



The Seattle Community Colleges



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Welcome

Welcome to the Seattle Community Colleges and to the many opportunities we offer students from the Puget Sound region and around the world.

Our colleges reflect the vibrant culture of the community, both in programs and in people. The Seattle Community Colleges have earned a national reputation for innovative curriculum and student services, and our faculty are recognized leaders in their fields. Our student body is the most varied and diverse in the state, with students from every continent, and the district's workforce is the most diverse among the state's public institutions of higher education.

I invite you to explore the tremendous variety of academic and career training programs in this catalog. Our more than 135 career programs are updated to assure that graduates' skills match the needs of the workplace. More of our students transfer to the state's baccalaureate colleges and universities than from any other college district in the state. The Seattle Community Colleges also offer opportunities for high school students, for those seeking short-term professional or personal growth, and for those who need basic education.

We look forward to helping you create your future in the belief that education changes everything.

Dr. Charles H. Mitchell
Chancellor, Seattle Community College District



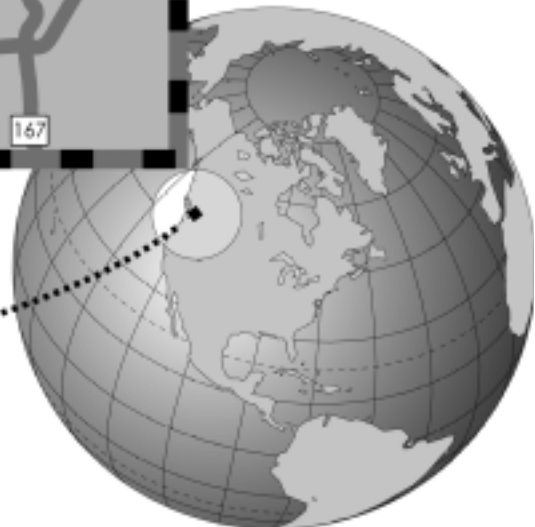
North Seattle
Community College
(206) 527-3600
www.northseattle.edu

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

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

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

Seattle Community
College District
Administrative Office
(206) 587-4100
www.seattlecolleges.com



The Seattle Community Colleges

Preparing our Students

For the Future

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FALL 2003 PROFILES*

Students

Median age	29.7
Ethnic diversity	43%
Male / female	48% / 52%
With bachelor or higher degrees	15%
Employed	65%
full-time	39%
With dependents	29%
single parents	8%
Full-time / part-time attendance	49% / 51%

Programs

College Transfer	26%
Workforce Education	41%
Basic Skills	13%
Continuing Education & other	20%

Courses

State-funded	86%
Contract-supported	4%
Student-supported	10%

SPECIAL ENROLLMENTS 2002-2003*

(Unduplicated headcount across the district)

Distance Learning	5,671
Running Start	1,131
International Contract	1,443
Worker Retraining	1,813

DEGREES & CERTIFICATES 2002-2003*

Annual awarded	3,256
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EMPLOYEES 2002-2003**

Total	1,961
Teaching faculty	1,217
full-time / part-time	347/870
Non-teaching faculty	30
Classified	500
Exempt	214

*Note: Duplicated enrollment across the district may result in totals different from 100%.
*Source: Seattle Community College District database. Fall Quarter based on state-funded enrollment unless otherwise noted. **Source: State Board for Community and Technical Colleges 2002-2003 Annual Report — state-funded employees. District includes Siegal Administrative Center.*

MISSION

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

VISION

The Seattle Community Colleges will be learning-centered

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

VALUES

We value teaching and learning. Therefore we promote

- commitment to a lifetime of learning; creation of a community of learners
- imaginative, visionary, expert instruction; use of innovative instructional technology

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, CHAIR

DOROTHY HOLLINGSWORTH

THOMAS W. MALONE

DONALD ROOT

YVONNE SANCHEZ

CHANCELLOR'S OFFICE

CHARLES H. MITCHELL

Chancellor

B.A., University of Washington; M.Ed., Seattle University; Ed.D., Brigham Young University

CAROLYN YEAGER

Senior Executive Assistant to the Chancellor and Secretary to the Board

PATRICIA PAQUETTE

Director, Public Information

B.A., Post-baccalaureate Certificate, 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

President

South Seattle Community College

B.A., Central Washington University; M.P.A., University of Washington; Ed.D., Seattle University.

MILDRED W. OLLÉE

President

Seattle Central Community College

B.A., Xavier University of Louisiana; M.A., Walla Walla College; Ph.D., Seattle 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 & 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

GRACE ESTRELLA

Executive Assistant

A.A., North Seattle Community College.

CYNTHIA FELICE

Director, Instruction & Student Services

B.A., State University of New York at Geneseo.

JOYCE HANSEN

Manager, Web Services

B.S., Pacific Union College.

JEAN KENT

2003-05 Faculty Development

Coordinator, Seattle Community Colleges

(North Seattle Community College, Computer Information Systems): B.A., M.L.S., University of Washington; Professional Technical Teaching Certificate

Director, Research & Strategic Planning

NANCY VERHEYDEN

Associate Dean

B.A., Kent State University.

Business and Finance

JAMES P. ST. GERMAIN

Chief Financial Officer

B.S., Carroll College; M.B.A., City University.

ELIZABETH BAKER

Manager, Budget & Financial Reporting

A.A., North Seattle Community College; B.S., Central Washington University.

WALT MARTH

Manager, Information Technology

CAROL PETTAINEN

Controller

B.A., The Evergreen State College.

TED HAZARD

Manager, District Business Services

B.S.E., M.B.A., University of Michigan

Human Resources

ALBERT A. CRUSOE

Chief Human Resources Officer

B.A., M.A., Bradley University.

JANA (TINA) BRADY

Manager, Human Resources

B.S., Central Washington University

Television (SCC-TV) and Cable Operations

ROSS DAVIS

General Manager

B.A., M.B.A., University of Washington.

Union Representatives

LYNNE DODSON

2003-2005 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

2004-2006 President, Washington

Federation of State Employees Local 304

(North Seattle Community College, Maintenance Mechanic 1).

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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:

- a) 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.
- b) 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 SEATTLE COMMUNITY COLLEGE

Intra-District Registration /Concurrent Enrollment

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

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

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

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

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

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

READMISSION OF FORMER STUDENTS

Students who were not enrolled for the most recent quarter, but who were previously enrolled at the Seattle Community Colleges, must contact 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:

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

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

RESIDENCY REQUIREMENTS

Residents - U.S. Citizens

To qualify for in-state (resident) tuition, applicants must have lived in Washington state for reasons other than educational purposes for one full year prior to the first day of the quarter in which resident fees are requested. A financially dependent student may also be eligible for resident tuition if one or both parents or legally appointed guardian(s) have maintained a domicile in Washington 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:

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

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

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

Residents - Non-U.S. Citizens

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

CONDITION ONE:

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

CONDITION TWO:

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

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

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

North: (206) 527-3663

www.northseattle.edu

Central: (206) 587-3800

www.seattlecentral.edu

South: (206) 764-5300

(206) 763-5144

www.southseattle.edu

SVI: (206) 587-4950

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

CONSULT WITH ADVISORS

Advising is available to help plan a course of study and select the appropriate classes. Advisors provide information on workforce education programs and academic programs as well as admission requirements of four-year institutions. Advising centers maintain a broad collection of catalogs/transfer guides from colleges, universities, and vocational schools. Students can contact the advising centers by phone 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 English and math placement tests. Students not seeking degrees who plan to enroll in English, world languages, 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. There may be exceptions for Workforce Education programs.

REGISTER FOR CLASSES

Registration is the official process of enrolling in classes by using campus online services or completing an enrollment form and paying tuition. The Seattle Community Colleges operate on a quarter system. The quarterly course schedule is available through campus online services, at campus registration desks, or by calling the Registration Office to request a mailed copy. 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 REGISTRATION

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

For more registration information, contact the campus Registration Office.

ADDING CLASSES

After initial registration, students may add classes 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. 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) additional 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 14.

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

CHANGE OF ADDRESS

Students must maintain a current mailing address and e-mail 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

North Seattle Community College
(206) 527-3688

Seattle Central Community College
(206) 587-3844

South Seattle Community College
(206) 764-5317

TUITION & FEES

Tuition at community and technical colleges in Washington state is charged by credits, rather than by part-time or full-time status. In addition to credit load, tuition is also determined by residency (see "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 2004-2005.

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.

Waivers

State Employees/National Guard/Veterans/Korean Conflict Washington state employees (employed 50% or more time and classified as "Permanent"), National Guard members, and Veterans of the Korean War conflict 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 waiver cannot be used for Occupational Teacher/Training Education classes or self-support classes. Persons wishing to use this waiver may register on a space-available basis between the seventh and tenth instructional day (fifth and eighth for summer) of the quarter after obtaining instructor's permission. Students who register prior to this time will be charged the regular tuition rates for all enrolled credits. A registration processing fee of \$20 is required (subject to change). Students are responsible for any additional charges, such as I.D. card, fees, parking, books or supplies.

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.

Senior Citizen Waiver

For students at least 60 years old, the Seattle Community College District waives building fees, service and activity fees, and operating fees, less \$5 per class for a maximum of two classes taken on a space-available basis. See "Senior Tuition Waiver" at South Seattle Community College, page 96; and "Senior Listeners' Program" at North Seattle Community College, page 40.

Credit Programs

Credits	Resident	Non-Resident	Non-Resident
	On-Campus Distance Learning*	On-Campus	Distance Learning* (U.S. Citizens)
1	\$69.00	\$240.70	\$82.20
2	138.00	481.40	164.40
3	207.00	722.10	246.60
4	276.00	962.80	328.80
5	345.00	1,203.50	411.00
6	414.00	1,444.20	493.20
7	483.00	1,684.90	575.40
8	552.00	1,925.60	657.60
9	621.00	2,166.30	739.80
10	690.00	2,407.00	822.00
11	705.45	2,426.25	837.00
12	720.90	2,445.50	852.00
13	736.35	2,464.75	867.00
14	751.80	2,484.00	882.00
15	767.25	2,503.25	897.00
16	782.70	2,522.50	912.00
17	798.15	2,541.75	927.00
18	813.60	2,561.00	942.00

19-25 CREDITS

Resident/On-Campus/Distance Learning:

..... \$62.40 for each credit between 19 and 25

Non-resident/On-Campus

..... \$234.10 for each credit between 19 and 25

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

Resident \$9.40 for each credit between 19 and 25

Non-resident \$35.10 for each credit between 19 and 25

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

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 a 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 Program Fees

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

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

Audited Classes Fees

Fees for audited classes are the same as those for credit classes.

Non-credit & Community Service Program Fees

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

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

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 via college websites. 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%

Through the first 5 calendar days (less \$5 fee) 100%

6th - 20th calendar days 50%

After the 20th calendar day 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%
Through the first 5 calendar days (less \$5 fee)	100%
5th—20th calendar day of quarter	50%
After 20th 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. For exact dates see the "Deadline" section of the Consumer Information brochure available at each campus or go to www.seattlecolleges.com. To apply, 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.

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 cashing. 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, to register for future quarters, 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 Offices

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

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.

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 Programs South Seattle Community College

6000 16th Avenue S.W.

Seattle, WA 98106-1499 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.edu/international>

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

Services

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 dean of the division in which the course is offered. If the student elects to repeat a course rather than make up the work, the "I" will remain on the transcript. The grade earned will compute in the GPA; after receiving an "I" in a course, a student may repeat that course only once.

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

N—Audit. To audit a course means to register for and attend class without receiving a grade or credit. An "N" grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an "N" may be made until the end of the second week of the quarter without the instructor's signature or the end of the eighth week (sixth week of summer quarter) with the instructor's approval and signature. Students are responsible for consulting with the instructor regarding class requirements. After an "N" is issued, the course may be repeated no more than 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 8).

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 2.0 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 operating fee charged for the number of credits earned, excluding the services and activity fee.

Credits earned by examination will be noted as such on the transcript. Credits by examination (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. **GPA Improvement.** A credit course may be taken no more than three times total. Upon successful completion of a repeated course, the student can submit a formal request to the Registration office to have the highest grade used in the GPA computation. Unless specifically requested, the first grade and the repeat grade(s) 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).

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/department chair may be withdrawn by the college.

NOTE: Students should not assume that they have been dropped if they have not attended class on the first day; instead, they should officially withdraw. See "Dropping Classes" on page 8.

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/VICE PRESIDENT'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.

STUDENT PROGRESS

Students are expected to make satisfactory academic progress while enrolled at the Seattle Community College District. Academic progress is defined in terms of a student's grade point average (GPA) and how much time a student takes to complete a degree or certificate program. Time is a function of credits or clock hours attempted and earned. Students who do not demonstrate satisfactory academic progress will be subject to corrective actions.

Minimum Grade Point Average

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

Credits Earned/Credits Attempted

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

Degree/Certificate Completion

Students who are enrolled in degree or certificate programs must complete their programs in at least 125 percent of the credit/clock hour program requirements. Students who do not meet this standard will be subject to corrective actions.

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, Advising Office and division offices. Upon approval, the award will be issued. (Students must refer to their program of study for requirements on specific certificates and degrees.)

SPECIAL NOTE: With approval of the dean, students may elect to graduate either under the catalog in effect at the time they complete the graduation requirements or under the provisions of an earlier official catalog, provided that (a) not more than five years have elapsed since the student first enrolled under that earlier catalog and (b) that 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

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

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 granting the degree.

College Transfer Information

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

Students who plan to transfer to a specific college or university should work with a counselor or transfer advisor, and also request information from the four-year institution(s) they want to attend. These procedures are even more important for students who wish to transfer but 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 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 Intercollege 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

ASSOCIATE OF ARTS (A.A.) DEGREE

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

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

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

A.A. Degree Learning Outcomes

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

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

See pages 20-21 for detailed A.A. Degree Requirements at the Seattle Community Colleges

Associate of Arts: Special Emphasis Areas

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

ASIAN STUDIES - 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 four-year business degree. Students should contact their campus Advising Office for more information.

EDUCATION - designed for students transferring to four-year universities to pursue a professional teaching degree. This degree also provides coursework for enrollment in any Washington-state approved B.A. in Elementary Education teacher preparation program. Contact the Seattle Central Advising Office for more information.

Associate of Arts Business Transfer Degree

The Associate of Arts in Business Degree is designed to satisfy lower division general education and business requirements at Washington's public four-year colleges and universities. For degree details, see North Seattle, page 42.

Associate of Science Degree

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 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.

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 DEGREES

Associate of Arts Transfer Degree (A.A.)

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

Associate of Arts in Business Transfer Degree (A.A.)

Two-year degree that may transfer to a four-year college or university. **North**

Associate of Science Degree (A.S.)

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

Associate of Science Transfer Degree

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

- Option 1: biological sciences, environmental/resource sciences, chemistry, geology & earth sciences
- Option 2: engineering, computer science, physics & atmospheric science. **North, South, Central**

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

Two-year transfer degree in specific programs for transfer to specific four-year institutions. **North, South, Central**

College Transfer A.A. Degree Requirements

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

A.A. DEGREE TOTAL 90 CREDITS

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

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

BASIC REQUIREMENTS 15 CREDITS

English 101 and 102 10 credits
 Intermediate Algebra Proficiency

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

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

Note: Arithmetic, pre-algebra, business math, and statistics will not count toward the requirement.

- OR complete MAT 098 with a minimum 2.0 grade.
- OR place into and complete MAT 107 with a minimum 2.0 grade. (Placement is through an approved placement test.)
- OR place into and complete a mathematics course from either of the following lists with any passing grade.

(Placement is through an approved placement test.)

List 1: These courses are recognized by Seattle Community Colleges, the University of Washington, and most Washington baccalaureate institutions as demonstrating intermediate algebra proficiency. Students should check the requirements of their destination institution: MAT 102, 116, 117, 120, 122, 123, 124, 125, 126, 220, 224, 238.

List 2: Although recognized by Seattle Community Colleges and some Washington baccalaureate institutions as demonstrating intermediate algebra proficiency, the following courses are not recognized for that purpose by the University of Washington. Students should check requirements of their destination institution: MAT 103, 109 (formerly 240), 170.

Quantitative/Symbolic Reasoning 5 credits

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

- MAT 102, 103, 107*, 109 (formerly 240), 116, 117, 120**, 122, 123, 124, 125, 126, 170, 220, 224, 238

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

*(** MAT 120 Does not meet the QSR requirement at University of Washington)*

- | | |
|------------------------------------|------------------------------------|
| • BUS 210 | • EGR 142 |
| • CHE 139, 140, 150, 160, 191, 192 | • PHI 120 |
| • CSC 110, 142, 143 | • PHY 101, 102, 103, 201, 202, 203 |
| • ECO 200, 201 | • PSY 217 |

ELECTIVES 30 CREDITS

Electives include -

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

AREAS OF KNOWLEDGE DISTRIBUTION REQUIREMENTS

45 CREDITS

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

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

15 CREDITS

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

- Art:** ART 100, 101, 102*, 103, 104, 105, 111*, 112*, 113*, 114*, 121*, 122*, 123*, 163, 170, 201*, 202*, 203*, 205*, 206*, 207*, 210*, 211*, 212*, 213*, 214*, 215, 216*, 217*, 221*, 222*, 223*, 251, 252, 253, 254, 255, 281*, 282*, 283*, 285*, 290
- American Sign Language:** ASL 101, 102, 103, 201, 202, 203, 210
- Chinese:** CHI 101, 102, 103, 201
- Communication:** CMN 100, 105, 115, 120, 125, 135, 140, 145, 150, 155, 165, 175, 185, 205, 210, 215, 220, 225, 245, 255, 275, 285, 295
- Drama:** DRA 100, 108*, 109*, 110*, 112, 116*, 120*, 121*, 122*, 123*, 182*, 204*, 205*, 206*, 221*, 222*, 223*
- English:** ENG 104, 109, 110, 114, 120, 131, 132, 133, 135, 141, 142, 151, 152, 153, 201, 202, 205, 211, 212, 213, 214, 221, 222, 223, 224, 225, 226, 227, 228, 229, 231, 232, 233, 235, 236, 240, 241, 251, 252, 253, 263, 265, 291, 292, 293
- French:** FRE 101, 102, 103, 201, 202, 203, 204, 205, 206, 212, 231, 232, 233
- German:** GER 101, 102, 103
- Humanities:** HUM 101, 102, 103, 104, 105, 110, 115, 120, 125, 150, 160, 200, 210, 234, 261, 270
- Japanese:** JPN 101, 102, 103, 201, 202, 203
- Journalism:** JRN 100, 101, 102, 103
- Linguistics:** LAN 110
- Literature:** LIT 236, 238
- Music:** MUS 100, 101, 102, 103, 105, 109, 110, 113, 116, 117, 119*, 120*, 121*, 122*, 123*, 125, 130 to 139*, 140*, 141*, 142*, 143*, 144*, 145*, 146*, 147*, 148*, 150*, 151*, 156*, 157*, 158*, 161, 182*, 201, 202, 203, 204, 205, 212, 213, 221*, 222*, 223*
- Russian:** RUS 101, 102, 103
- Spanish:** SPA 101, 102, 103, 201, 202, 203, 236, 238
- Tagalog:** TAG 101, 102, 103
- Vietnamese:** VTN 101, 102, 103

INDIVIDUALS, CULTURES, AND SOCIETIES (Social Sciences)

15 CREDITS

Choices must include a minimum of two different course prefixes.

- American Ethnic Studies:** AME 150, 151, 201
- Anthropology:** ANT 100, 102, 107, 110, 113, 130, 135, 154, 180, 200, 202, 210, 215, 216, 255, 261
- American Sign Language:** ASL 120, 125
- Economics:** ECO 100, 102, 200, 201, 215, 240
- Environmental Science:** ENV 150
- Geography:** GEG 100, 200, 207, 230, 260
- History:** HIS 101, 102, 103, 105, 106, 108, 111, 112, 113, 114, 115, 120, 136, 137, 138, 140, 145, 150, 191, 200, 201, 202, 208, 210, 211, 215, 241, 242, 251, 264, 268, 273
- International Studies:** ISP 101, 105, 110, 120, 160, 170, 201, 205, 210, 220, 234, 251, 255, 260, 261, 270
- Philosophy:** PHI 100, 102, 110, 111, 118, 160, 215, 240, 245, 250, 255, 267
- Political Science:** POL 101, 102, 111, 112, 170, 204, 213, 220, 230, 255
- Psychology:** PSY 110, 120, 200, 206, 207, 210, 215, 217, 230, 245, 250, 257, 260, 294
- Religion:** REL 150, 151
- Sociology:** SOC 101, 102, 105, 106, 107, 110, 120, 130, 150, 170, 220, 230, 245, 250, 270, 275
- Social Science:** SSC 101, 103, 187
- Women's Studies:** WMN 140, 200, 205, 213, 257

THE NATURAL WORLD (Natural and Physical Sciences, Mathematics)

15 CREDITS

Choices must include a minimum of two different prefixes; 5 credits must be in a lab science (*asterisked below). Students may choose up to 5 credits from the following list of courses: Anthropology, Computer Science, Engineering, Geography, Mathematics, Philosophy OR Psychology.

- Anatomy & Physiology:** ANP 128*, 213*, 214*
- Astronomy:** AST 100, 201
- Biology:** BIO 100*, 101*, 102*, 106*, 107*, 120*, 125*, 130*, 135, 161*, 195, 196, 201*, 202*, 203*, 280*, 281*, 282*, 285*, 286*, 287*, 290, SPS 201*
- Botany:** BOT 110*, 112*, 113*
- Chemistry:** CHE 100*, 101*, 102*, 103*, 105*, 120*, 139, 140*, 150*, 160*, 191*, 192*, 211*, 221, 231, 235, 236, 238*, 239*
- Environmental Science:** ENV 150, 170, 201, 203, 205, 221
- Geology:** GEL 100, 101*, 102*, 103*, 104, 108*, 115*, 118*, 200*, 202*, 207*, 208*
- Health:** HEA 125, 150
- Meteorology:** MEY 100
- Material Science:** MSC 101
- Nutrition:** NTR 105*, 150, 155
- Oceanography:** OCE 100
- Physics:** PHY 100, 101*, 102*, 103*, 201*, 202*, 203*
- Science:** SCI 100, 101*, 104, 112*, 113*, 114*, 115*, 116*, 117*, 118*, 119*
- Up to 5 credits total allowed from the following group:**
- Anthropology:** ANT 201, 205
- Computer Science:** CSC 110, 111, 142, 143
- Engineering:** EGR 123, 140, 142, 143, 210, 220, 230, 260
- Geography:** GEG 205
- Math:** MAT all college transfer courses number 102 and above.
Technical math courses NOT usable.
- Philosophy:** PHI 120 **Psychology:** PSY 222

TOTAL CREDITS REQUIRED FOR ASSOCIATE OF ARTS DEGREE

90 CREDITS

Workforce Education Programs Degrees & Certificates

DEGREES AND CERTIFICATES

Certificates

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

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

Preparation and qualification for employment
North, South, Central

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

Two-year transfer degree in specific programs for
transfer to specific four-year institutions.
North, South, Central

Certificate Programs

Certificate programs prepare graduates for employment in a wide variety of professional and technical careers (see chart beginning on the next page). 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.

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

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 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.

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

Associate of Applied Science - Transfer Degree

The Associate of Applied Science Transfer Degree is designed to assist students who initially enrolled for a Workforce Education technical 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.

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

WORKFORCE EDUCATION PROGRAMS

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

Arts / Design / Graphics / Media

Apparel Design & Services	C
Arts Management	C
Film and Video Communications	C
Graphic Design and Illustration	C
Graphic Imaging & Printing Technology	C
Photography	C

Automotive Technology / Diesel / Truck Driving

Auto Body Collision 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 Maintenance	S
Aviation Maintenance Airframe and Powerplant Mechanic	S
Aviation Powerplant Mechanic	S

Business / Accounting

Accounting	NS
Accounting Paraprofessional	N
Administrative Office Professional	V
Business Computers	V
Business Information Technology	NSC
Computerized Accounting Technology	N
Customer Service/Advanced Customer Service	N
General Business	N
Office Technician	V
Network Technician	V
Supervision and Management	S

Construction / Carpentry / Building Trades / Apprentice Training

Building Trades Pre-Apprentice Programs	SV
Building Trades Apprentice - Journey Level Programs	S
<i>Includes courses for: Bricklayers, Carpet & tile layers, Construction line clearance/tree trimmers, Construction trades, Electrical workers, Traffic flaggers, Glassworkers, Ironworkers, Meatcutters, Painters, Welders</i>	
Cabinetmaking and Fine Woodworking	C
Carpentry	C
Marine Carpentry/Boatbuilding	C
Wood Construction	C

Cosmetology

Cosmetology	SV
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Culinary Arts / Food Production / 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
Wine Making	S
Wine Marketing	S
Wine & Food Pairing	S

Drafting / CAD Technologies

Architectural Engineering Drafting	N
Computer-Aided Drafting and Design Technology	S
Construction and Design Drafting with CAD	N
Engineering Design Technology	N

Education /Teacher Training

Early Childhood Education	N
Early Childhood Education Assistant	N
Paraeducator	N
Parent Education	NSC
Occupational Teacher/Trainer Education	S
<i>(Vocational Instructor Certification)</i>	

Electrical / Electronics / Instrumentation

Biomedical Equipment Technology	N
Electronics Engineering Technology	N
Electronics Technology	N
Electronics Telecommunications Technology	N
Industrial Power and Control Technology	N

Engineering Technologies / Industrial Engineering

Engineering Pre-Major (transfer to 4-year college)	NSC
Engineering Design Technology	N
Engineering Design Technology: Mechanical Design	N
Engineering Technology	S
HVAC: Heating, A/C & Refrigeration Design Technology	N
HVAC Design with Network Technology Administration	N

Fire Science

Fire Science	S
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Health-Related Professions

Acute Care Hospital Nursing Assistant	V
Allied Health Sciences	NC
Clinical Lab Assisting	N
Dental Assistant	V
Emergency Medical Technician	N
Industrial First Aid	S
LPN to RN	NC
Medical Assisting	NV
Medical Office Administration	N
Medical Office Clerk	S
Medical Reception, Basic	N
Medical Transcription	N
Nursing Assistant, Certified	S
Nursing: Healthcare Bridge Program	S
Nursing (Practical - LPN)	NS
Nursing (Registered - RN)	C
Opticianry	C
Pharmacy Technician	N
Phlebotomy	NV
Radiologic Imaging Technology	N
Respiratory Care	C
Surgical Technology	C

Industrial / Manufacturing Technologies

Welding Fabrication Technology	S
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Information Technology

Applications Support	C
Computing Technology Degree	S
Computer Applications / Help Desk	S
Database Administration & Development	C
Information Technology Degree	N
Network Administration / Network Design & Administration	NSC

Programming	NC
Software Engineering	S
Web Design	C
Web Development	NC
Web Media & Technology	S
Wireless Communications	C

Interpreter Training / Sign Language

Interpreter Training	C
<i>Includes American Sign Language</i>	
Deaf Interpreter Training	C

Landscape Horticulture

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

Maritime Training/Seattle Maritime Academy

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

Real Estate

Real Estate Certificates	N
<i>Certificate areas: Agent/Broker; Appraiser; Escrow, Investment, Loan Officer; Property Manager; Sales</i>	

Science and Technology

Biotechnology	C
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Social and Human Services

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

Work Experience / Cooperative Education

On-the-job learning for college credit	NSC
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Watchmaking

Watch Technology Institute	N
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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 students an alternative to the traditional individual course model by integrating and linking two or more disciplines into one team-taught course which meets for longer periods during the week and earns 10 or more credits. Although students receive credit for standard Seattle Community Colleges courses such as ENG 101 (English Composition), ANT 200 (Contemporary Issues in Anthropology), or GEL 108 (Minerals and Metal Arts), they concentrate on exploring a theme, problem or question, such as “Ways of Knowing: How We Choose What to Believe,” “Inheriting the Future,” or “Minerals and Metal Arts.”

A major objective of such learning communities is for students to discover the interdisciplinary nature of knowledge by experiencing several different perspectives. Students learn how to collaborate in problem-solving groups, experience the importance of writing in the learning process, and develop independent and critical thinking skills through seminars exploring books, small group work and 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

The Running Start program at the Seattle Community Colleges provides junior and senior high school students whose test scores place them in college-level coursework, with 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 high school. Students should consult their high school counselor and the college Running Start counselor for placement testing and applications. Students pay for books, lab fees and 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

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

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

TechPrep courses are open to all students, but only those who complete the TechPrep course and registration requirements will qualify for college credit. Students should contact an advisor to see if their high school learning can qualify them for TechPrep college credit. For more information, call Seattle Community Colleges TechPrep at (206) 903-3222.

University of Washington Start-to-Finish Evening Degree

The Start-To-Finish Evening Degree program offered by the Seattle Community Colleges and the University of Washington allows students to complete a two-year community college Associate of Arts transfer degree through evening classes or distance learning. Qualified students may continue at the University of Washington to complete their Bachelor of Arts degrees. Day students may take evening courses, and day and evening courses may be combined for the evening degree. Advisors assist students to create their two-year academic plans. For information, prospective students should contact the Advising Office at one of the colleges, call the UW at (206) 543-2320, or see www.evedegree.u.washington.edu/edp.

Western Washington University

Western Washington University offers programs from classrooms at the Seattle Community Colleges. Refer to page 43 (North).

Distance Learning

www.seattlecolleges.com/distance

Seattle Community College District offers credit and non-credit courses through Distance Learning. Many Distance Learning courses are fully or primarily on the Internet. 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. Course content usually contains more readings and assignments to ensure that student learning will be as rigorous as similar on-campus classes.

Students have many opportunities to communicate with their instructors through bulletin boards, e-mail and telephone. Many classes have chat rooms for student-to-student interaction.

Associate of Arts Degree

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.

Distance Learning at the Seattle Community Colleges

1-888-801-3607

dlweb@sccd.ctc.edu

www.seattlecolleges.com/distance

North Seattle Community College

(206) 527-3738

distance@sccd.ctc.edu

www.virtualcollege.org

South Seattle Community College

(206) 764-7930

jlonerga@sccd.ctc.edu

<http://online.southseattle.edu>

Seattle Central Community College

(206) 587-4060

dislrn@sccd.ctc.edu

www.seattlecolleges.com/distance

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 a 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.

Hybrid Online Courses

Hybrid online courses provide students with the scheduling flexibility of fewer campus visits while covering the same materials as an equivalent class held entirely on campus. Hybrid online classes usually have at least one on-campus meeting per week combined with a "virtual classroom" website incorporating regular communications with the in-

structor and other students (through a bulletin board discussion), online content and lessons, and interactive Web-based activities. These courses often use on-campus exams as assessment tools.

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.

Videostreaming and Video-on-Demand

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

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 les-

sons. 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 STUDENT SERVICES

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

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 website at www.seattlecolleges.com/distance.

SCCtv: Seattle Community Colleges Television

(206) 985-3928

www.sccv.net

The Seattle Community Colleges television station, SCCtv, delivers educational and community interest programming via cable to residents of Seattle on Comcast cable channel 28 and via streaming video on the Internet to the worldwide community at www.sccv.net.

Learning programs include 26 telecourses and courses on the web produced in PLANET! — a video-based distance learning system developed by SCCtv.

In addition to television and Internet courses, SCCtv presents news and cultural programs and originates programming series such as *Art Work* and *Seattle ArtsLink*, featuring Northwest artists; *I Remember Seattle*, with Seattle historical figures; *Entrepreneurs & Innovators*, focusing on Pacific Northwest business; *Books at the Berkshire*, a series highlighting the works and words of Pacific Northwest authors; and *Synopsis*, a student-presented television magazine of news and events at the Seattle Community Colleges.

In 2001, SCCtv built IRIS (Internet Resource Instructional System), an advanced digital distribution system allowing organizations to use SCCtv/IRIS as their web portal to deliver high-quality video, graphic and multimedia educational content over the web to students, faculty and administrators. More than 700 colleges and universities and 77,000 K-12 public schools access educational video and rich media material through SCCtv/IRIS.

For programming information, see: www.sccv.net

Student Rights & Responsibilities

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.edu

Seattle Vocational Institute (SVI)

2120 South Jackson
Seattle, WA 98144-2219
(206) 587-4950
http://sviweb.sccd.ctc.edu

Distance Learning

1-888-801-3607
www.seattlecolleges.com/distance

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 grades or an action by a member of the college community.

Each campus has a designated Complaints Officer. Students at North Seattle Community College should contact the Vice President of Student Services (206-527-5668). Students at South Seattle Community College should contact the Dean of Student Life (206-764-5332). Students at Seattle Central Community College should contact the Associate Dean of Student Leadership (206-587-3890). Students at SVI should contact the Manager of Student Services (206-587-2948). Before pursuing formal action, students are encouraged to first pursue an informal resolution. Students have 15 calendar days from the end of the informal process or within 90 days of the cause of the complaint to submit a formal complaint. Contact the respective Complaints Officer at each campus for further information.

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 campus speed limit is 15 miles per hour. 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 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

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.

Equal Opportunity

Seattle Community College District complies with all federal and state rules and regulations 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. This holds true for all students who are interested in participating in education programs and/or extracurricular activities. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

Title IX/Chapter 28A.640 RCW Officer

North: Roy Flores (206) 527-5668

South: Kim Manderbach (206) 764-5378

Central & SVI: Ricardo Baldizan (206) 587-4152

Section 504/ADA Coordinator

North: Suzanne Sewell (206) 527-3697

South: Roxanne Tillman (206) 763-5137

Central & SVI: Al Souma (206) 587-4169

Transmission of HIV and Prevention of AIDS

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

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

- Phone (206) 205-7837 Monday-Friday, 8 a.m.-5 p.m
- E-Mail: hivstd.info@metrokc.gov
- Website: "Questions and Answers about HIV and AIDS" at <http://www.metrokc.gov/health/apu/basic/index.htm>

Memberships

The Seattle Community College District is a member of several national organizations for higher education, including the American Association of Community Colleges (AACC), American Association for Women in Community Colleges (AAWCC), 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), League for Innovation in the Community College, the National Institute for Staff and Organizational Development (NISOD), and the Presidents' Roundtable of the National Council for Black-American Affairs.

In Washington state, the District holds memberships in the College and University Professional Association (CUPA), Latino Educational Achievement Project (LEAP), Staff Training for Technical and Community Colleges, Trustees Association for Community and Technical Colleges (TACTC), and Washington Association of Community and Technical Colleges (WACTC).

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

Catalog Information

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