverages a combination of upper-division courses in international business and applied learning 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.

## Professional Technical Education & Instructional Design at South

[southseattle.edu/programs/bas/professional-technical-teacher-education](http://southseattle.edu/programs/bas/professional-technical-teacher-education)

This program prepares graduates for teaching positions at community and technical colleges. The coursework emphasizes the role of community colleges in society, the complexities of adult learners, and issues of equity. Students will learn how to move from teaching solely for content mastery to student-centered learning and leadership. In addition to completing a two-year technical or approved associate degree, a minimum of two years of related work experience is required to enter the program.

## Residential and Commercial Property Management at North

[northseattle.edu/programs/bas-property-management](http://northseattle.edu/programs/bas-property-management)

The Bachelor of Applied Science in Residential and Commercial Property Management is a multidisciplinary program, combining business, accounting, and real estate courses with upper-division property management courses. This program is a pathway to a career-focused bachelor's degree for students who have already have an associate degree, including technical associate degrees or equivalent credits. The curriculum is focused on skills such as marketing, leasing, accounting and revenue management, customer service, and leadership, with an emphasis on sustainability throughout the program. Graduates will be prepared for careers in residential or commercial property management and are eligible to take several industry certification examinations upon program completion.

## Respiratory Care/Allied Health at Central

[healthcare.seattlecentral.edu/programs/respiratory-care](http://healthcare.seattlecentral.edu/programs/respiratory-care)

This program prepares students to work as part of health care teams to help treat patients with heart and lung disorders. Graduates have skills in respiratory disease management, critical care, diagnostic testing, and more. This degree meets the respiratory care practitioner licensure requirements of Washington state and is fully accredited by the Commission on Accreditation for Respiratory Care.

## Sustainable Building Science Technology at South

[southseattle.edu/programs/bas/sustainable-building-science-technology](https://southseattle.edu/programs/bas/sustainable-building-science-technology)

This degree prepares graduates for careers in high-performance building operations and management, including facilities manager, project manager, building engineer, capital/energy/sustainability program manager, energy analyst, and building tuneup specialist, to name a few. Classes focus on building science and finance, with energy efficiency, building automation, and sustainability at the core.

### Fall 2019–Summer 2020 Tuition Rates\* for B.A.S. (Upper Division) Courses

CREDITS	RESIDENT	NON-RESIDENT (U.S. CITIZEN)	INTERNATIONAL
1	\$ 215.11	\$ 229.70	\$ 614.53
2	430.22	459.40	1,229.06
3	645.33	689.10	1,843.59
4	860.44	918.80	2,458.12
5	1,075.55	1,148.50	3,072.65
6	1,290.66	1,378.20	3,687.18
7	1,505.77	1,607.90	4,301.71
8	1,720.88	1,837.60	4,916.24
9	1,935.99	2,067.30	5,530.77
10	2,151.10	2,297.00	6,145.30
11	2,161.88	2,308.55	6,156.85
12	2,172.66	2,320.10	6,168.40
13	2,183.44	2,331.65	6,179.95
14	2,194.22	2,343.20	6,191.50
15	2,205.00	2,354.75	6,203.05
16	2,215.78	2,366.30	6,214.60
17	2,226.56	2,377.85	6,226.15
18	2,237.34	2,389.40	6,237.70

For each credit between 19 and 25  
Resident/Non-resident . . . . . \$203.78  
(U.S. Citizen, INS Permanent Resident)  
International . . . . . \$603.20

*Note: Check current amounts at <https://www.seattlecolleges.edu/district/paying/tuitionfees.aspx>.*

## Bachelor's to Graduate Degrees

Graduates of the bachelor's programs at Seattle Colleges have unique opportunities for continuing their education with a graduate degree. Our bachelor's programs have established articulation agreements with graduate programs at Washington Governor's University (WGU) and City University of Seattle. Each bachelor's program also has individual relationships with other graduate programs. See more about these partnerships on the respective pages for each program or visit each program's website.

### Seattle Colleges offers bachelor's degrees that:

- Create educational pathways
- Build on two-year technical degrees or approved associate degrees
- Expand career opportunities

Compared with traditional bachelor's degrees, our Bachelor of Applied Science (B.A.S.) degrees incorporate more applied, hands-on learning focused on a particular industry and include strong internship components. They often offer credit for prior learning and workplace experience.

## 4

## Continuing Education

### Seattle Central College

(206) 934-5448 [learnatcentral.org](http://learnatcentral.org)

### North Seattle College

(206) 934-3705 [learnatnorth.org](http://learnatnorth.org)

### South Seattle College

(206) 934-5339 [learnatsouth.org](http://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, Continuing Education classes are mostly noncredit and nongraded. 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, financial planning, leadership, business, and more. Continuing Education offers online courses as well.

## Professional Education

### 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, Revit, nutritional therapy practitioner, Teaching English to Speakers of Other Languages (TESOL), medical marijuana consultant, and many other areas. For more information, visit [learnatcentral.org](http://learnatcentral.org).

## Senior Adult Education

South Seattle College 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 College offers clock hours for K-12 educators; classes held online or on campus.

North Seattle College offers teacher clock hours for most courses, including online courses.

South Seattle College offers Career and Technical Education (CTE) certification for business and industry professionals to become secondary school teachers. South also offers clock hours for K-12 educators; classes held online or on campus.

## 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 Seattle Colleges. Continuing education units may be granted.

**Contact:** [corporatetraining.seattlecolleges.edu](http://corporatetraining.seattlecolleges.edu)

**Georgetown:** Corporate & Customized Training

**Campus:** Bob Embrey, Interim Director

(206) 934-5856

[bob.embrey@seattlecolleges.edu](mailto:bob.embrey@seattlecolleges.edu)

Thesvy Cashen, Project Manager

(206) 934-3856

[thesvy.cashen@seattlecolleges.edu](mailto:thesvy.cashen@seattlecolleges.edu)

**Central:** Continuing Education

Rachael St. Clair, Director

(206) 934-5449

[rachael.stclair@seattlecolleges.edu](mailto:rachael.stclair@seattlecolleges.edu)

**North:** Continuing Education & Contract Training

Christy Isaacson, Director

(206) 934-3706

[christy.isaacson@seattlecolleges.edu](mailto:christy.isaacson@seattlecolleges.edu)

**South:** Continuing Education

Luisa Motten, Director

(206) 934-6782

[luisa.motten@seattlecolleges.edu](mailto:luisa.motten@seattlecolleges.edu)

## 5

## 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/academics/pre-college-programs

### South Seattle College

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



## 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, Seattle Colleges offers 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 through 5), see page 23.*

*NOTE: International Students should take intensive English classes through International Programs, page 26.*

## 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](http://seattlecentral.edu/runstart)
- North** (206) 934-3682  
[northseattle.edu/running-start](http://northseattle.edu/running-start)
- South** (206) 934- 5387  
[southseattle.edu/runningstart](http://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, visit [beforeyoutest.org](http://beforeyoutest.org).

For more information about the Running Start program, visit [sbctc.ctc.edu/college/s\\_runningstart.aspx](http://sbctc.ctc.edu/college/s_runningstart.aspx).

## 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 to 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](http://southseattle.edu/programs/career-link)

Career Link at South 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](http://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 postsecondary 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](http://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 South Seattle College 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

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 at Seattle Colleges are Phlebotomy, Early Childhood Education, Accounting, and a pathway to a transfer associate 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

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 postsecondary 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 noncredit. 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

English as a Second Language (ESL) classes are offered to help nonnative 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 noncredit 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 26.*

## GED® Preparation

- Central** (206) 934-4180  
**North** (206) 934-7303  
**South** (206) 934-5363

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, Seattle Colleges offers 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).

## 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 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 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.
- Seattle Colleges also offers 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 includes 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 toward 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 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 course) . . . . .	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 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 a 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 percent 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).

Nonresidents 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 the college under-age advisor and obtain a letter of release from their school district. Seattle Public Schools students should contact the Office of Student Placement.

# 6

## eLearning/ Distance Education

### District eLearning

[seattlecolleges.edu/elearning](http://seattlecolleges.edu/elearning)

### Seattle Central College

[seattlecentral.edu/distance](http://seattlecentral.edu/distance)

### North Seattle College

[elearning.northseattle.edu](http://elearning.northseattle.edu)

### South Seattle College

[sites.southseattle.edu/online](http://sites.southseattle.edu/online)

Seattle Colleges offers 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 Colleges 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 each 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.

## Seattle Colleges Cable Television

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

[scctv.net](http://scctv.net) and [seattlecommunitymedia.org](http://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, Washington; Portland, Oregon; San Antonio, Texas; and Springfield, Massachusetts. Programming information is available on the website, [scctv.net](http://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

Seattle Colleges provides 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. Seattle Colleges also offers a wide variety of study-abroad, internship, and service-learning opportunities for students to study and learn in other countries. Our faculty and staff enjoy exchanges and professional development abroad.

Seattle Colleges is committed to fostering international awareness and understanding and to encouraging the sharing of ideas and cultures.

### For general information: [seattlecolleges.edu/international](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](mailto:seattlecentral.intl@seattlecolleges.edu)  
[seattlecentral.edu/programs/international-education](http://seattlecentral.edu/programs/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](mailto:international@seattlecolleges.edu)  
[ip.northseattle.edu](http://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: [cie@seattlecolleges.edu](mailto:cie@seattlecolleges.edu)  
[southseattle.edu/international](http://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 international 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 Department of 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 Transfer Associate 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.

### Workforce Programs

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](http://seattlecolleges.edu/bachelors)

The Bachelor of Applied Science (B.A.S.) degrees build on associate degrees that provide workplace skills in specific career areas, such as hospitality, IT, or business. When compared with 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 17 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](http://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

Seattle Colleges has 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 11-13 or visit [seattlecolleges.edu/international](http://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](http://seattlecolleges.edu/international/studyabroad.aspx)

Seattle Colleges encourages 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  
nworkforce@seattlecolleges.edu

### South Seattle College

(206) 934-5835  
southseattle.edu/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, and possibly fees, books, bus passes, and/or child care, through workforce training funds and other sources. 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 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 while dependent on another family member’s income that they are no longer supported by and is unemployed or underemployed
- Was self-employed and is 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](http://www.startnextquarter.org)

Seattle Colleges offers hundreds of students free and reduced tuition, books, and fees every quarter through Start Next Quarter. Interested students can see if they prequalify for Opportunity Grants, Worker Retraining, Basic Food Employment and Training, and WorkFirst funds by visiting this website. Students who prequalify 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

- Benefits
- Priority registration
- Tuition assistance
- Career planning services
- High-wage, high-demand training programs
- Assistance with TAA and CAT/TB paperwork
- Liaison to other agencies, programs, and funding

### Accreditation

The 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. See complete accreditation details on page 2.

\*NWCCU, 8060 165th Avenue NE, Suite 100, Redmond, WA 98052  
[www.NWCCU.org](http://www.NWCCU.org) (425) 558-4224

# Getting Started

## Five Steps to Enrolling

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

### 1 Apply

Seattle Colleges 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 Seattle Colleges; and
- Would not, by their presence or conduct, create a disruptive atmosphere within Seattle Colleges 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 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, are students who have filed an appropriate written release from the public, private, or home school they are attending or last attended, provided they are 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, people 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: 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/or on each college's website.

## 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](http://seattlecolleges.edu). Prospective Students/Getting Started. Additional application information is also available at each of the college websites:
  - **Central:** [seattlecentral.edu/getstarted](http://seattlecentral.edu/getstarted)
  - **North:** [northseattle.edu/admissions/steps](http://northseattle.edu/admissions/steps)
  - **South:** [southseattle.edu/enrolling](http://southseattle.edu/enrolling)

-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

### Intradistrict Registration/Concurrent Enrollment

Students may enroll at more than one of the colleges without paying more than the maximum tuition at any one college; however, additional class or college fees may be incurred.

*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 at Seattle Colleges.*

## Readmission of Former Students

Students who were not enrolled for the most recent quarter but were previously enrolled within the last two years at Seattle Colleges may enroll during open registration. Students should update their personal information when registering.

Students who were dismissed for disciplinary or for academic reasons will be referred by Registration to the appropriate office.

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. 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.

## Residency Requirements

### 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 a legally appointed guardian has 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 campuses.

An applicant may qualify for in-state tuition rates without establishing residency if they:

- Hold a graduate service appointment, designated as such by an institution, involving not less than 20 hours per week.
- Reside in the state of Washington and are an employee, spouse, or dependent child of an employee, not less than half time with a state institution.

- Are on active military duty stationed in Washington or a member of the Washington National Guard.
- Are an immigrant refugee/asylee/parolee or the spouse or dependent child of an immigrant refugee/asylee/parolee.
- Are a dependent of a congressional member representing the state of Washington.
- Are a veteran who has separated from the uniformed services with any period of active duty service, with other than dishonorable discharge, is eligible for federal veterans' education assistance benefits, and enters an institution of higher education in Washington within three years of separation.
- Are a spouse, former spouse, or child entitled to Veterans Affairs 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 Nonresident Tuition Waiver. 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 Nonresident Tuition Waiver are assessed tuition and fees based on "nonresidency" 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:

- 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.
- 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 until being admitted to an institution of higher education.

A student who meets 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		

## International Student Admission

See pages 26 for information on International Student Admission and Guidelines.

# 2

## Plan Your Funding

There are several funding options for students at Seattle Colleges. Students may apply for federal and state financial aid, apply for tuition assistance through our Workforce Education programs, and receive veterans' educational benefits. Students are not limited to just one funding source; they can apply for multiple funding options.

## Federal, State, and Institutional Financial Aid

Financial aid assistance is offered in a variety of forms: federal grants, Washington state grant aid, institutional grants and tuition waivers, work-study employment, and federal student loans. The Financial Aid Office at each campus can assist students in the application process for scholarships, employer tuition assistance programs, and alternative educational loans as well. 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.

**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

## Determination of Financial Aid & Cost of Attendance

The Financial Aid programs at Seattle Colleges are administered in accordance with established state and federal regulations and policies. The basic formula to determine financial need for funding begins with the student's Cost of Attendance (COA) and subtracts the Estimated Family Contribution (EFC), resulting in the financial need. Financial need is the maximum amount of financial aid a student can receive from all sources. Student expenses include estimates of all school and basic college living expenses for the academic year (Fall, Winter, and Spring quarters). Information on the Financial Aid COA budgets is in the Conditions of Award or Consumer Information brochure available in the Financial Aid Office at each campus and on the financial aid websites listed above.

Using the information provided on the Free Application for Federal Student Aid (FAFSA) or the Washington Application for State Financial Aid (WASFA), each student's EFC is calculated.

## Types of Financial Aid/Opportunity Pathways

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

1. **Grants, Scholarships & Waivers:** Students do not repay grants, scholarships, and waivers if satisfactory academic progress is maintained. Grants include Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Washington State Need Grants (SNG), College Bound Scholarship, Passport to College, and Institutional Grants and Waivers.
2. **Employment:** Work-study programs provide part-time employment opportunities for students both on campus and off campus.
3. **Loans:** Student loans are always optional. No student is required to apply for loans. Students are encouraged to pursue Federal Direct Loans or Federal Preparatory Coursework Loans before looking into Private Educational Alternative Loans. Students must complete the institutional request form and all federal requirements.

## The Financial Aid Application Steps

- Apply for admissions to your desired campus within Seattle Colleges.
- Complete either the online FAFSA or WASFA application: Free Application for Federal Student Aid (FAFSA) – [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) (U.S. citizens or eligible noncitizens) Washington Application for State Financial Aid (WASFA) – [www.readysetgrad.org/WASFA](http://www.readysetgrad.org/WASFA) (undocumented Washington state residents or DACA recipients)
- Submit all required supplemental documentation. May include tax documents, income information, citizenship documentation, selective service registration documents, etc.

### To be eligible for financial aid, a student must:

- Be a U.S. citizen or eligible noncitizen (U.S. permanent resident, refugee, asylum granted, etc.) complete list available at <https://studentaid.ed.gov/sa/eligibility/non-us-citizens>
- OR-
- Meet WASFA eligibility, DACA Standard, or 1079 Standard, available at <https://readysetgrad.wa.gov/wasfa>
  - Have a high school diploma or GED certificate or meet the Ability to Benefit requirements
  - Demonstrate financial need as determined by the Financial Aid Office after completion of the FAFSA or WASFA and all application materials
  - Enroll in an approved certificate or degree program and take required coursework
  - Be registered with the Selective Service, if required
  - Not owe a refund or repayment on prior financial aid received or have a student loan in default at these or prior colleges attended
  - Make satisfactory academic progress as defined by each campus

### Maintaining Eligibility

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

### 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. The Seattle Colleges are partnered with BankMobile, a Division of Customers Bank, a financial service company serving higher education, for students to receive their financial aid and other credit balances. Detailed disbursement information, including helpful videos, can be found at [bankmobiledisbursements.com/refundchoices](http://bankmobiledisbursements.com/refundchoices).

To view the institution's contract with BankMobile, locate ATMs, and FAQ visit [seattlecolleges.edu/district/paying/card.aspx](http://seattlecolleges.edu/district/paying/card.aspx).

## 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, they 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.

## Workforce Education Programs

The Workforce Education Office assists students enrolled in Professional Technical or career training programs who need financial assistance. Eligible students may receive funding for tuition and fees, textbooks, required supplies, student ID card, and parking permit or ORCA transit pass. Workforce Education also assists students enrolled in English as Second Language (ESL) classes or completing their GED or high school diploma. Workforce Education staff are here to help you obtain the assistance you need to succeed in school. Funding programs include the Opportunity Grant Scholarship, Worker Retraining, Basic Food Employment & Training (BFET), and WorkFirst.



## Eligibility Determination – Start Next Quarter

[startnextquarter.org](http://startnextquarter.org)

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

### Workforce Education Office contact information

Central

(206) 934-3854

[seattlecentral.edu/enrollment-and-funding/financial-aid-and-funding/workforce-services](http://seattlecentral.edu/enrollment-and-funding/financial-aid-and-funding/workforce-services)

North

(206) 934-3787

[northseattle.edu/workforce-education](http://northseattle.edu/workforce-education)

South

(206) 934-5835

[southseattle.edu/programs/workforce-education](http://southseattle.edu/programs/workforce-education)

## Opportunity Grant Scholarship

The Opportunity Grant (OG) Scholarship provides education grants for low-income students who have not yet earned a degree and are studying an eligible program. OG provides up to 45 credits of tuition and \$1,000 per year for books.

- Eligibility (must meet all of the following)
- Washington state resident
- No prior degree (A.A. or higher)
- Enroll in an approved pathway of study\*\*
- Complete the FAFSA (Free Application for Federal Student Aid) or WASFA (Washington Application for State Financial Aid) before the second quarter of enrollment
- Meet family income limits for the program and have financial need as determined by the Financial Aid Office

*\*\* See "opportunity grants" on college websites for a list of approved programs. For additional grant information, visit [www.sbctc.ctc.edu/s\\_opportunitygrants.aspx](http://www.sbctc.ctc.edu/s_opportunitygrants.aspx).*

## Worker Retraining Program

The Worker Retraining program provides funding for laid-off and dislocated workers who need training in order to return to the workforce. Training options include career training programs (certificates and A.A.S. degrees), GED, high school completion, and ESL classes. If you qualify, you may receive funding for your tuition. Textbook assistance may also be available.

### Worker Retraining Expanded Eligibility for Vulnerable Workers

- You may be eligible for Worker Retraining if you are currently working and meet two of the three criteria below:
- You are employed in an occupation that is "not in demand" according to the demand/decline list for your county. To check the demand/decline lists, go to [fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupations-in-demand](http://fortress.wa.gov/esd/employmentdata/reports-publications/occupational-reports/occupations-in-demand).
- You do not have a previous degree or certificate and have completed less than one year of college education (less than 45 college credits).
- You need to learn new skills in order to keep your job.

If you believe you may be eligible for Worker Retraining as a Vulnerable Worker, please contact the Workforce Education Office on your campus.

## Basic Food Employment & Training

The Basic Food Employment and Training (BFET) program assists recipients of federal basic food assistance by providing funding for career training, GED, high school completion, or ESL classes to increase their opportunities for employment. If you qualify, you may receive funding for tuition, textbooks, and a parking permit or ORCA transit pass if funding is available.

You may be eligible for the BFET program if you are receiving federal basic food assistance from DSHS and not receiving Temporary Assistance for Needy Families (TANF) cash assistance. Workforce Education will need to obtain DSHS approval before funding can be awarded.

## WorkFirst Program

The WorkFirst program assists recipients of TANF cash assistance from DSHS who need training in order to enter the workforce. WorkFirst funding typically covers the career training programs that are one year in length or shorter as well as GED or high school completion. Your DSHS case manager will need to approve your program of study. If you qualify, you may receive funding for your tuition and textbooks.

You may be eligible for WorkFirst if you are receiving TANF cash assistance and have an electronic referral from your DSHS case manager.

## Financial Assistance for Veterans and Military Personnel

### Veterans Services Office

Central	(206) 934-4147
North	(206) 934-7309
South	(206) 934-5811

The Veterans Services Office at each campus provides services to help veterans and eligible dependents receive and maintain VA educational benefits while in school. These benefits include the Montgomery G.I. Bill®, Post 9/11 G.I. Bill®, Reserve Education Assistance Program, Benefits Program for Dependents and Surviving Spouses, Selective Reserve Assistance Program, Vocational Rehabilitation Program, and others. The office monitors academic progress, assists eligible students in applying for tutorial and VA work-study benefits, and approves eligibility for tuition discounts for eligible veterans, their spouses, and/or their dependents.

Veterans, eligible dependents, and members of the military are eligible for priority registration each quarter. Students must provide documentation that verifies service and/or eligibility; documents such as DD-214 and DD-295 and military transcripts are acceptable. Veterans may submit documents to the Military and Veterans Services Office at their home campus.

To receive benefits, students must contact the Veterans Services Office at their home campus 30 days prior to the beginning of the academic quarter. If students are transferring from another school, they must contact the Veterans Services Office to ensure all required documentation has been received. All veterans must apply for a credentials evaluation as soon as possible and notify the office immediately of any changes in address, program of study, 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 satisfactory academic progress standards in order to retain benefits. Some classes or programs of study are not eligible for benefits. Seattle Colleges complies with the VA's 85/15 Rule (USC 3680A(d)(1)) for each program of study offered.

Selected programs of study at North Seattle College, Seattle Central College, and South Seattle College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC.

North Seattle College, Seattle Central College, and South Seattle College do not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any person or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>."

### Veteran Waivers

Subject to limitations, veterans, National Guard members, and reservists may qualify for tuition waivers. Basic eligibility requirements are that a student must be a Washington state resident and have an honorable discharge (DD214).

A child and the spouse or surviving spouse of an eligible veteran or National Guard member who became totally disabled, is determined by the federal government to be a prisoner of war or missing in action, or lost his or her life while engaged in active federal military or naval service may be eligible for a limited tuition waiver.

Students seeking to receive a Veteran Waiver should contact the Veterans Services Office at their home campus.

### Department of Defense Tuition Assistance for Active Duty Military

North Seattle College and South Seattle College are approved institutions in the DoD MOU program at <http://www.dodmou.com/institutionlist.aspx>. Students should let the Veterans Services Office know once they have registered for courses that they will be using a tuition assistance program. Approved TA vouchers can be submitted electronically or in person to the Veterans Services Office.

## 3

## Placement for Classes

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

**North Testing Center**  
(206) 934-3674  
[northseattle.edu/testing](http://northseattle.edu/testing)

**Central Testing Office**  
(206) 934-6344  
[seattlecentral.edu/testing](http://seattlecentral.edu/testing)

**South Student Assessment Services**  
(206) 934-6767  
[southseattle.edu/resources/sas](http://southseattle.edu/resources/sas)

## 4

## Registration

### Start: New Student Orientation

New Student Orientation provides an overview of programs and services and the opportunity to meet with an advisor and register for courses.

### Advising

Seattle Colleges provides educational advising to new and enrolled students. 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:

<b>Central</b>	<b>AdvisorCentral@seattlecolleges.edu</b> <b>(206) 934-4068</b>
<b>North</b>	<b>AdvisorNorth@seattlecolleges.edu</b> <b>(206) 934-3658</b>
<b>South</b>	<b>AdvisorSouth@seattlecolleges.edu</b> <b>(206) 934-5387</b>

### Registration

Seattle Colleges requires 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.

Seattle Colleges operates on a quarter system. The course schedules are available online approximately six weeks before the start of each quarter. Registration information is available to all new and currently enrolled students. Check the academic calendar on the back inside cover of this catalog or at [seattlecolleges.edu/district/calendar/academiccalendar.aspx](http://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 PINs, 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](http://seattlecollege.edu/register).

**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 nonpayment, 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.

Seattle Colleges will grant reasonable accommodation so that students who are absent for reasons of faith or conscience, or for an organized activity conducted under the auspices of a religious denomination, church, or religious organization will not have their grades or other learning opportunities from the class be negatively affected. Such absences must be requested in writing within the first two weeks of the quarter.

Faculty must include the approved language references this policy in their syllabi. This policy and the associated procedure will be posted on the institutional website. Students who have concerns about approval or a grade impact may utilize the student grievance procedure for concerns not directly related to grades, or to the grade appeal process in cases impacting a final grade (WAC 132F-121-090).

*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 or the eighth day in Summer Quarter (late fees may apply). 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 that may have led to their being dropped. Late registration petitions will be considered only for those students who attended classes prior to the 10th day of the quarter, or the eighth day for Summer Quarter. 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 eighth day of Summer Quarter, students may withdraw from a class and no record of the course will appear on the transcript.
2. From the third week through the eighth week of the quarter, the ninth day through the sixth week in Summer Quarter for regular summer courses, or the fourth day of the quarter for a four-week summer course, 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 eighth week, or the sixth week for Summer Quarter, students may not officially withdraw from a class regardless of academic status.

*Note: Students cannot officially drop a class by simply informing the instructor of the withdrawal or by ceasing to attend class. Students must complete the add/drop process either through online services or at the Registration Office before the course withdrawal is considered official.*

## 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.

# 5 Pay and Prepare

Students can make payments in person at the Cashier's Office, pay using a secure online payment process on the college website, or mail payments to the college. Online payments may be made using Visa, Mastercard, American Express, and Discover credit cards. In addition to these credit cards, debit cards and checks for the exact amount of the tuition and fees owed are also accepted at the Cashier's window. Students not paid in full or enrolled in a college payment plan by the published tuition due dates will be administratively dropped from all courses and will have to re-register in open classes and pay the same day in order to enroll again for the upcoming term.

- Seattle Central College (206) 934-4108
- North Seattle College (206) 934-3627
- South Seattle College (206) 934-5388

## Optional Payment Plan for Tuition

Each college 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](http://seattlecentral.edu/registration/tuition.php)

**North:** [northseattle.edu/tuition-fees/deferred-tuition-payment-system](http://northseattle.edu/tuition-fees/deferred-tuition-payment-system)

**South:** [southseattle.edu/services/facts.htm](http://southseattle.edu/services/facts.htm)

### Fall 2019–Summer 2020 Tuition Rates Lower Division Courses

CREDITS	RESIDENT	NON-RESIDENT (U.S. CITIZEN)	INTERNATIONAL
1	\$ 110.26	\$ 124.85	\$ 288.13
2	220.52	249.70	576.26
3	330.78	374.55	864.39
4	441.04	499.40	1,152.52
5	551.30	624.25	1,440.65
6	661.56	749.10	1,728.78
7	771.82	873.95	2,016.91
8	882.08	998.80	2,305.04
9	992.34	1,123.65	2,593.17
10	1,102.60	1,248.50	2,881.30
11	1,157.18	1,303.85	2,943.13
12	1,211.76	1,359.20	3,004.96
13	1,266.34	1,414.55	3,066.79
14	1,320.92	1,469.90	3,128.62
15	1,375.50	1,525.25	3,190.45
16	1,430.08	1,580.60	3,252.28
17	1,484.66	1,635.95	3,314.11
18	1,539.24	1,691.30	3,375.94

For each credit between 19 and 25:

Resident/Non-resident . . . . . \$98.93  
(U.S. Citizen, INS Permanent Resident)

International . . . . . \$276.80

*Note: Students in Professional Technical programs that require more than 18 credits per quarter (e.g., Culinary Arts) pay a reduced rate for those credits. See the program website.*

<http://seattlecolleges.edu/district/paying/tuitionfees.aspx>

## 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, see your campus website.

## eLearning /Distance Education

For current eLearning/Distance Education tuition and fees, see [seattlecolleges.edu/eLearning](http://seattlecolleges.edu/eLearning).

## Tuition Changes

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

## Nonpayment 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**
- **Class/lab fee** for some classes for equipment or materials
- **Transportation fee**, which allows reduced-fee ORCA passes
- **Student Activity Fee**
- **Noncredit & Community Service Program Fees**  
Refer to the website at each campus for fees associated with noncredit and community education programs.
- **Other Fees**  
Refer to campus websites for other fees, like GED fee, transcript fee, assessment or placement fee, work experience evaluation fee, or proctoring services.

## Refunds

### General Refunds

Refundable tuition and fees will be refunded if complete or partial withdrawal from classes is accomplished within the first 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:

<b>Withdrawal resulting from classes canceled by college . . . 100%</b>	
<b>During the first five instructional days of the college quarter* . . . . .</b>	<b>100%</b>
<b>From the sixth instructional day through the 20th calendar day of the college quarter* . . . . .</b>	<b>50%</b>
<b>No refunds after the first 20 calendar days of the college quarter . . . . .</b>	<b>0%</b>

*\*Subject to administrative fee of \$6.*

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 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

<b>Withdrawal prior to first class . . . . .</b>	<b>100%</b>
<b>During the first five calendar days . . . . .</b>	<b>80%</b>
<b>From the sixth through the 14th calendar days . . . . .</b>	<b>50%</b>
<b>No refund after the 14th calendar day . . . . .</b>	<b>0%</b>

### Continuing Education Programs and Community Education Classes

North Seattle College and South Seattle College Refund Policy:

<b>Before 48 hours prior to first day of class* . . . . .</b>	<b>100%</b>
---------------------------------------------------------------	-------------

*\*Subject to administrative fee.*

<b>No refunds for cancellations within 48 hours of start of class or after class begins . . . . .</b>	<b>0%</b>
<b>Seattle Central College . . . . .</b>	<b>varies</b>

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 Seattle Colleges 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 that 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 percent 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). Seattle Colleges offers both required and optional waivers. Waivers may not be combined. Those used by 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 [sbctc.edu/colleges-staff/programs-services/tuition-fees/tuition-waivers](http://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 Seattle Colleges. Academic progress is defined in terms of a student's GPA and how much time a student takes to complete a degree or certificate program.

**Minimum GPA:** A cumulative grade point average of 2.0 is required to remain in good standing.

### Graduation Requirements

To earn a degree within 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 college granting the degree.

#### Graduation Process

Students apply to graduate during the quarter prior to the one in which the award requirements will be completed. Applications are available online and in the Registration Office, Advising Office, and division offices. Upon approval, the award will be issued.

**Transfer-In Credits and Graduation:** Students are strongly encouraged to apply to have their transfer credits evaluated before the end of their first quarter of enrollment and 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 nonmembers. Each college 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 that 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	0.9–0.0
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. GPA is determined by dividing total points earned by total credit hours attempted.

### Nontraditional 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 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/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 (no credit)** To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an "N" may be made until the end of the second week of the quarter without the instructor's signature or the end of the eighth week (sixth week of Summer Quarter) with the instructor's approval and signature. Students are responsible for consulting with the instructor regarding class requirements. After an "N" is issued, the course may be repeated no more than one 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 – Satisfactory/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 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 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.

**R – Repeat** (not computed in the GPA)

**U – Unsatisfactory**

\* – Late or Missing Grade

## Repeating a Course

There are two situations in which a student may repeat a course for grade replacement. To qualify for GPA improvement, both the initial course and repeated course must be taken at the same college.

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. 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.

*Note: Students planning to transfer to another institution should check with that institution to determine potential GPA impacts.*

2. Multiquarter 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.

## 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 that 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 instructor before initiating a grade review process as outlined in the complaint procedure.

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.

## 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.

### Limitations on Transfer of Courses or Credits

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

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

## Credit by Examination & Credit by Experiential Learning Portfolio

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 an experiential learning portfolio demonstrating learning gained outside the traditional classroom.

A student must be enrolled in or have completed at least one course at the college before applying for prior learning credits by examination or experiential learning portfolio.

The charge for Credit by Examination & Credit by Experiential Learning portfolio will be a \$100 base fee plus \$40 per credit. Credits earned by examination or portfolio will be noted as such on the transcript. Credits shall be graded, and each division or department will determine the minimum grade standards for granting credit by examination. Credits by examination may not exceed 50 percent of the necessary credits for a degree or certification. Credits by experiential learning portfolio may not exceed 25 percent of the necessary credits for a degree or certification. Credits awarded through prior learning options are not considered residence credits.

## Transcripts

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.

Official, sealed transcripts (a copy of a student's permanent academic record) are required by other institutions when students transfer. A fee is assessed for each official transcript requested and must be submitted in writing to the Registration Office of the college where the classes were taken or online at <http://www.studentclearinghouse.org>. Allow two working days for processing.

Testing Centers no longer have GED® records. Test scores must be requested from the GED® Testing Service directly at [www.gedtestingservice.com/testers/gedrequest-a-transcript](http://www.gedtestingservice.com/testers/gedrequest-a-transcript).



# Student Rules

## Responsibilities & Right to Know

### Records

#### Confidentiality of Records

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.

#### Student Rights and Educational Records

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 arrange 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, or collection agent, or a clinical, intern, or extern site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. Following are the name and address of the office administering FERPA: 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 a student's following directory information unless the student affirmatively submits a written notice to the Registrar's Office requesting that the 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](http://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 (SID) numbers are used in college transactions. Students are assigned individual 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 a student's SSN from unauthorized use and/or disclosure. If a student does not submit an 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 they would use 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

### 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, refer to each college's student handbook.

### 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, <https://ope.ed.gov/campusafety/#>.

## Accidents

The students' well-being and safety are of the 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.

## Alcohol and Drugs

Alcohol and drugs are prohibited. Seattle Colleges 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 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 Seattle Colleges 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 Environment") 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](http://seattlecolleges.edu/policies.aspx).

National Institutes of Health provides a list of drugs and their dangers and effects: [www.drugabuse.gov/drugs-abuse](http://www.drugabuse.gov/drugs-abuse).

## Weapons

Seattle Colleges is committed to providing a safe and secure environment for the Seattle Colleges community and its guests. This policy sets forth restrictions on the ability to carry firearms or weapons, concealed or otherwise, on all Seattle Colleges properties.

Possession, holding, wearing, exhibiting, transporting, storage, or presence of any firearm, dagger, sword, knife, other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

Commissioned law enforcement personnel or legally authorized military personnel may possess weapons while in performance of their duties.

An individual with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050, provided the vehicle is locked and the weapon is concealed from view; or

The president or president's designee may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used for self-defense.

## Workplace Violence/Hostile Work Environment

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

## Discrimination and Harassment

Seattle Colleges has enacted policies prohibiting discrimination against and/or harassment of any student, employee, visitor, or member of a legally protected class. This includes sexual harassment, which is a form of discrimination consisting of unwelcome and gender-based verbal, written, electronic, and/or physical conduct. Further, Seattle Colleges is committed to ensuring that all employees and students work and learn in an environment that fosters mutual respect and professionalism, free from all forms of “bullying” behaviors, including “cyber-bullying,” as defined in Procedure 419. All employees and students are responsible for contributing to such an environment and are expected to treat other employees, students, and visitors with courtesy and respect.

## 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. See your college’s student handbook for more information.

## 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, Seattle Colleges provides the following resources for information about transmission of the Human Immunodeficiency Virus (HIV), the causative factor leading to Acquired Immune Deficiency Syndrome (AIDS). Complete and current information about specific risk factors for HIV/AIDS is available at the Seattle/King County Department of Health.

**HIV/AIDS Program**  
400 Yesler Way, Third Floor  
Seattle, WA 98104  
(206) 296-4649

Find information about HIV and AIDS at [www.kingcounty.gov/healthservices/health/communicable/hiv.aspx](http://www.kingcounty.gov/healthservices/health/communicable/hiv.aspx).

## Emergency Preparedness & Communications

The 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](http://seattlecolleges.edu/alerts).

For more information about emergency communications and contacts, preparing for an emergency, and procedures for closure at Seattle Colleges, visit [www.seattlecolleges.edu/DISTRICT/emergencies/workplace911.aspx](http://www.seattlecolleges.edu/DISTRICT/emergencies/workplace911.aspx).

## Districtwide information & Policies

### Equal Opportunity Statement and Accommodation for Seattle Colleges Students and Employees

Seattle Colleges does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, gender identity, veteran or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant, or disability. The district is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior.

Seattle Colleges will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational education programs.

Inquiries regarding compliance and/or grievance procedures and disability support services may be directed to:

**Compliance Officer**  
Seattle Colleges  
1500 Harvard Avenue  
Seattle, WA 98122  
206.934.3873

### Simplified Chinese

西雅图学院区致力于在教育、就业、服务和合同方面为所有学生、雇员和申请人提供平等机会，并且不根据种族或族裔、肤色、年龄、国家出身、宗教、婚姻状况、性别、性别、性取向、性别认同、退伍军人或伤残退伍军人的地位、政治归属或信仰、公民身份/作为合法获准在美国工作的移民的身份或任何身体、感官或精神残疾的存在，除非残疾可能妨碍在可接受的水平上的表现。此外，为所有其他合格的残疾人提供合理的身体或精神限制。关于遵守和（或）申诉程序的询问，可向学院标题 IX/RCW 28A.640 官员提出。

### 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, 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 naaf-onimadu ka hor istaageyso howsha shaqada ee laga rabo. Waxa intaa dheer, u-waafajin (accommodations) macquul ah oo xaddidan ee la og yahayaa loo sameyn ee jirka ahaan ama maskadaee dhammaan dadka naafonimada leh ee arrinta u qalma. Qofka hoos ku qoran ayaa loo magacaabay inay wax ka qabato weydiimaha ku saabsan arrimaha ujeedooyinka kal-sooc-la'aanta oo ay ku jirto kuwa la xiriira Sec 504 ADA iyo Title IX.

### Spanish

Seattle College District, que incluye Seattle Central, North Seattle y South Seattle Colleges, 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 phổ 504/ADA như được liệt kê.

## Disability Services

[seattlecolleges.edu/district/studentlife/ada.aspx](http://seattlecolleges.edu/district/studentlife/ada.aspx)

Disability Services provides accommodations to people 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.

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 Washington Student Achievement Council's State Approving Agency for enrollment of people eligible to receive educational benefits under Title 38 and Title 10, U.S. Code.

## Completion & Transfer Rates

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

[seattlecolleges.com/district/district/institutionaleffectiveness.aspx](http://seattlecolleges.com/district/district/institutionaleffectiveness.aspx)

[seattlecolleges.com/district/district/facts.aspx](http://seattlecolleges.com/district/district/facts.aspx)

The official rules for students at 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](http://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 38.*

## Student Complaints

Seattle Colleges has established procedures to assist students who feel they have a complaint relating to grades or an action by a member of the college community. These rules can be found at <http://apps.leg.wa.gov/WAC/default.aspx?cite=132F-121>.

**Central** Dean of Student Development  
(206) 934-3890

**North** Human Resources Director  
(206) 934-7792

**South** Dean of Student Life  
(206) 934-6749

## Memberships

Seattle Colleges 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), and League for Innovation in the Community College.

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

Regionally, Seattle Colleges belongs to the Seattle/King County Economic Development Council, Workforce Development Council Board, Seattle Chamber of Commerce, the Road Map Project Sponsor Group, the Puget Sound Coalition, and the Northwest Commission of Colleges and Universities (NWCCU).