

No matter where
you want to go with your life,

THE SEATTLE COMMUNITY COLLEGES

CAN HELP YOU get there.

1



YOU CAN TAKE:

College Transfer

... and study in a wide range of academic fields for transfer to four-year colleges and universities. Our graduates do as well as or better than students who begin as freshmen at four-year schools.

Professional/Technical
Certificates & Degrees

... and choose training programs in more than 135 fields, the largest number in the state.

Distance Learning

... and study via Internet classrooms, televised courses, videotapes or other distance learning techniques. You can work toward a degree or a better job.

Continuing/Professional
Education

... and enhance your professional and personal development in short, focused programs.

Running Start & TechPrep

... for high school students, and fast forward your future by earning college credits and saving money.

Worker Retraining

... to speed your re-entry into the workforce with targeted training and support if you have lost a job because of an industry layoff or if your occupation is in decline.

Basic Studies

... and learn basic skills in math, reading, writing, speaking and listening. You can also earn your High School Diploma (External Diploma Program), or GED.

AT A GLANCE



More than
50,000
students
attend
THE SEATTLE
COMMUNITY COLLEGES
each year.

MISSION

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

FALL QUARTER PROFILES*

Students

Ethnic diversity	45%
Male / female	47% / 53%
with bachelor or higher degrees	12%
Employed	58%
full-time	32%
With dependents	29%
single parents	8%
Full-time / part-time attendance	45% / 55%

Programs

College Transfer	28%
Professional / Technical	41%
Basic Skills	10%
Continuing Education & other	21%

Courses

State-funded	78%
Contract-supported	10%
Student-supported	12%

ANNUAL SPECIAL ENROLLMENTS*

(Unduplicated headcount across the district)

Distance Learning	4,015
Running Start	1,051
International Contract	1,362
Worker Retraining	1,314

DEGREES & CERTIFICATES*

Annual awarded	2,596
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ANNUAL EMPLOYEES**

Total	2,494
Teaching faculty	1,576
full-time / part-time	344 / 1,232
Non-teaching faculty	53
Classified	601
Exempt	264

* Source: Seattle Community College District database 2000-2001

** Source: State Board for Community and Technical Colleges 2000-2001 Annual Report



North Seattle
Community College
(206) 527-3600
www.northseattle.edu

Seattle Central
Community College
(206) 587-3800
www.seattlecentral.org

South Seattle
Community College
(206) 764-5300
www.southseattle.edu

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



ADMINISTRATION

SEATTLE COMMUNITY COLLEGE DISTRICT VI

Board of Trustees

The Seattle Community College District is governed by a five-member Board of Trustees appointed by the governor of the state of Washington for sequential five-year terms. Current members serving on the Board are:

Nobie Chan
Dorothy Hollingsworth
Thomas W. Malone
Donald Root
Yvonne Sanchez

Chancellor's Office

PETER C. KU, Chancellor:
Taiwan Chung-Hsing University; M.A., University of Minnesota; M.A., East Carolina University; Ph.D., Duke University.

CONNIE PALMER, Sr. Executive Assistant to the Chancellor:
A.A.S., A.A., Seattle Central Community College; B.A., University of Washington.

SEATTLE COMMUNITY COLLEGES

RONALD H. LAFAYETTE, President
North Seattle Community College:
B.A., M.A., Western Washington University; Ed.D., Brigham Young University.

JILL WAKEFIELD, Interim President
South Seattle Community College:
B.A., Central Washington University; M.P.A., University of Washington; Ed.D., Seattle University.

CHARLES H. MITCHELL, President
Seattle Central Community College:
B.A., University of Washington; M.Ed., Seattle University; Ed.D., Brigham Young University.

NORWARD BROOKS, Executive Director
Seattle Vocational Institute:
B.S., Southern University; M.B.A., Seattle University; Ph.D., University of Washington.

DISTRICT ADMINISTRATIVE OFFICE

Education, Planning and Distance Learning

CARIN WEISS, Vice Chancellor:
B.A., University of California at Berkeley; M.A., Ph.D., University of Washington.

LEROY DRAKE,
Special Assistant for Partnerships:
B.A., Tennessee State University; National Urban Fellow, Yale University; graduate study, Tennessee State University.

GRACE ESTRELLA, Executive Assistant:
A.A., North Seattle Community College.

CYNTHIA FELICE, Director,
Community & Resource Development:
B.A., State University of New York at Geneseo; graduate study, University of California at Los Angeles.

JOYCE HANSEN, Manager,
Web Services:
B.S., Pacific Union College.

JEAN KENT, 2002-03 Faculty
Development Coordinator,
Seattle Community Colleges:
(North Seattle Community College, Computer Information Systems): B.A., M.L.S., University of Washington; Community College Vocational Certificate.

PATRICIA PAQUETTE, Director,
Communications & District Relations:
B.A., post-baccalaureate certificate, University of Washington.

DIRECTOR,
Research & Strategic Planning
(currently unfilled)

NANCY VERHEYDEN, Associate Dean,
TechPrep & Technology Initiatives:
B.A., Kent State University; M.B.A., Seattle University; graduate studies, The Sorbonne, University of Washington.

Business and Finance

JAMES P. ST. GERMAIN,
Chief Financial Officer:
B.S., Carroll College, Montana; M.B.A., City University.

PAULETTE ENGLUND,
Manager, Budget & Financial Reporting:
A.A., North Seattle Community College; B.S., Central Washington University.

MANAGER, Information Technology:
(currently unfilled)

CAROL PETTAINEN, Controller:
B.A., The Evergreen State College.

HOLLY WOODMANSEE,
Manager of District Business Services:
A.A., South Seattle Community College; B.S., Central Washington University.

Human Resources

ALBERT A. CRUSOE,
Chief Human Resources Officer:
B.A., M.A., Bradley University.

MANAGER,
Human Resources
(currently unfilled)

Television (SCC-TV) and Cable Operations

ROSS DAVIS, General Manager:
B.A., M.B.A., University of Washington.

Union Representatives

LYNNE DODSON, 2001-2003 President,
Seattle Community Colleges Federation of Teachers, Local 1789:
(Seattle Central Community College, Social Sciences): B.A., M.S., California State University at Long Beach; Ph.D., University of Washington.

RODOLFO FRANCO, 2002-2004,
President, Washington Federation of State Employees Local 304:
(North Seattle Community College, Maintenance Mechanic 1).

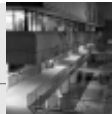


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ACADEMIC CALENDAR

Fall 2002-Summer 2004	inside back cover
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GETTING STARTED

APPLY FOR ADMISSION

Anyone 18 or older or with a diploma or GED may attend the Seattle Community Colleges. However, special consideration may be given to individuals not meeting these conditions. Each college also offers a high school completion program for students 19 years of age or older.

To enroll, students need to:

- complete an Application for Admission form (a registration form serves as application at South Seattle) and submit it to the Admissions Office at the Seattle Community College of their choice. Students can also apply directly online by accessing the online application for each college at www.seattlecolleges.com.
- submit official copies of transcripts from high school, community colleges, universities or trade-technical schools they have attended.

College admission does not necessarily guarantee admission to a specific college program. Students should contact the Admissions Office about the entrance requirements for individual programs.

ENROLLING AT MORE THAN ONE COMMUNITY COLLEGE

Intra-District Registration

Students may enroll at more than one of the Seattle Community Colleges without paying more than the maximum tuition at any one college.

Concurrent Enrollment

Seattle Community Colleges students may also enroll in classes at other Washington state community colleges that have reciprocal registration agreements. Tuition does not exceed the maximum charged at any one college (subject to change). Students are responsible for all fee charges.

Contact college registration offices for specific information on either plan.

READMISSION OF FORMER STUDENTS

Students who were not enrolled for the most recent quarter, but who were previously enrolled, must go to the Registration Office to update their records. Students who were dismissed for disciplinary or academic reasons must see the Vice President for Student Services.

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

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

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

North Seattle Community College
(206) 527-3600
www.northseattle.edu

Seattle Central Community College
(206) 587-3800
www.seattlecentral.org

South Seattle Community College
(206) 764-5300
www.southseattle.edu

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

RESIDENCY REQUIREMENTS

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

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

- hold a graduate service appointment,
- reside in the state of Washington and are an employee, or the dependent child of an employee, not less than half-time with a state institution,
- are on active military duty,
- are an immigrant refugee or the spouse or dependent child of an immigrant refugee, or
- are a dependent of a Congressional member representing the state of Washington.

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

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

CONSULT WITH ADVISORS

Advising is available to help plan a course of study and select the appropriate classes. Advisors provide information on programs of study as well as admission requirements of four-year institutions. Advising centers maintain a broad collection of catalogs/transfer guides from colleges, universities, and vocational schools.

Students can contact the advising centers by telephone or e-mail.

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

PLACEMENT TESTS

All new students who are seeking a degree or certificate are required to take the English and math placement tests. Students not seeking degrees who plan to enroll in English, foreign language, math or natural science must also take placement tests. **There is a \$12 fee for taking initial placement tests.** Students who have already completed college level English and/or math with a 2.0 GPA or better, may not have to take placement tests.

REGISTER FOR CLASSES

Registration is the official process of enrolling in classes by using campus Web online services, TouchTone telephone registration or completing an enrollment form and paying tuition. The Seattle Community Colleges operate on a quarter system. The quarterly course schedule is available through campus Web online services, at campus registration desks, or by calling the Registration Office to have one mailed. Registration information is mailed to all new and current students. Currently enrolled students receive priority in registering.

Check the academic calendar on the back inside cover of this catalog for the start date of each quarter.

ONLINE/TOUCHTONE TELEPHONE REGISTRATION

Online registration via the college Web sites and TouchTone telephone registration is available for currently enrolled students seven days a week from 4 a.m. to 10 p.m. Students can call (206) 516-2955 to register for classes, add/drop classes, hear quarterly grades, make registration appointments, check financial status, change their PIN, or pay by credit card.

For more registration information or a copy of the latest class schedule, contact the campus Registration Office.

ADDING CLASSES

After initial registration, classes may be added through the end of the first two weeks of the quarter (through the eighth day in summer quarter). Students should check the quarterly schedule for online services and TouchTone availability. Students may also complete an Add/Drop form available in the Registration Office.

DROPPING CLASSES

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

1. During the first two weeks of the quarter, students may withdraw from a class and no record of the course will appear on the transcript.
2. From the third week through the eighth week of the quarter (sixth week in summer quarter), students may withdraw only after obtaining the instructor's signature on the Add/Drop form. (North students do not need to obtain the instructor's signature.) A "W" will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated no more than two (2) more times.
3. After the eighth week (sixth week for summer quarter) students may not officially withdraw from a class regardless of academic status.

Add/Drop forms are available in the Registration Office. Also see "W - Official Withdrawal," page 13.

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

CHANGE OF ADDRESS

Students must maintain a current mailing address on file with the college so they can receive correspondence regarding registration status, financial aid, grades and other information.

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

TUITION, FEES & FINANCIAL AID

TUITION & FEES

Beginning Fall Quarter 2002, tuition at community and technical colleges in Washington state is charged by credits, rather than by part-time or full-time status. These changes were established by the State Board for Community and Technical Colleges to make the tuition structure fairer to part-time students and to those enrolled concurrently at more than one community college or at a community college and a university. In addition to credit load, tuition is also determined by residency (see "Residency Requirements" on page 6).

Tuition is subject to change by the Washington State Legislature. The Seattle Community College District reserves the right to change any of its fees or charges without notice. Rates listed here are for 2002-2003.

NOTE: Financial aid recipients, international students and veterans who receive educational benefits through V.A. require a credit load of 12 or more to qualify for full-time status.

Credit Programs

Credits	Resident	Non-Resident	Non-Resident
	• On-Campus • Distance Learning*	• On-Campus	• Distance Learning* (U.S. Citizen)
1	\$62.75	\$234.45	\$75.90
2	125.50	468.90	151.80
3	188.25	703.35	227.70
4	251.00	937.80	303.60
5	313.75	1,172.25	379.50
6	376.50	1,406.70	455.40
7	439.25	1,641.15	531.30
8	502.00	1,875.60	607.20
9	564.75	2,110.05	683.10
10	627.50	2,344.50	759.00
11	633.55	2,354.35	765.15
12	639.60	2,364.20	771.30
13	645.65	2,374.05	777.45
14	651.70	2,383.90	783.60
15	657.75	2,393.75	789.75
16	663.80	2,403.60	795.90
17	669.85	2,413.45	802.05
18	675.90	2,423.30	808.20

19-25 credits

Resident/On-Campus/Distance Learning:
 \$56.70 for each credit between 19 and 25
 Non-resident/On-Campus
 \$228.40 for each credit between 19 and 25

NOTE: Students in professional-technical programs that require more than 18 credits per quarter (e.g., culinary arts) pay a reduced rate for those credits, as follows -

Resident \$8.50 for each credit between 19 and 25
 Non-resident \$34.25 for each credit between 19 and 25

* See www.seattlecolleges.com/distance for current distance learning tuition and fees

TUITION, FEES, FINANCIAL AID

North Seattle Community College
 (206) 527-3688

Seattle Central Community College
 (206) 587-3844

South Seattle Community College
 (206) 764-5317

Waivers

State Employees/National Guard

State employees (employed 50% or more time) and National Guard members are eligible to have their tuition waived for up to a maximum of 6 credit hours of state-funded courses per quarter within the district. Students taking more credits must pay the regular tuition rates for those credits. (This does not include OTE and self-support courses.) Employees and National Guard members enrolling in courses on the basis of this policy register on a space-available basis beginning the second Tuesday of the quarter through the tenth class day of the quarter. A registration processing fee of \$20 is required (subject to change).

Vietnam and Persian Gulf Veterans

Vietnam Veterans and Persian Gulf Veterans may be eligible for reduced tuition. For more information, contact the Veteran's Office at the campus.

Student Fees

Technology Fee \$3 per credit
A technology fee of \$3 per credit (a maximum of \$30) assures student access to the latest technologies to enhance learning. These fees help to equip student laboratories, including access to e-mail accounts.

Student Identification Card \$5 (non-refundable)
The student identification card fee, which is non-refundable, is issued to all new and interrupted students taking 3 or more credits.

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

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

- Purchase a quarterly bus pass, the GOPass, from the Cashier's Office.
- Receive a one-time \$30 subsidy each quarter on a one-month regular Metro pass.
- Receive a one-time \$45 reimbursement each quarter on the ferry pass or Pierce/Snohomish Transit pass.

For more information, call the Transportation Coordinator at the campus: North (206) 526-0060; South (206) 763-5157; Central (206) 344-4393; SVI (206) 587-4942.

Special Programs

Adult Basic Education ESL/GED Preparation No Charge
 Adult High School (age 19 or older)
 Resident \$12.55 per credit, first 10 credits
 Non-resident \$62.75 per credit, first 10 credits
 Apprentice-Related \$1.40 per clock hour

Audited Classes

Fees for audited classes are the same as those for credit classes (except for senior citizens - See Non-credit, below).

Non-credit & Community Service Programs

Fees are based on class operating costs, with a minimum fee of \$5.00 for each course, except as noted above. Students will be given prior notice when courses require special equipment, supplies, laboratory or field trip fees.

Emergency Medical Training \$9.40 per credit
 Industrial First Aid \$56.70 per credit
 Senior Citizens (retirement classes) \$18.80 per credit
 Senior Adult* \$5.00 per course
 Parent Ed Cooperatives \$9.00 per credit
 *Two courses maximum (\$10 total) per quarter (on a space-available basis).

Other Fees

NOTE: These fees are non-refundable.

Credit by Examination equivalent to course tuition
 English/Math Placement Tests \$ 12.00 ea
 GED Test \$50.00
 GED Test Retest (per section) \$10.00 each
 Official Transcripts \$3.00 each
 Work Experience Evaluation varies by campus

Paying Tuition and Fees

Tuition and fees must arrive in the Cashier's Office prior to the posted tuition deadline. Students are not officially registered until tuition and fees have been paid in full. Cashiers are located near the Registration Offices at each of the three campuses.

Payment can be made online, via U.S. mail, or by TouchTone phone at (206) 516-2955. VISA, Master Card and Discover credit cards may be used for payment of tuition and fees. Checks in the exact amount of the tuition and other fees are also accepted for payment. Cash machines are available on each campus.

Refunds for Withdrawals

Refunds are made according to the schedule below.

NOTE: Fees are not returned automatically. Students must request a refund by completing an Add/Drop form.

Withdrawal due to class cancellation 100%
 Before the first day of classes (less \$5 fee) 100%
 During first 7 calendar days of quarter 80%
 8th—20th calendar day of quarter 50%
 After 20th calendar day of quarter 0%

Refunds for classes that do not follow the regular college quarter calendar are determined according to the time frame above, with time computed from the first day of class rather than first day of the quarter. Allow at least two to three weeks for processing of refunds. Refunds for Community Service classes are listed in the quarterly schedule.

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

Intensive English Institute - Refunds for Withdrawals

Prior to first class 100%
 During first 5 calendar days of the quarter 80%
 6th—14th calendar day of quarter 50%
 After 14th calendar day of quarter 0%

FINANCIAL AID

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

How Financial Aid is Determined

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

College Expenses

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

Eligibility

To be eligible for financial aid, a student must:

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

Types of Financial Aid

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

1. **GRANTS, SCHOLARSHIPS, & WAIVERS:** Students do not repay grants, scholarships and waivers. Grants include Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and Washington State Need Grant (SNG). A variety of scholarships are offered. Amounts, eligibility criteria and deadlines vary. Check with the Financial Aid Office for information and application forms.
2. **EMPLOYMENT:** Work-study programs provide part-time employment.
3. **LOANS:** The Federal Stafford Loan is not available. Contact the campus Financial Aid Office for other loan programs.

How to Apply

Students may pick up a paper application packet from the Financial Aid Office or apply on the Web at <http://www.fafsa.ed.gov>. Be certain to complete the application according to instructions.

When to Apply

All application documents must be accurately completed and delivered to the Financial Aid Office by the published deadline date (approximately one month before the first day of the quarter). To accomplish this students should first file their tax returns and then begin the application process at least three months before the quarter begins. It is recommended that the student begin this process as soon as possible. For exact dates see the "Deadline" section of the Consumer Information brochure available at each campus.

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

Notification

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

Disbursement of Funds

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

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

Maintaining Eligibility

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

Withdrawal Penalties

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

Financial Assistance for Veterans

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

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

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

Veterans' Affairs Office

North (206) 527-3699

Central (206) 587-4147

South (206) 768-6744

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.

INTERNATIONAL STUDENTS

NORTH

International Student Programs
North Seattle Community College
9600 College Way North
Seattle, WA 98103 U.S.A.
Telephone (206) 527-3672
Fax (206) 527-3794
e-mail: isp@sccd.ctc.edu
<http://www.northseattle.edu/isp/>

SOUTH

International Student Services
South Seattle Community College
6000 16th Avenue S.W.
Seattle, WA 98106 U.S.A.
Telephone (206) 764-5360
Fax (206) 764-5836
e-mail: ip@sccd.ctc.edu
<http://southseattle.edu/international>

CENTRAL

International Education Programs
Seattle Central Community College
1701 Broadway, SA102
Seattle, WA 98122 U.S.A.
Telephone (206) 587-3893
Fax (206) 587-3868
e-mail: iepsccc@sccd.ctc.edu
<http://seattlecentral.org/international>

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

Admission Guidelines

Each college has different admission procedures and registration schedules. For additional international student information, refer to the specific college sections within this catalog or contact the offices listed below.

Applicants must demonstrate adequate financial support to cover the period of study (to meet visa requirements) by presenting sponsor documentation with the signature of a parent, sponsor or government agency.

Applicants must be at least 17 years of age at the time of enrollment. Students who would like to transfer credit from a post-secondary institution outside the United States should check that official transcripts are on file with the college they are attending.

Financial aid funds are not available to international students. However, individual campuses may have scholarship awards designed for international students.

Application for admission does not guarantee acceptance. Students should not plan to attend the college until they have received official notification of admission.

NOTE: It is recommended that international students begin the application process WELL IN ADVANCE of the quarter for which admission is desired in order to process the application, make necessary arrangements for passport and visa, and resolve any problems. A multiple-entry, rather than single-entry, visa is recommended.

Enrollment Guidelines

Students must:

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

Services

Services include college and cultural orientation, immigration and academic advising, social activities, trips, transcript evaluation for credit transfer, and housing referrals. Students should arrange for housing assistance one month prior to their arrival in Seattle and arrive in time for new student orientation.

Students should contact the Seattle Community College campus they plan to attend for more details and information.

GRADES & CREDITS

GRADING SYSTEM

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

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

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

Non-traditional Grading Options

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

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

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

N—Audit. To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an "N" may be made until the end of the second week of the quarter without instructor's signature or the end of the eighth week (sixth week of summer quarter) with 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 two (2) more times. If the instructor's requirements for an "N" are not satisfied by the student during the course, the instructor may issue an "NC" (No Credit) symbol.

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

NC—No Credit. Indicates that the student did not fulfill the requirements for receiving an "S" grade, an "N" grade or a numerical grade in the course. A student in good standing may request an "NC" symbol from the instructor prior to the final examination, granted at the instructor's discretion. After an "NC" is issued, the course may be repeated no more than two (2) more times. 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 two (2) more times. (See "Adding or Dropping Classes" page 7).

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.

Credit by Examination

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 courses.

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

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

Credits earned by examination will be noted as such on the transcript. Credits by examination (as well as credits by experiential learning) may not exceed 25% of the necessary credits for a degree or certification. Credits earned by examination are not considered residence credits.

Repeating a Course

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

1. To get a better GPA. If a student wishes to improve his/her GPA, any credit course may be repeated no more than two (2) more times, and, upon request to the Registration Office, use the highest grade received for computing the GPA. Unless specifically requested, the first and repeat grades will be averaged.

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

2. Multi-quarter continuous training courses. A continuous or ongoing program course that uses the same course number from quarter to quarter is an exception. In this situation credits earned are cumulative, and all grades are used to determine the GPA.

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

Grade Errors or Changes

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

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

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

Ordering Transcripts

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

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

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

ACADEMIC STANDARDS

Academic Recognition

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

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

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

Phi Theta Kappa Honorary

Phi Theta Kappa International Honorary Society recognizes academically outstanding students at two-year public and private colleges, and is the largest honorary society in the world. Chapters at each of the Seattle Community Colleges offer students a variety of activities and benefits.

Minimum Standard

Students must maintain a cumulative GPA of 2.0 each quarter. Students whose GPA is below the minimum for three consecutive quarters may not be allowed to re-enroll without special permission. Individual divisions may have higher requirements.

Attendance Policy

Students may not attend any class unless they have been officially registered, paid fees and received a valid receipt from the college cashier.

Instructors may not allow a student to attend their class if the student's name is not on the official 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/departments chair may be withdrawn by the college.

NOTE: Students should not assume that they have been dropped if they have not attended class on the first day; instead, they should officially withdraw. See "Dropping Classes" on page 7.

GRADUATION

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

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 not more than five years have elapsed since the student first enrolled under that earlier catalog and provided 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.

When to Apply

At Seattle Central and South Seattle, students apply during the quarter prior to the one in which the award requirements will be completed. At North Seattle, students apply by the end of the second week of the quarter in which they plan to graduate.

Transfer-In Credits

At Seattle Central and South Seattle, an Incoming Academic Transcript Evaluation application may be submitted as soon as application to the college in a specific program is made and transcripts from other institutions are received. At North Seattle, students may apply for transfer-in evaluation after they meet the requirements listed above and enroll in their first quarter. All three colleges send the student a copy of their evaluated coursework.

Students must apply to have their transfer credits evaluated no later than one quarter prior to making application for graduation at Seattle Central and South Seattle, and two quarters prior at North Seattle.

Graduation Requirements

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

COLLEGE TRANSFER: DEGREES & CERTIFICATES

College Transfer Program

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's degrees and will transfer to four-year institutions within guidelines established by those schools.

The community college degree which offers the most direct route for transfer is the Associate of Arts (A.A.) degree. This degree is accepted by most of Washington's four-year institutions and often constitutes the first two years of work toward a bachelor's degree. Although the lower division courses concentrate on the general education components of the degree, it is recommended that students focus these lower division courses toward their intended majors. Students should check with the Academic Advising Office on campus. At most four-year schools, upper division coursework for one's major is completed in the last two years.

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

Associate of Arts Transfer Degree

The Associate of Arts degree is a 90-credit transfer degree which fulfills the general education requirements for most four-year degrees in arts and sciences. Students must earn a cumulative grade point average of 2.0 or better in courses numbered 100 and above and meet the credit distribution requirements outlined below. At least 15 credits must be earned at the Seattle Community College District college granting the degree.

Effective Fall quarter 1996, new students entering North Seattle, South Seattle, or Seattle Central Community College must complete the A.A. requirements listed below.

Contact the advising offices for listings of courses which satisfy degree requirements.

Basic Requirements	15 credits
English 101 and 102	10
Mathematics/Quantitative Reasoning*	5
*May be fulfilled by an approved college transfer math or "Q" (quantitative reasoning) course for which intermediate algebra or placement out of it is a prerequisite. This prerequisite may not be waived. Intermediate algebra is a graduation requirement. This requirement may be satisfied by taking a course in intermediate algebra. Also, this requirement is satisfied if intermediate algebra (or equivalent) was taken within the last 10 years. Students should contact the campus Advising Office for courses which satisfy this mathematics/quantitative reasoning requirement.	

Distribution Requirements	50 credits
(Courses appearing on more than one list may be applied to one list only.)	

Special Requirements: Within the distribution requirements or electives below, students must take:

- a) a minimum of 10 credits in integrated studies ("IS") in individual courses, linked courses, or coordinated studies programs, and
- b) a minimum of 5 credits in Speech/"S" (speaking component) courses.

NOTE: These are not additional credits, but are taken as part of the 50 Areas of Knowledge requirement credits.

Students should contact their campus Advising Office for courses which satisfy the "IS" and "S" requirements.

Information competence and technology appropriate to course content will be an integral part of the A.A. degree curriculum.

Areas of Knowledge

VISUAL, LITERARY, AND PERFORMING ARTS 15 CREDITS

Choose from a minimum of two of the following three categories. Choices must include three different course prefixes; no more than 5 credits may be taken in each of the following areas: foreign languages, studio or performance classes, or History of Ideas.

- Language and Speech
- Literature or History of Ideas
- Music, Art, and Drama

INDIVIDUALS, CULTURES, AND SOCIETIES 20 credits

Choose 10 credits from Individuals and Societies and 5 credits each from United States Cultures and Global Studies. Choices must include at least three different prefixes:

- Individuals and Societies
- United States Cultures
- Global Studies

THE NATURAL WORLD 15 credits

Choose from a minimum of two of the following three categories. Choices must include a minimum of three different prefixes; 5 credits must be in a lab science. No more than 5 credits may be taken in a Language of Science course or in a SCI-prefix course. A maximum of 5 credits may be taken from the following prefix group: GEG, PSY, or ANT.

- The Physical Universe
- The Living World
- Science, Technology, and the Environment – or – The Language of Science

Electives 25 credits

All college transfer courses numbered 100 or above may be taken for elective credit. Accounting, business administration, and transfer engineering classes also count as elective credit.

A maximum of 15 credits may be taken from the following:

- Vocational courses numbered 100 and above
- Human Development courses (HDC) numbered 100 and above (3 credit max)
- Library courses (3 credit max), Physical Education courses (3 credit max)
- Cooperative Work Experience (CWE) numbered 100 and above (5 credit max)

TOTAL CREDITS FOR A.A. DEGREE	90 CREDITS
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Associate of Arts: Special Emphasis Areas

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

ASIAN STUDIES - for transfer to a four-year institution offering a baccalaureate degree in Asian Studies. Students may choose from two regional areas of focus: Eastern Asia and Southeastern Asia. Students should contact the South Seattle Community College Advising Office for details.

BUSINESS - for students who wish to pursue a business or business administration degree, two options are available. Students at North Seattle and South Seattle Community College should contact their campus Advising Office for more information.

EDUCATION - designed to fulfill the requirements for an A.A. degree while simultaneously fulfilling prerequisite courses needed for an undergraduate Elementary Education and Teacher Certification Program in Washington state. Students should contact their campus Advising Office for more information.

Associate of Fine Arts

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

Because faculty coaching of studio and performance work is essential for this degree, students must earn at least 15 credits at North, including the final quarter of the program, and maintain a cumulative grade point of 2.0 or better.

Certificate of Fine Arts

The Certificate in Fine Arts (C.F.A.) is offered at North Seattle and requires 45 to 90 credits depending upon the area of specialty (art, fine arts and drama). Art and drama require six quarters.

NOTE: Although the C.F.A. is professional in nature and prepares the student for further study in the selected major, it does not transfer to a four-year institution.

For specific requirements and recommendations to attain the certificate or associate's degree in fine arts, refer to North's College Transfer section.

Associate of Pre-Professional Studies Degree in Business

This program is designed students who wish to major in business at the University of Washington. Refer to North's "College Transfer" section, page 36 and contact the campus Advising Office for more information.

Associate of Pre-Professional Studies Degree in Engineering

This program is designed specifically for engineering pre-majors at North Seattle Community College who intend to transfer to the University of Washington. Refer to North's "College Transfer" section, page 36 and contact the campus Advising Office for more information.

Associate of Science Transfer Degree

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

Degree requirements include satisfactory completion of at least 90 approved credits with a 2.0 cumulative GPA. At least 15 credits must be earned at the Seattle Community College District college granting the degree.

Two differing focus of 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.

The former Associate of Science Degree Direct Transfer Agreement remains in effect. This degree is also transferable to four-year institutions within the state of Washington. Students at North Seattle Community College and South Seattle Community College should consult with an advisor or counselor for more specific information.

Associate of Applied Science Transfer Degree

The Associate of Applied Science Transfer Degree is designed to assist students who initially enrolled for a professional or technical associate's degree and who then seek to transfer to a four-year institution for a bachelor's degree. The A.A.S.-T degree is based on technical courses required for job preparation but also includes transfer degree general education courses. In general, technical degree programs are not designed for general transfer to other colleges or universities; the A.A.S.-T degree prepares students for specific bachelor's degree programs at specific institutions. Students should contact the community college Advising Office for a current list of four-year colleges that might accept the A.A.S.-T degree.

TRANSFER INFORMATION

Students who plan for transfer to a specific college or university should work with a counselor or transfer advisor, and request transfer information from the four-year institution(s) they want to attend. These procedures are even more important for students who wish to transfer but also don't intend to earn the A.A. degree. Most four-year schools have special requirements for transfer of courses without the A.A. degree.

TRANSFER DEGREES AND CERTIFICATES

Associate of Arts Transfer Degree (A.A.)

Two-year degree that may transfer to a four-year college/university
North, South, Central

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

Art, Music
North

Certificate in Fine Arts (C.F.A.)

Art, Fine Arts, Drama
North

Associate of Pre-Professional Studies Degree

Business, Engineering for transfer to the University of Washington
North

Associate of Science Degree (A.S.)

Two-year degree that may transfer to a four-year college or university in two major areas of science
North, South, Central

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

Two-year transfer degree beginning 2002
North, South, Central

Transfer Assistance

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

Representatives from local four-year institutions meet with Seattle Community Colleges students on an individual basis at all three campuses to provide information regarding admissions deadlines and transfer requirements.

Group information sessions are also scheduled on each campus, providing students an opportunity to meet with faculty and college admissions representatives from different majors.

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

Transfer of Credits

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

1. Students transferring to a four-year institution may apply a maximum of 90 (quarter) transferable community college credits to a baccalaureate degree.
2. It is possible to transfer with fewer than 90 credits, but special requirements may be imposed.
3. Students who possess an A.A. degree may need to meet additional admission requirements at some four-year institutions.
4. Transferable courses are numbered 100 and above, but not all courses so numbered are transferable.
5. Unless a transfer agreement with the Seattle Community Colleges is in effect, the four-year school may impose additional general education requirements.
6. Graduation requirements for the bachelor's degree are established by the four-year institution. Students at the community college should choose courses according to graduation requirements of their chosen college or university. Students planning to transfer should plan as early as possible in their college programs using the following guide:
 - Consult a current catalog of the chosen school to determine entrance requirements and suggested freshman and sophomore programs in the major field of interest.
 - Confer with a college advisor about fulfilling these requirements.
 - Confer with an admissions officer at the four-year institution regarding further curriculum and transfer regulations.
 - Check carefully a quarter or two before transfer to be sure all requirements will be met to the satisfaction of the four-year institution.

TRANSFER POLICY

The Seattle Community Colleges subscribe to the statewide Policy of Inter-College Transfer and Articulation Among Washington Public Colleges and Universities, which recognizes academic credits earned at other accredited collegiate institutions that are essentially equivalent in academic level and nature to work offered at the Seattle Community Colleges.

The policy deals with the rights and responsibilities of students and the review and appeal process in transfer credit disputes.

Transfer Rights & Responsibilities

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

Review & Appeal

Students encountering transfer difficulties should first seek resolution through the receiving institution's transfer officer. If the problem is not resolved at this level, students may appeal in writing to the transfer officer of the sending institution. The transfer officers will attempt to resolve the problem. If the issue is not resolved within two weeks, the matter is referred to the two chief academic/instructional officers for resolution. Within two weeks a decision will be made by the receiving institution. Unresolved disputes are referred to a special committee for review and recommendations. The chief academic officers of both institutions must respond to committee recommendations within four weeks, in a formal report indicating actions to be taken to resolve the problem.

Transfer Agreements

The colleges and universities listed below subscribe to the Intercollege Relations Commissions Guidelines for transfer of credits in Washington state. Students should check with an advisor for information on individual transfer requirements.

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts
- Eastern Washington University
- The Evergreen State College
- Gonzaga University
- Heritage College
- Northwest College
- Pacific Lutheran University
- St. Martin's College
- Seattle Pacific University
- Seattle University
- University of Washington - Seattle, Bothell, Tacoma
- Washington State University
- Western Washington University
- Whitworth College

PROFESSIONAL/TECHNICAL PROGRAMS: DEGREES & CERTIFICATES

PROFESSIONAL/TECHNICAL DEGREES AND CERTIFICATES

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

Preparation and qualification for employment
North, South, Central

Certificates

More than 135 professional and technical programs
North, South, Central, SVI

Occupational Education Certificate Programs

Certificate programs prepare graduates for employment in technology, health, service, maritime, communications and design occupations. Requirements include satisfactory completion of an approved program of study with a minimum 2.0 cumulative grade point average. For admission to a certificate program, an applicant must be at least 18 or be a high school graduate.

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

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

Associate of Applied Science Degree

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

To earn a degree within the Seattle Community College District, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 15 credits must be earned at the Seattle Community College District 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 constantly updated by advisory committees made up of local industry leaders and labor representatives to reflect current employment trends. Instructors bring industry experience as well as education and training to the classroom. All instructors hold vocational instructor certificates and stay informed of industry changes.

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

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

See program listings in this catalog for specific requirements and credit distribution in each field.

PROFESSIONAL/TECHNICAL PROGRAMS

Degrees and certificates are offered in the program areas listed below.
N-North, S-South, C-Central, V-SVI

Automotive Technology / Diesel / Truck Driving

Auto Body Repair	S
Automotive Technology	S
Diesel and Heavy Equipment Technology	S
Truck Driving (Commercial)	S

Aviation Maintenance / Aeronautical Technologies

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

Business / Accounting

Accounting/Bookkeeping	NS
Accounts Payable/Receivable Clerk	N
Computerized Accounting	N
Business Computers	V
Business Information Technology	NSC
Career Transitions and Computer Training	NSCV
Computer Information Processing Specialist	V
Customer Service Training	N
e-Business	N
General Business	N
Supervision and Management	S
Tax Practitioner	N

Childhood Education and Family Studies

Child and Family Studies	C
Early Childhood Education	N
<i>Options: Early Childhood Education Assistant; Habilitation Specialist; Paraeducator</i>	
Parent Education	NS

Construction / Building Trades / Apprentice Training / Woodworking

Pre-Apprentice, Apprentice, and Journey-Level Programs	SV
<i>Includes: carpet/linoleum/tile laying, cement masonry, construction line/power line clearance/tree trimming, electrical, glazing, ironworking, meatcutting, painting, welding</i>	
Wood Construction Center	C
<i>Options: Cabinetmaking and Fine Woodworking; Carpentry; Marine Carpentry/Boatbuilding, Wood Construction Degree</i>	

Cosmetology

Cosmetology SV

Culinary Arts / Food Service / Hospitality

Catering and Banquet Operations S
 Commercial Cooking N
 Culinary Arts Degree NSC
 Dining Room Service N
 Pastry and Specialty Baking S
 Restaurant Cooking, Restaurant Management N
 Restaurant and Food Service Production S
 Specialty Desserts and Breads C

Drafting / CAD Technologies

CAD for Industrial Applications N
 Electronic Emphasis
 Computer-Aided Drafting and Design Technology S
 Construction and Design Drafting with CAD N
 Engineering Design Technology - Mechanical Design Specialization N
 Electronic Emphasis

Electrical / Electronics / Instrumentation

Biomedical Equipment Technology N
 Electronic Communications N
 Electronics Engineering Technology N
 Electronics Technology N
 General Electronics N
 Industrial Power and Control Technology N
 Wireless Telecommunications C

Engineering Technologies / Industrial Engineering

Engineering Pre-Major (transfer to four-year college) NSC
 Engineering Design Technology N
 Engineering Technology S
 Heating, A/C and Refrigeration Design Technology (HVAC) N

Health-Related Professions

Allied Health Sciences NC
 Biotechnology C
 Certified Nursing Assistant S
 Dental Assistant V
 Emergency Medical Technician N
 Health Records Clerk S
 Medical Assisting NV
 Medical Office Administration V

Medical Office Clerk S
 Nursing Assistant S
 Nursing (Practical) NS
 Nursing (Registered) C
 Opticianry / Ophthalmic Technician C
 Pharmacy Technician N
 Respiratory Care C
 Surgical Technology C

Industrial / Manufacturing Technologies

Industrial Machining Technology S
 Industrial Manufacturing Technology S
 Welding Fabrication Technology S

Information Technology

Applications Support C
 Computer Information Systems N
 Options: Programming; Web Development
 Computing Technology S
 LAN Applications Help Desk S
 Network Administration / Network Design Administration NSC
 Network Administration CISCO N
 Network Multimedia N
 Network Technology (A+ Certified Service & Network Technician) V
 Programming C
 Options: Database Administration and Development
 Software Engineering S
 Web Design C
 Web Design & Development S
 Web Development C

Interpreter Training / Sign Language

Interpreter Training C
 Includes American Sign Language
 Deaf Interpreter Training C

Landscape Horticulture

Options: Horticultural Studies; Landscape Design and Construction; Landscape Management S

MARITIME TRAINING / Seattle Maritime Academy

Marine Deck Technology C
 Marine Engineering Technology C
 Industry Courses: Basic Marine Hydraulics, Basic Seamanship and Deck Skills, Celestial Navigation, Law, Marine Firefighting, Net Hanging, Rigging.

Media / Graphics / Design / Arts

Apparel Design	C
Arts Management	C
Film and Video Communications	C
Graphic Design and Illustration	C
Graphic Imaging / Printing Technology	C
Photography	C
Technical Communications	C
Web Design & Development	S
Web Design	C

Real Estate

Real Estate Certificate	N
<i>Options: Agent/Broker; Appraiser; Loan Officer; Property Manager; Title & Escrow Officer</i>	

Social and Human Services

Chemical Dependency Specialist	C
Social and Human Services	C

TEACHING / TRAINING

Occupational Teacher / Trainer (Vocational Instructor Certification)	S
Professional Education Development Program	C

WORK EXPERIENCE / COOPERATIVE EDUCATION

On-the-job learning for college credit	NSC
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SPECIAL STUDY OPPORTUNITIES

Applied Academics

Seattle Community Colleges offer applied academics courses in communications, mathematics, science and humanities for students working toward a technical degree. Applied academics integrate technical/academic concepts with examples from technical specialty areas. Applied academics courses are taught using real-world situations and are competency-based; emphasize cooperative learning; respond to diverse learning styles; recognize cultural diversity; and stress the application of principles, laws, formulas and rules.

Coordinated Studies Program

Coordinated Studies courses offer an alternative to the traditional individual course model in that they integrate the content and skills from several different courses into one 10-15 credit course, meeting two or three days a week for three or four hours. Although students receive credit for regular Seattle Community Colleges courses (such as Science 100, Composition 101 or Philosophy 100), they concentrate on exploring a theme, problem or question, such as: "Ways of Knowing: How We Choose What to Believe"; "Beginnings: Reflecting on the Past, Speculating on the Future"; or "DNA, Destiny, and Decisions: What Makes Us What We Are?"

A major objective of these courses is for students to discover the interdisciplinary nature of knowledge by experiencing several different ways of knowing and by learning discipline perspectives from a team of teachers in the same classroom. Students learn how to collaborate in real-world 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 through a significant amount of writing.

Credits in these courses fulfill several A.A. degree requirements, including Integrated Studies and may transfer to other colleges and universities. These courses also provide an excellent preparation for several degree programs, especially programs with an interdisciplinary focus.

Study & Travel Abroad Courses

As an enhancement to international education courses, study abroad is offered to locations worldwide. Past programs have provided formal study in Argentina, Britain, China, France, Germany, Greece, Italy, Japan and the former Soviet Union.

Programs are led by faculty experts on specific countries and cultures, and provide academic credit for formal study and field work across many disciplines, including anthropology, art, ecology, English, environmental science, world languages, geography, geology, history, humanities, political science and social science. These programs offer an opportunity to increase understanding of cultures and conditions of other nations, particularly in the context of contemporary world affairs. Students should contact the District Coordinator at (206) 587-3806.

Running Start Program

The Running Start program at the Seattle Community Colleges provides high school students who are at the 11th or 12th grade level, and whose test scores place them in college-level coursework, the opportunity to take college transfer and professional/technical courses for high school and college credit at the same time. Tuition is paid by the state through the student's public school. Students are responsible for consulting their high school counselor and the college Running Start counselor for placement testing, applying to Running Start and to the college, purchasing books, paying lab fees, and providing their own transportation.

Online Virtual Running Start courses allow students to take college courses from home, the school library or the workplace. For more information, visit the Web site at: www.virtualcollege.org.

TechPrep

The TechPrep program, a dual-credit national educational program, awards community college professional technical credit by recognizing comparable learning in the high school.

TechPrep Seattle is a partnership between the Seattle Community Colleges and Seattle Public Schools. It is designed for high school students who plan a career that will require a certificate or an Associate of Applied Science degree from a community college. The program strives to avoid duplicating content in the curriculum while setting high academic standards and preparing students to meet the real-world demands of their future careers.

TechPrep courses in the Seattle Public High Schools are open to all students, but only those who complete the TechPrep course and registration requirements will qualify for college credit. Students and their families will save time and money by participating in this program.

Students should contact an advisor to see if their high school learning can qualify them for TechPrep college credit. For more information, call Seattle Community Colleges TechPrep at (206) 903-3222.

University of Washington Start-to-Finish Evening Degree

Individuals unable to attend college classes during traditional daytime hours may take advantage of the Start-To-Finish Evening Degree program offered by the Seattle Community Colleges and the University of Washington. The program is designed to allow students to complete a two-year community college Associate of Arts (A.A.) transfer degree in classes offered during evening hours or through distance learning. Qualified students may then continue at the University of Washington to complete their Bachelor of Arts degrees. Day students may enroll for evening degree courses, and day and evening courses may be combined for the evening degree. Advisors can assist new students and those who have already completed some college work, and help them to create their two-year academic plans. For information, prospective students should contact the Advising Office at one of the colleges.

Western Washington University

Western Washington University offers programs from classrooms at the Seattle Community Colleges. Refer to pages 33 (North), 78 (South) and 117 (Central) for more information.

DISTANCE LEARNING

www.seattlecolleges.com/distance

Seattle Community College District offers both credit and non-credit courses through Distance Learning. Many Distance Learning courses are fully or primarily online on the World Wide Web. Fully online classes require no campus visits while primarily online classes require a limited number of meetings for orientation, testing and/or review.

Distance Learning offers students flexibility in choosing when and where to study. While students can control their schedules by working with the course materials at their convenience, assignments are due on a regular basis, just as for on-campus classes.

Distance Learning classes are rigorous and require students to structure their own schedules, balancing their time around the assignments/requirements of the class. Courses usually require more readings and assignments to ensure that students will cover the same material as an equivalent on-campus class.

Students have many opportunities to communicate with their instructors through bulletin boards, e-mail correspondence and via telephone.

Associate of Arts Degree

Students can complete an Associate of Arts degree by taking distance learning classes offered through the Seattle Community Colleges.

Distance Learning students experience the same curriculum, content and challenge as on-campus students at the Seattle Community Colleges and are able to earn the same degree.

TYPES OF DISTANCE LEARNING COURSES

Online Courses

Fully online courses do not require campus visits. Classes require Internet access and a fixed e-mail address. Submission and grading of student work takes place online. Most classes use bulletin boards for online discussion and do not require live chat. Some online classes also incorporate professionally produced video materials. Proctored exams and a limited number of campus visits may be required for some online courses. State tuition applies and may be covered by financial aid. For more information, visit www.seattlecolleges.com/distance.

TECHNICAL REQUIREMENTS

Minimum requirements include access to a Pentium or comparable Macintosh computer, an Internet connection with a 56 KBPS modem, an updated Internet Explorer or Netscape browser, a fixed e-mail account and a word processor (preferably Microsoft Word). Courses with audiostreaming or videostreaming will require sound and video cards and a broadband (DSL or cable modem) Internet connection. Students may use campus computers and Internet accounts as part of the technology fee.

ADDITIONAL FEES

Online technology, licensing, video rental and videostreaming fees may apply.

Washington Online Courses (WAOL)

Washington Online is a cooperative effort of Washington state's community and technical colleges to deliver coordinated online instruction. A team of faculty members representing several community colleges develops Washington Online courses. Although students register and earn credit through Seattle Community Colleges, the instructor may be a faculty member at another Washington state community or technical college. Enrollment follows the quarterly college schedule.

TECHNICAL REQUIREMENTS

Students must meet the same minimum technical requirements as for other online classes offered at the Seattle Community Colleges. For more information on Washington Online, visit the Web site at www.washingtononline.org.

ADDITIONAL FEES

Washington Online technology fee.

Telecourses and Videocassette Courses

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

Videocassette courses are identical to telecourses with the exception that students rent the complete series of videotapes and view them at their convenience. The tapes must be returned to the Distance Learning Office at the end of the quarter.

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

State tuition applies and may be covered by financial aid.

TECHNICAL REQUIREMENTS

Access to TV and VCR; audiocassette recorder (for some courses); typewritten/word-processed assignments preferred.

ADDITIONAL FEES

Video rental and licensing fees may apply.

SCC-TV

Seattle Community Colleges Television

(206) 903-3228

The Seattle Community Colleges television station, SCC-TV, delivers educational and community interest programming via cable to residents of Seattle and via streaming video on the Internet to the worldwide community. Seattle residents can view SCC-TV on AT&T cable channel 28. On the Web, SCC-TV can be seen at www.scc.tv.net.

Learning programs include telecourses offered for credit at the Seattle Community Colleges. These documentary style programs serve as the "lectures" for these distance learning courses and allow students to complete the courses on their own time and at their own pace. The telecourses may also be viewed over the World Wide Web if students have a broadband connection. For information about streaming telecourses go to www.iriseducation.org.

In addition to telecourses, SCC-TV presents news and cultural programs, and originates series featuring Northwest artists, history, and business. For programming information, see www.scc.tv.net/.

Videostreaming and Video-on-Demand

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

Interactive Multisite Courses

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

Correspondence Courses

Correspondence studies are conducted by mail, and students receive study guides with a course outline, a list of required textbooks, and instructions on how to complete specific lessons. Students submit completed assignments to the Distance Learning Office for evaluation by the instructor, who will return them to the student with comments. Students have 170 days to complete a course. Currently-enrolled students should consult with their counselor or advisor before enrolling.

DISTANCE LEARNING AT THE SEATTLE COMMUNITY COLLEGES

1-888-801-3607

dlweb@sccd.ctc.edu

www.seattlecolleges.com/distance

North Seattle Community College

(206) 527-3619

distance@sccd.ctc.edu

www.virtualcollege.org

South Seattle Community College

(206) 764-7930

jlonerga@sccd.ctc.edu

www.seattlecolleges.com/distance

Seattle Central Community College

(206) 587-4060

dislrn@sccd.ctc.edu

www.seattlecolleges.com/distance

Distance Learning Student Services

Distance Learning classes are very popular and sometimes fill before the quarter begins. Students who register early will receive a detailed orientation packet with specific information that will provide a head start. Students are encouraged to register early.

Books and study guides for most Distance Learning courses may be ordered online or purchased at the campus bookstore. Academic advising can help students decide whether Distance Learning is a good option for their personal situations. Students can be put in touch with an advisor through e-mail at dlweb@sccd.ctc.edu, by calling the toll-free phone number: 1-888-801-3607, or by visiting the Web site at www.seattlecolleges.com/distance.

STUDENT RIGHTS & RESPONSIBILITIES

CONFIDENTIALITY OF RECORDS

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

** as amended in November 1996 (by the Improving American Schools Act of 1994)*

STUDENT RIGHTS

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

1. **The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.** Students should submit written requests that identify the record(s) they wish to inspect to the registrar, dean, head of the academic department, or other appropriate official. The college official will make arrangements for access and notify the student of the time and place that the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of a right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent.** One exception which permits disclosures without consent is disclosure to school officials with legitimate educational interests. School officials have a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibility. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, national student loan clearinghouse, legal counsel, or collection agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
In addition, upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.** The office administering FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

STUDENT DIRECTORY INFORMATION

Students may request that the college not release directory information by notifying the Registration Office each quarter. The Seattle Community Colleges define student directory information as:

- student's name
- e-mail address
- enrollment status in the college
- date(s) of enrollment
- area of study
- awards granted by the college
- participation in official sports activities, and
- weight and height of athletic team members.

Exceptions

Exceptions to the directory-information-only restrictions are:

Judicial subpoena of records, upon condition that the college makes a reasonable effort to notify the student in advance of release of records.

Emergency situations, if knowledge of personal information is necessary to protect the health or safety of a student or other person(s).

Additional Information

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

STUDENT COMPLAINTS

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

Students at North Seattle Community College should contact the Vice President of Student Services regarding complaint procedures. Students at South Seattle Community College should contact the Dean of Student Life. Students at Seattle Central Community College should contact the Director of Student Leadership. Students at SVI should contact the Manager of Student Services. Formal complaints must be initiated within 120 days of the occurrence of the condition, event, or circumstance which gave rise to the complaint.

STUDENT RESPONSIBILITIES

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

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

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

The possession of firearms on campus is illegal.

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.

STUDENT IDENTIFICATION NUMBERS

Students are assigned individual student identification numbers for use in college transactions such as Touch Tone registration, Web-based services and other student services. Although the social security number is not used as a primary student identifier, the colleges will still need to record it for a number of uses, including financial aid, Hope Scholarship and Lifelong Learning tuition tax credits, employment verification, workforce or unemployment data and transcripts.

STATEMENT OF POLICIES

SEATTLE COMMUNITY COLLEGE DISTRICT VI

North Seattle Community College

9600 College Way North

Seattle, WA 98103-3599

(206) 527-3600

www.northseattle.edu

South Seattle Community College

6000 16th Ave. SW

Seattle, WA 98106-1499

(206) 764-5300

www.southseattle.edu

Seattle Central Community College

1701 Broadway

Seattle, WA 98122-9905

(206) 587-3800

www.seattlecentral.org/

Seattle Vocational Institute (SVI)

2120 South Jackson

Seattle, WA 98144-2219

(206) 587-4950

<http://sviweb.sccd.ctc.edu/>

Distance Learning

Worldwide Campus

1-888-801-3607

www.seattlecolleges.com

Accreditation

The Seattle Community Colleges and the Seattle Vocational Institute are public, state-supported institutions. North Seattle Community College, South Seattle Community College, Seattle Central Community College and the Seattle Vocational Institute are accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Title 38/Title 10

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

Memberships

The Seattle Community College District is a member of national organizations, including the American Association of Community Colleges (AACCC), American Association for Women in Community Colleges (AAWCC), American Council on Education (ACE), American Governing Board (AGB), Association of Community and Technical Colleges (ACCT), Community Colleges in International Development (CCID), Council for Advancement and Support of Education (CASE), Japan-America Society, League for Innovation in the Community College, and the National Institute for Leadership Development (NILD).

In Washington state, the District holds memberships in the Latino Educational Achievement Project (LEAP), Trustees Association for Community and Technical Colleges (TACTC), Washington Association of Community and Technical Colleges (WACTC), and Washington State China Relations Council (WSCRC).

Regionally, the District belongs to the Economic Development Council of Seattle and King County (EDC), Greater Seattle Chamber of Commerce, Japan-American Society, Trade Development Alliance of Greater Seattle, and the World Affairs Council.

Equal Opportunity

Seattle Community College District VI provides equal opportunity in education and employment and does not discriminate on the basis of race, color, creed, religion, national origin, age, gender, sexual orientation, marital status, disability, or status as a veteran or Vietnam-era veteran. The District complies with all Washington state and federal laws relating to anti-discrimination and equal opportunity.

Catalog Information

This catalog is published for information purposes and is designed to assist prospective students in program planning. The information in this catalog reflects current programs, requirements, and costs as of Spring Quarter 2002, which are all subject to change without prior notice. Every effort is made to ensure accuracy at the time of publication; however, the catalog is not an irrevocable contract between the student and the Seattle Community College District VI. The colleges within Seattle Community College District VI reserve the right to make any change in the contents and provisions of the catalog without notice.