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Thoroughly review this handbook before you begin your course!

This information will help you successfully complete your course. If you have questions regarding any of these Policies and Procedures or are missing any materials, please call the Distance Education office at (206) 934-4060.

If you received this packet in the mail, make sure you have the following materials:

- Student Handbook (printed or the URL)
- Course Study Guide
- Lesson Identification forms
- Personal Bar Code stickers *(if you picked up your packet from the office, these will be mailed to you along with the Welcome Letter)*.
- Welcome Letter (see above)

REPLACEMENT FEES:

- Study Guide Packet $20.00
- Study Guide only $10.00
- Lesson ID forms $5.00
- Student Handbook $5.00 (Printed version)
- Barcode Stickers $2.00

Call, mail or email the Distance Education office for replacement materials.
Terms of Enrollment

Registration for Self-Paced courses **does not** constitute admission to the college.

Students who only wish to enroll in Self-paced courses and are not attempting to earn a degree or certificate are registered as non-matriculated students. This option allows students to self-advise. Students who elect to self-advise are responsible for keeping themselves informed of course prerequisites and requirements.

If you wish to earn an A.A. degree through Seattle Central’s Distance Education Program, credits may be taken via on-campus, video course, telecourse, on-line course, or seminar course.

Students who wish to enroll in on-campus courses must matriculate if they wish to earn a degree from Seattle Central College. To matriculate, students must apply for admission to the College and test for, or show transcripts indicating completion of English 101 and college level Algebra.

Self-paced courses are not covered by financial aid and do not meet Federal requirements for loan deferment.
**Maximum Completion Time**

1. Students have 6 months (170 days) to complete a Self-Paced course.

2. Students will receive a Y or NC (see also Grading System, page 14) grade if they do not withdraw within 30 days or do not complete the course.

**Calculating your START DATE:**

In order to calculate your start date, follow these steps:

1. Locate your Welcome Letter - If you registered in person or received your materials via email, this letter will be mailed to you. If you received your study guide through the mail, the letter is located inside your folder.

2. The Welcome Letter contains your Course Completion Date. Subtract 6 months from this date: This is your start date.

**Plan Ahead:**

Six months may seem like a lot of time, but it goes by quickly!

1. **DO NOT WAIT UNTIL THE LAST DAY/WEEK OF YOUR COURSE TO START SUBMITTING LESSONS!**
   Instructors do not accept all lessons on the last day/week of your course.

2. **Do NOT submit all/half of your lessons at once.**
   Your instructor may not accept more than 2 lessons per week.

**Time Management Tips for Students**

- **Find the Right Time:** You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

- **Review Your Notes Every Day:** Reviewing helps you reinforce what you've learned, so you need less time to study before a test.

- **Become a Taskmaster:** Give yourself a time budget and plan your studying accordingly.

- **Don't Waste Time Agonizing:** Instead of agonizing and procrastinating, just DO it. Wasting an entire day worrying about something that you're supposed to be doing is not productive, and can increase your stress.
DROPPING & REFUNDS

There are **2** ways to drop a course and receive a refund:

1. a student must submit an Add/Drop Form to the Distance Education office (forms are available from the Registration office or the Distance Education office)

   OR

2. *drop online at www.seattlecolleges.com/distance

A drop and full or partial refund of tuition can be given only during the **first 30 days after the enrollment date**. Your enrollment date can be calculated by subtracting 6 months from your course completion date. All textbook and supplemental materials, including the handling fees are **non-refundable**.

*If you are dropping ONLINE be sure to keep **documentation** of your drop.*

**First deadline:**

**100% REFUND** - If application for refund is made or postmarked within **2 weeks** of the date of enrollment and before any lessons have been submitted, the course fee, less the study guide and handling fee, will be refunded.

**Second deadline:**

**50% REFUND** - If application for refund is made or postmarked after the first 2 weeks but before **30 days from the date of enrollment**, one half (50%) of the course fee, less the study guide and handling fee and $10.00 for each lesson submitted, will be refunded.

**There are NO DROPS / REFUNDS after 30 days of enrollment.**
EXTENSIONS

ELIGIBILITY

✧ Don’t Panic! Extensions are easily obtained and granted when the student has completed half of the course (or close estimate).

PROCEDURE

✧ On or before the expiration date, submit the **EXTENSION REQUEST FORM** (on the next page) OR write a letter requesting an extension (see sample letter) with *name, student ID number and course* on it.

*** Attached to the letter must be a payment of **$50.00**.

✧ You will receive confirmation in the **MAIL** of your extension and new course completion date, which is 90 days from your original course completion date.

保卫！Be sure to check your mailbox!

SAMPLE LETTER – If you DO NOT have an Extension Request form

Distance Education Office:
This letter is to request an extension for NTR 150.
Ivy Ramos
#345-45-4567

CHECK $50.00

EXCEPTIONS/ SPECIAL CIRCUMSTANCES

✧ If a student has not completed half the course, but still wants an extension, they must submit a letter explaining, in detail, why they were unable to complete the course*. If there is a medical reason, a doctor’s note must be submitted. Included in the note must be the dates you were unable do your course work.

The two reasons we usually grant extensions are:

1) medical
2) death in the family

*Students still need to pay the extension fee.
Students are allowed **ONE** extension of 90 days.

To be eligible, students must have completed about **half of the coursework**.

Please fill out this form and submit* with payment on or before your course completion date (located on the Welcome Letter).

**If you are not qualified for an extension**, but still want to apply, please send a letter stating your extenuating circumstances to the Distance Education Office (please include as much documentation as you can, i.e. doctor's note).

*Note: If you are paying with cash, you must pay the SCCC Cashier*

NAME: ____________________________

STUDENT ID #: ____________________ EMAIL: ______________________

COURSE(S): _________________________ _____________________________

PAYMENT METHOD

☐ CHECK ENCLOSED

☐ CASH

☐ CREDIT CARD:

NAME ON CREDIT ACCOUNT: __________________________

CREDIT ACC #: __________________________

EXPIRATION DATE: __________________________

NAME OF FINANCIAL INSTITUTION: __________________________

TOTAL CHARGE: __________________________

SIGNATURE: __________________________

I understand the terms and qualifications for receiving an extension.

X __________________________

student signature

*Seattle Central College*

Distance Education Office

1701 Broadway, BE1140

Seattle, WA 98122
The course fee does not include the cost of textbooks or supplemental materials. Obtaining books for Self-Paced courses is the student’s responsibility. Textbooks and supplies may be purchased at the Seattle Central College Bookstore:

1) online: http://seattlecentral.edu
   (click on Bookstore under QUICKFIND)
2) in person

OR through any online bookstore (i.e. Amazon, Campus Books, Abe, Etc).

*Some textbooks may be RENTED. Visit these websites for details:
   http://www.chegg.com/rent/
   http://www.booksprice.com
   http://www.betterworldbooks.com
   http://www.collegebookrenter.com

All textbook and supplemental materials fees are non-refundable. Call (206) 934-4148 for textbook availability and bookstore hours.
PLAN AHEAD!

The Distance Education office will make every attempt to process your lessons as quickly as possible. An average of 10 business days may elapse between submission of an assignment and its return to you. Prompt service on lessons is not possible between quarters and during summer months when instructors are away from campus. It is the student’s responsibility to plan ahead to minimize delays during these periods.

FOLLOW THESE PROCEDURES FOR SUBMITTING LESSONS:

1. **Lesson Identification Forms and Examination Requests** must be submitted in their **Correct Order** (see Lesson Identification Packet for instructions).

2. **Submit all printed assignments to:**
   - Seattle Central College
   - Distance Education Program
   - Self-Paced Course
   - 1701 Broadway, BE1140
   - Seattle, WA 98122

   - **Send by mail, or**
   - **Bring to Distance Education Office – Room BE1140, or** (Easiest method)
   - **E-mail** corres@seattlecolleges.edu (Quickest method)
   - **ENV/NTR/HEA/HIST 128/MEY/OCE/PHIL/ENG 132 & 246 Instructors accept emailed lessons directly. If you email lessons to your instructor, you must CC the Distance Education Email address.**
   - **Fax** (206) 934-5562 (Please review Fax instructions on Lesson Identification Packet.)

3. **Do not submit more than two lessons per week, unless otherwise noted** (i.e. ECON, ENV 150). If you would like to submit more than two lessons per week, contact your instructor for permission, then notify the Distance Education Office of the change.
4. You may pick up your graded lessons in the Distance Education office or you may have them mailed back to you by attaching a self-addressed envelope with adequate postage to your assignment. Lessons that are not picked up after 60 days are recycled.

5. You may continue on to the next lesson, as soon as you submit a lesson, unless stated otherwise in your study guide.

*Instructors prefer that lessons be typed, double-spaced, using 8-x-11-inch paper. If this is not possible, assignments must be printed legibly in ink, unless otherwise specified in the course study guide.

*Students are urged to keep copies of each assignment to guard against loss of the original in transit. Seattle Central College assumes no responsibility for assignments lost in mailing.

**WHEN WILL I GET MY LESSONS BACK?**

✦ Instructors usually return lessons within 2 weeks. If you want to know if your lessons have been graded, contact your instructor first.
If no response: contact the Distance Education office: corres@seattlecolleges.edu
✦ If you need your lessons returned quickly, please contact your instructor directly.

**TIPS FOR GETTING IN CONTACT WITH YOUR INSTRUCTOR:**

✦ When contacting your instructor, it’s best to send a clearly worded phone call or email. In the subject/message be sure to include:
   Your full name, Course (ACCT 201), Course format (Self-paced course)
This helps the instructor to know who you are. When one or more of these details are missing—it requires research on the instructors part and adds extra time to their response.
EXAMINATIONS

MOST EXAMS WILL BE TAKE-HOME. REQUEST YOUR EXAM USING THE EXAMINATION REQUEST FORM LOCATED IN YOUR LESSON ID PACKET. EXAMS CAN BE PICKED UP OR MAILED.

IF YOUR EXAM IS PROCTORED, YOU MAY TAKE YOUR EXAM ON CAMPUS OR WITH A PROCTOR OFF-CAMPUS. BE SURE TO REVIEW THE INSTRUCTIONS ON YOUR EXAMINATION REQUEST FORM.

ALL ASSIGNMENTS PRECEDING THE EXAMINATION MUST BE SUBMITTED BEFORE AN EXAMINATION CAN BE SCHEDULED. STUDENTS MUST PRESENT PHOTO IDENTIFICATION AT THE TIME OF THE EXAMINATION. WHEN TAKING EXAMS, PLEASE ARRIVE PREPARED WITH YOUR OWN PENS/PENCILS.

1. If students live in the Seattle area -
Examinations can be taken at Seattle Central College’s Testing Office, Room BE1106 – located in the main campus.
OR
the Distance Education office – located in room BE1140.

✓ To schedule an appointment, first submit your Examination Request Form to the Distance Education office. Once the office has received your request form, call or email to make an appointment at (206) 934-4060 or corres@seattlecolleges.edu

YOU MUST SCHEDULE AT LEAST 2-3 WORKING DAYS IN ADVANCE!

FALL - SPRING TESTING HOURS ARE AS FOLLOWS:

TESTING CENTER
MONDAYS 8:30 AM TO 4:30 PM
FRIDAYS* 8:30 AM TO 4:30 PM
(*Summer Quarter Testing Center days: Mondays & Thursdays)

DISTANCE EDUCATION OFFICE
TUESDAYS 3:00 PM TO 5:00 PM
(APPOINTMENTS TAKEN UNTIL 5PM DEPENDING ON TEST LENGTH)

• It is important that you keep your scheduled appointment!!!

If you cannot keep your original appointment, it will take 3 working days to reschedule. Continuous rearranging of tests will result in the loss of on-campus testing, and you will be required to arrange for an off-campus proctor to administer your exam.
2. IF STUDENTS LIVE OUTSIDE THE SEATTLE AREA OR ARE NOT ABLE TO COME TO SEATTLE CENTRAL:

Students are responsible for arranging for a proctor to supervise the examination. See Examination Request Form for proctor qualifications. To take your exam via proctor, allow up to seven working days for your exam to be processed, then contact your proctor directly to make an appointment.

• IF YOU ARE REQUESTING A PROCTOR, PLEASE INCLUDE THEIR BUSINESS ADDRESS AND PHONE NUMBER. NO EXAMINATIONS WILL BE MAILED TO A PROCTOR’S HOME ADDRESS.

STUDENTS WILL RECEIVE NOTICE OF THEIR EXAMINATION GRADE THROUGH THE MAIL. NO EXAMINATIONS WILL BE RETURNED TO STUDENTS. STUDENTS CAN MAKE ARRANGEMENTS TO COME INTO THE OFFICE TO REVIEW THEIR EXAMINATION.
*Students who complete a FINAL EXAM will be notified of their final grade by mail within 2 weeks. Students with Final Papers will NOT be mailed a grade unless a Self Addressed Stamped Envelope is included.

• Students who DO NOT complete the course or do not withdraw within 30 days of enrollment will receive an NC grade.

• Students may purchase an official transcript at the cashier’s office (BE1104) or online: http://seattlecentral.edu/registration/transcripts.php

• Students are responsible for making sure their final grade is posted to their transcript. You can check online at: www.seattlecentral.edu/sos  Click on: Get Your Grades

**TRANSCRIPT* DEADLINES**

If you need a grade by a specific date, you should allow **FOUR WEEKS** between the submission of the final lesson/exam and the recording of the grade on an official transcript.

*We cannot guarantee the recording of a grade by a specific date.*

**PLAN YOUR SCHEDULE:** Use the table below to determine how much time you will have for working on each lesson based on your goals for completing this course.

<table>
<thead>
<tr>
<th>ENTER THE DATE BY WHICH YOU NEED THE GRADE TO BE ON YOUR TRANSCRIPTS.</th>
<th>SUBTRACT FOUR WEEKS FROM THIS DATE. (THIS IS THE DATE YOU SHOULD BE COMPLETED WITH ALL LESSONS AND EXAMS.)</th>
<th>HOW MANY WEEKS FROM TODAY IS THAT DATE? (THIS IS YOUR ESTIMATED TIME TO COMPLETION COURSE)</th>
</tr>
</thead>
</table>

Don’t forget to keep track of your **course completion date** (located on your **Welcome Letter**). This is the LAST DAY you may submit any lessons and/or take exams.

**PLAN WISELY!!! YOU CANNOT SUBMIT ALL COURSEWORK AT ONE TIME AND *GRADES CANNOT BE POSTED IN LESS THAN 2 WEEKS.**
GRADING & HONOR SYSTEM

Seattle Central College utilizes a numerical grading system. Numeric grades may be considered equivalent to letter grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0-3.9</td>
</tr>
<tr>
<td>A-</td>
<td>3.8-3.5</td>
</tr>
<tr>
<td>B+</td>
<td>3.4-3.2</td>
</tr>
<tr>
<td>B</td>
<td>3.1-2.9</td>
</tr>
<tr>
<td>B-</td>
<td>2.8-2.5</td>
</tr>
<tr>
<td>C+</td>
<td>2.4-2.2</td>
</tr>
<tr>
<td>C</td>
<td>2.1-1.9</td>
</tr>
<tr>
<td>C-</td>
<td>1.8-1.5</td>
</tr>
<tr>
<td>D+</td>
<td>1.4-1.2</td>
</tr>
<tr>
<td>D</td>
<td>1.1-1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Y Grade**

A Y grade will appear on your transcript at the end of each quarter until you have earned a numeric grade.

**NC Grade**

Students who do not complete the course may receive a No Credit grade (NC) on their transcript. NC grades do not affect the student’s GPA.

**Plagiarism**

It is expected that each student will prepare his or her own lessons and that any lesson submitted will be the sole work of the student. Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information, will not be tolerated.

“Plagiarism” means using others’ work as though it were your own. When you quote from the textbook word for word, be sure that you cite the source by making attribution to the textbook. Similarly, if you use information from other books or from the internet, the sources should always be cited. Failure to do so will result in a 0 for the lesson/exam. In general, any information that is new to you and is from another source should be cited, even if it is not quoted verbatim. This does not mean that you should avoid using others’ ideas; it means that when you do so, you must give them credit and not pass the information or writing off as your own. Proof of plagiarism is grounds for failing the course, and may also constitute grounds for losing student privileges at the college.

In addition to plagiarism, any other proof of cheating may be grounds for failure or for disciplinary action. This includes using attempting to have someone else take an exam for you. It is important that each student make sure the work turned in represents his or her own thoughts and writing. This means that identical or nearly identical papers turned in by different students will be grounds for inquiry and possible failure of the lesson or the course.

Violation of these rules will be considered Misconduct under the student code WAC 132F-120-110. Students suspected of misconduct will be referred to the Dean of Students. Students found guilty of misconduct will forfeit all fees and credit will be denied.

For more information about plagiarism and how to avoid it: [www.plagiarism.org](http://www.plagiarism.org).
In order to elevate the educational value of our courses, Distance Education has developed a system to further assist students in their learning process. The ‘Buddy System’ is designed to encourage course discussion with other students who are taking the same courses. If you are interested in participating, complete this form and return it to the address below. Your contact information will be included on a listing of names separated by course, and mailed out to other participating students.

Mail or Email to: SEATTLE CENTRAL COLLEGE
DISTANCE EDUCATION OFFICE
1701 BROADWAY, BE1140
SEATTLE, WA  98122

Complete the following information for the Distance Education office only:
(This information will not be released!)

Student Number _______ - ___ - _______  Course completion date _____________
Mailing Address __________________________________________________________

NAME ________________________________________________________________

PHONE NUMBER ( )_________  COURSE(S) __________

EMAIL: ____________________________  ______________________

CHECK AS MANY BOXES AS APPLY:

☐ PLEASE DO NOT CALL BETWEEN THE HOURS OF _______ and _______

☐ LIST FIRST NAME ONLY

☐ I CAN BE REACHED _____ WEEKDAYS: _____ Daytime _____ Evenings
   _____ WEEKENDS: _____ Daytime _____ Evenings

☐ PLEASE INCLUDE THIS ADDITIONAL INFORMATION WITH MY NAME:
____________________________________________________________________

I hereby authorize the release of the information above:

____________________________________________________________________

Signature ___________________________  Date _________________
Various library services are available for students enrolled in Distance Education courses. Seattle Central's library has access to library materials from other libraries through an inter-library loan service. Distance Education students must show their course receipt or WELCOME LETTER each time they check out library materials at the Circulation Desk. You may also be asked to show a photo I.D. Call (206) 934-4318 for Library hours.

**The link to the Seattle Central library is:**  [http://www.seattlecentral.edu/library/](http://www.seattlecentral.edu/library/)

Virtual Libraries on the Internet are also a valuable resource for information. The following are a few suggestions of on-line Virtual Libraries:

- [http://www.ipl.org/](http://www.ipl.org/)
- [http://www.questia.com](http://www.questia.com)
- [http://lcweb.loc.gov/homepage/lchp.html](http://lcweb.loc.gov/homepage/lchp.html)
The Disability Support Services Program is here to help you reach your educational goals. If you have a learning, emotional, or physical disability, you may want to take advantage of these services:

Advocacy, accessibility accommodations, adaptive equipment services, admissions assistance, consultation with faculty, counseling (personal rehabilitation), disability evaluation referral, support services, note-taking services, orientation, reader/taping service help, registration assistance, referral service and resource information.

Before you can obtain services, you need documentation of your disability. Schedule a meeting with Disability Support Services, and they will discuss appropriate services. The office is open Monday - Friday, 8:00 am - 4:00 pm.

http://www.seattlecentral.edu/disability-support/index.php

Policy of Non-Discrimination on the Basis of Disability: Seattle Central College does not discriminate on the basis of disability in the admissions or access to, or treatment or employment in, its programs or activities.

At the Seattle Central College Campus, Disability Support Services is the designated office that obtains and files disability-related documents, certifies eligibility for services, helps determine academic adjustments, and consults for the provision of such accommodations. Academic adjustments are provided to ensure access to all college courses, programs, counseling, activities, and facilities. Disability Support Services provides or arranges a variety of auxiliary services to the college, such as interpreting services (in conjunction with the Center for Deaf Students), assistive technology, exam modifications, and academic assistance.

The above information was obtained from the Seattle Central College Student Handbook.
Students requiring additional information should direct all inquiries to:

Seattle Central College  
Distance Education  
1701 Broadway, BE1140  
Seattle, WA 98122

(206) 934-4060  
(206) 934-5562 (fax)  
✉️ corres@seattlecolleges.edu  
🌐 http://seattlecentral.edu/distance/correspondence

SCCC Campus Phone Numbers:

Admissions (206) 934-4180  
Advising (206) 934-4068  
Bookstore (206) 934-4148  
Information Center (206) 934-3800  
Library (206) 934-4318  
Registrars Office (206) 934-6918  
Tutoring (206) 934-3852  
Transcripts (206) 934-3805
From I-5 Northbound
1. Take Olive Street exit.
2. Follow Olive Way east to Denny Street and turn right.
3. Go up the hill and turn right on Broadway
4. Follow Broadway south to Pine, turn right.
5. Go one block west to the Parking Garage located at Harvard and Pine.

From I-5 Southbound
1. Take Denny Way exit and go straight through the first light
2. At the second light, turn left onto Denny Way
3. Follow Denny Way east to Broadway, turn right.
4. Follow Broadway south to Pine, turn right.
5. Go one block west to the Parking Garage located at Harvard and Pine.

The Distance Education HOURS are as follows:

**FALL, WINTER, SPRING**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8:00 am to 4:30 pm</td>
<td>Thursday</td>
<td>8:00 am to 4:30 pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00 am to 6:30 pm</td>
<td>Friday</td>
<td>8:00 am to 4:30 pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:00 am to 4:30 pm</td>
<td>Sat/ Sunday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

**SUMMER**

Days/Hours vary – call for updates (206) 934-4060
CHANGE OF NAME/ADDRESS

Students are responsible for informing the Distance Education office of his/her current name and address. Delivery of mail to the last address on record constitutes official notification to students. Students should contact the Registrars Office at (206) 934-6918 to officially change names and addresses, or submit the Name/Address change card online at:

www.seattlecentral.edu/dept/sos.php

DISCLAIMER

The Policies and Procedures for Self-paced courses are published for information only. Although every effort is made to insure accuracy at the time of publication, it is not an irrevocable contract between the student and Seattle Central College.

Seattle College District VI reserves the right to make any changes in procedures without notice. In addition, the College District reserves the right to cancel courses or change fees at any time without notice.
<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
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<tbody>
<tr>
<td><strong>Month 1</strong></td>
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<tr>
<td>WEEK 1</td>
<td>Do you have your Textbook yet? If not,</td>
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<td></td>
<td>purchase this week.</td>
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<td>WEEK 2</td>
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<td></td>
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<tr>
<td>WEEK 3</td>
<td>Submit at least one lesson by week 3.</td>
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<td>WEEK 4</td>
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<td><strong>Month 2</strong></td>
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<td>WEEK 5</td>
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<td>WEEK 6</td>
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<td>WEEK 7</td>
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<tr>
<td>WEEK 8</td>
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<td><strong>Month 3</strong></td>
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<td>WEEK 9</td>
<td>Complete the midterm (if applicable) by the</td>
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<td></td>
<td>end of this month.</td>
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<td>WEEK 10</td>
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<td>WEEK 11</td>
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<td>WEEK 12</td>
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<td><strong>Month 4</strong></td>
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<td>WEEK 13</td>
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<td>WEEK 14</td>
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<td>WEEK 15</td>
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<td>WEEK 16</td>
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### Month 5

<table>
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<tbody>
<tr>
<td>WEEK 17</td>
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<td>WEEK 18</td>
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<td>WEEK 19</td>
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<td>WEEK 20</td>
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### Month 6

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<tbody>
<tr>
<td>WEEK 21</td>
<td>Complete final papers and exams this month.</td>
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<tr>
<td>WEEK 22</td>
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<tr>
<td>WEEK 23</td>
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<tr>
<td>WEEK 24</td>
<td>Apply for Extension if needed. Page 7 in Student Handbook</td>
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### Optional Month 7

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>WEEK 25</td>
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<td>WEEK 26</td>
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<td>WEEK 27</td>
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<td>WEEK 28</td>
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### Optional Month 8

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<tbody>
<tr>
<td>WEEK 29</td>
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<td>WEEK 30</td>
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<td>WEEK 31</td>
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<tr>
<td>WEEK 32</td>
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### Optional Month 9

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>WEEK 33</td>
<td>Complete final papers and exams this month.</td>
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<tr>
<td>WEEK 34</td>
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<tr>
<td>WEEK 35</td>
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<tr>
<td>WEEK 36</td>
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</tbody>
</table>
STUDENT: The Distance Education office would appreciate your cooperation in completing this questionnaire. Your comments and suggestions will help us in our continuing effort in providing the best possible service. Thank you for your time.

### SECTION I

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>[Example: BIO 150]</td>
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</tbody>
</table>

### SECTION II

**Please check only one answer and comment if applicable.**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Were the course objectives clearly stated?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(Comment):</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Were the instructions for assignments clearly described?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(Comment):</td>
<td>[ ]</td>
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</tr>
<tr>
<td>3. Were your lessons returned to you within two weeks?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(Comment):</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. If you did not understand an assignment, was help available?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(Comment):</td>
<td>[ ]</td>
<td></td>
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</tr>
<tr>
<td>5. Did your assignments prepare you for the examination(s)?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>(Comment):</td>
<td>[ ]</td>
<td></td>
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<tr>
<td>6. What suggestions/comments do you have for the improvement of this course?</td>
<td>[ ]</td>
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</tr>
</tbody>
</table>

7. What did you like about this course?

[ ]

8. What didn’t you like and why?

[ ]

9. Please describe your experience with the Distance Education staff.

[ ]

10. What courses would you like to have offered in the Self-Paced format?

[ ]

11. Overall, how would you rate your experience taking a Self-paced courses?

☐ Excellent ☐ Good ☐ Fair ☐ Poor

12. Any additional comments.

[ ]

Mail or Email to: SCC Distance Education, 1701 Broadway BE1140, Seattle, WA 98122

corres@seattlecolleges.edu