Faculty Handbook

What’s inside?

The College
The Classroom and Teaching
Faculty Support
Student Connections
The Campus

Your gateway to information relevant to teaching and professional responsibilities

Updated April 2012
Disclaimer

(aka, the legalese)

This handbook is a compilation of content on existing Web pages published by Seattle Central Community College and the Seattle Community Colleges, as well as excerpts from informational internal college email messages and public folder postings.

Every reasonable effort has been taken to ensure the accuracy of the information throughout the handbook. However, schedules and other facts may change without notice. Readers are encouraged to contact the appropriate office to get the most current information.

Should any language within this document conflict with language contained in the current SCCFT-SCCD VI Faculty Agreement, the language of the current SCCFT-SCCD VI Faculty Agreement shall prevail.

The language used in this guide is not intended to constitute a contract between the Seattle Central Community College District and any of its employees for either employment or the provision of any benefits.
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The College
Mission
Seattle Central Community College promotes educational excellence in a multicultural urban environment. We provide opportunities for academic achievement, workplace preparation, and service to the community.

Core Values
Seattle Central is committed to creating a learning environment that is accessible, diverse, responsive, and innovative.

SEATTLE CENTRAL COMMUNITY COLLEGE has been transforming lives for more than 40 years. We are Seattle’s first community college, serving more than 500,000 students since 1966.

Academic excellence
Seattle Central is especially proud of its role in preparing students to transfer to four-year colleges and universities. Each year, about 500 students transfer from Seattle Central to one of Washington’s public and private baccalaureate institutions.

We offer a variety of professional/technical programs which serve the career goals of students and the demands of employers. All programs provide real-world, hands-on training.

- Seattle Central opened its $26 million Science and Mathematics building in 2006. The college provides research experience to undergraduates early in their college career.
- The college offers a Bachelor of Applied Science (BAS) in Applied Behavioral Science. Graduates of the program will fill a critical need in the Puget Sound region for credentialed human service specialists.
- In 2008, Seattle Central opened its new Creative Arts Academy. The $8.1 million facility is one of the most comprehensive visual communications training facilities in the nation.
- Since 2006, Seattle Central has received a grant from the Lumina Foundation to be part of the Achieving the Dream network. Achieving the Dream aims to increase the success of community college students, particularly those in groups that have been underserved in higher education, including low income students, first generation, students of color and others.
- Seattle Central was the first community college in the U.S. to pursue learning communities (based on The Evergreen State College model).
- Nearly one-third of our faculty hold doctorates in their fields. The rest hold a master’s degree.

Creating future leaders
- Seattle Central has more than 50 clubs and organizations.
- Seattle Central has one of the most active and largest Phi Theta Kappa academic service chapters in the nation. Our chapter has surpassed the $1 million mark in scholarships earned by members.
- When students leave Seattle Central, they have an official transcript of leadership involvement and accomplishments.

Seattle Central is accredited by the Northwest Commission on Colleges and Universities. It is a member of the League for Innovation, a prestigious group of community colleges nationwide selected for membership based on educational excellence.
**Data from 2010**

**Students**
- Transfer .................................................. 42%
- Workforce - Professional/Technical ........... 32%
- Basic Skills .................................................. 19%
- Developmental ............................................... 7%
**Total (state funded) ........................................ 12,789**

- Running Start .............................................. 450
- International Contract................................. 1,604
- Worker Retraining ........................................ 665

- Median age [yrs] ........................................... 27.2
- Female/Male .................................................. 56%/44%
- Disabled ....................................................... 2%
- Attend full-time ............................................ 44%
- Median quarterly credit load .......................... 10
- Received financial aid ..................................... 24%

- African American ........................................... 18%
- American Indian/Alaska Native ..................... 1.1%
- Asian ........................................................... 17%
- Hispanic ....................................................... 11%
- Multi-racial ................................................... 5%
- Native Hawaiian/Pacific Islander ................. 0.5%
- Other ............................................................ 4%
- White ............................................................. 43%

**Degrees and Certificates Awarded**
- Associate degrees ......................................... 643
- Certificates ................................................... 118
- High School Completion/GED .......................... 79
**Total .......................................................... 837**

- Degrees/certificates awarded to students of color ........................................... 40%
- Transfers to WA public 4-year institutions ........ 514

**Employees**
- Full-time faculty ............................................ 157
- Part-time faculty ............................................. 321
**Total teaching faculty .................................... 478**
- Non-teaching faculty ....................................... 10
- Classified staff ............................................. 193
- Exempt staff .................................................. 68
**TOTAL EMPLOYEES ........................................ 749**

Seattle Central provides college transfer courses, professional/technical programs, as well as an array of short-term certificate options. The college also offers non-credit classes through its Community Education division, ranging from acting to wine tasting.

**Basic and Transitional Studies**

**College Transfer**
- Associates of Arts Transfer (A.A.) degree
- Associates of Science Transfer (A.S.) degree

**Professional/Technical Programs**

**Creative Arts**
- Apparel Design
- Graphic Design
- Commercial Photography

**Health**
- Dental Hygiene
- Associate Degree Nursing Program
- Opticianry
- Respiratory Care
- Surgical Technology

**Human Services**
- Bachelors of Applied Science (B.A.S.) degree
- Child and Family Studies
- Chemical Dependency Specialist
- Social & Human Services

**Information Technology – IT**
- Applications Support
- Business Information Technology
- Database Design & Administration
- Network Design & Administration /CISCO
- Programming
- Web Design
- Web Development

**Seattle Culinary Academy**
- Culinary Arts
- Specialty Desserts & Breads

**Seattle Maritime Academy**
- Marine Deck Technology
- Marine Engineering Technology

**Wood Construction Center**
- Cabinetmaking
- Carpentry
- Marine Carpentry
History

Although the official history of Seattle Central began in 1966, its main campus is the site of two important Seattle schools that preceded the present day college.

To accommodate the dramatic increase in Seattle's population caused by the Alaskan Gold rush of the 1890's, Broadway High School was built in Seattle's Capitol Hill District and opened in 1902. Broadway High graduated many of Seattle's outstanding and prominent citizens and cultivated a reputation that continued even though its educational focus changed. The Broadway High Alumni Association is extremely supportive of Seattle Central and annually contributes funds for scholarship programs at the college.

In 1946, the high school completed its gradual transition to vocational training and adult education and was named Edison Technical School. It began offering college courses in 1965 and in one year, evolved into the first community college in the city, Seattle Central Community College. North and South Seattle Community Colleges began operation in 1970.

In accordance with a 1969 master plan, extensive renovation and new construction at Seattle Central took place over a seven-year period. With the completion of the Broadway Performance Hall (built from the central section of the high school) in 1978, the college campus possesses a striking historic reminder of its past that augments the modern main building next to it. These two buildings are appropriate symbols of the school's long standing commitment to provide quality education to all who seek it. The college's Broadway campus also includes a complete Student Activity Center, Bookstore and Student Government buildings.

In 1995, Seattle Central began directing the operations of the Seattle Vocational Institute, which provides short-term job training programs. The SVI facility, located at 2120 South Jackson, was completely renovated between 1995-96 and re-opened that fall. It enrolls about 500 students each quarter.

The college operates two satellite branches, the Wood Construction Center and the Seattle Maritime Academy. The Wood Construction Program facility, located at 23rd Avenue and South Lane, offers instruction in carpentry, marine carpentry (boat building and repair) and cabinetmaking and mill working. The Seattle Maritime Academy, located on the Lake Washington Ship Canal next to the Ballard Bridge, is located in an architecturally award winning facility. Its program offerings are marine deck and marine engineering technology.
Authorization

As an entity of Seattle Community College District IV, Seattle Central is authorized by the state of Washington under the Community College Act of 1967; it is approved to grant associate degrees and program certificates by the Revised Code of Washington (RCW 28.B.50).

The Seattle Community Colleges are public, state-supported institutions: North Seattle Community College, South Seattle Community College, and Seattle Central Community College. 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.

Accreditation

Seattle Central is accredited by the Northwest Commission on Colleges and Universities,* an institution accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. It is also a member of the League for Innovation, a prestigious group of community colleges nationwide who have been selected for membership based on education excellence.

Governance

The Seattle Community College District Office represents the colleges to the State Board for Community and Technical Colleges for purposes of enrollment and budget allocations, and also reports to the District's Board of Trustees. The district's senior leadership team includes the District Vice Chancellor; Chief Financial Officer; and Chief Human Resources Officer, who are responsible for leading and coordinating district-wide functions and activities.

The Seattle Community College District is governed by a five-member Board of Trustees appointed by the Washington State Governor and approved by the State Senate for sequential five-year terms.

(The primary responsibility of the Board of Trustees is to meet the changing educational needs of the community while reflecting the community's values in fulfilling the college mission. Trustees are charged with certifying the consistency of missions and goals with community need, formulating policy, and ensuring effective leadership and responsible use of resources.)

The Board of Trustees is responsible for hiring the chancellor, who is the chief executive officer of the Seattle Community College District and reports to the Board. (The chancellor is the district's representative and advocate at local, regional, state and national organizations. The chancellor is responsible for district-wide administrative services and support, outlined on the following pages. These include Education, Planning, e-Learning and Workforce Development; Business and Finance; and Human Resources. Additionally, the chancellor is responsible for Seattle Community Colleges Television and web operations; district-wide international student programs; and institutional advancement.)
The chancellor hires the individual college presidents, who are responsible for the operation and management of the three colleges. College presidents also serve as vice chancellors responsible for coordinating district-wide Instruction, Student Services and Advancement.

**Leadership Organization**

**Board of Trustees**

- Jorge Carrasco
- Gayatri Eassey (Vice Chair)
- Thomas Malone
- Constance W. Rice (Chair)
- Albert Shen

**Chancellor**

- Jill Wakefield
- Carin Weiss (Vice Chancellor)
- Alan Ward (Chief Financial Officer)
- Charles E. Sims (Chief Human Resources Officer)

**District Office**

**College Presidents**

- Seattle Central
  - Paul Killpatrick
- North Seattle
  - Mark Mitsui
- South Seattle
  - Gary Oertli
Mission and Values

Seattle Central Community College promotes educational excellence in a multicultural urban environment. We provide opportunities for academic achievement, workplace preparation, and service to the community.

Core Values

Seattle Central is committed to creating a learning environment that is accessible, diverse, responsive, and innovative.

Accessible
We provide:
- Learning opportunities to students from varied backgrounds and circumstances
- Direct and developmental pathways to instructional programs
- A safe, healthy and barrier-free learning environment

Diverse
We value:
- Basic, general, professional-technical and continuing education
- Different cultures, races, lifestyles and learning styles
- Collaborative learning and decision-making

Responsive
We promote:
- Programs to reflect and anticipate community needs
- An international focus in curricula and services
- Integration of general and professional-technical education
- Assessment and continuous improvement

Innovative
We practice:
- A holistic model of student growth and learning
- Alternate teaching and learning methods
- Technology-based instruction and services
Seattle Central Community College

Relationship of Core Themes and Objectives to College Strategic Goals and Plans

Core Themes and Objectives

- Innovative and relevant programs and curricula
- Quality and effective teaching
- Quality and effective learning
- Gateway to student achievement
- Strategic innovations and initiatives

Responsive Teaching and Learning

- Multicultural learning environment
- Intentional initiatives for multicultural understanding
- Open, accessible programs and services

Catalyst for Opportunities and Success

- Enrichment of internal communities
- Building external partnerships

Mission

Diversity in Action

Communities Engagement

Seattle Central Strategic Goals, 2011-2016

1. Promote student success in achieving their educational goals and personal growth
2. Create a quality, integrated, sustainable and productive educational environment
3. Adopt a responsive, forward-looking educational business model
4. Increase operational efficiencies and effectiveness, and create a culture of assessment at all levels

Updated 7-20-11

Facilities Master Plan

Information Technology Plan

Strategic Enrollment Management Plan (SEM)

Instructional & Service Initiatives

Planning & Assessment
College-wide Student Learning Outcomes

Seattle Central students will achieve personal and professional goals in diverse and multicultural settings because they are able to:

**Think**
Analyze, create, and reflect to address and appreciate challenges and opportunities.

**Collaborate**
Work effectively with others to learn, complete tasks, and pursue common goals.

**Communicate**
Exchange ideas and information through intentional listening, speaking, signing, reading, writing, or presenting.

**Connect**
Apply knowledge and skills to solve problems.

**Continue Learning**
Self-evaluate and act to improve knowledge and skills.
# Campus Directory

Academic divisions include the name of the dean/director and are bolded

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<tr>
<th>Division</th>
<th>Phone</th>
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<td>Administration Center</td>
<td>(206) 934-5417</td>
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<td>Admissions</td>
<td>(206) 934-5450</td>
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<td>Adult Basic and Literacy Educators (ABLE)</td>
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<td>SVI</td>
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<td>Advising Center</td>
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<td>Auxiliary Services</td>
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<td>Bookstore</td>
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<td><strong>Business, Information Technologies &amp; Creative Arts (Jody Laflen, Dean)</strong></td>
<td><strong>(206) 934-3830</strong></td>
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<td>Career Services Center</td>
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<td>Child and Family Studies</td>
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<td>Continuing Education (Tony Ogilvie, Executive Dean)</td>
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<td>Copy Center</td>
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<td>Office of Instruction</td>
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<td>(206) 934-5440</td>
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<td>Outreach &amp; Recruitment Services</td>
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<td>Science &amp; Math Study Center</td>
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<td>(206) 934-5424</td>
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<td><strong>Seattle Maritime Academy (Carl Ellis, Dean)</strong></td>
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<td><strong>Seattle Vocational Institute (Nancy Verheyden, Instruction Dean)</strong></td>
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<td>------------------------------------------------</td>
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</tr>
<tr>
<td>Security</td>
<td>(206) 934-5442</td>
<td>BE1108</td>
</tr>
<tr>
<td>Service-Learning Program</td>
<td>(206) 934-6997</td>
<td>BE 1103</td>
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<tr>
<td>Social &amp; Human Services</td>
<td>(206) 934-6900</td>
<td>BE3220</td>
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<tr>
<td>Square One Reservations</td>
<td>(206) 934-5424</td>
<td>BE2120</td>
</tr>
<tr>
<td>Student Academic Assistance</td>
<td>(206) 934-3852</td>
<td>BE1102B1</td>
</tr>
<tr>
<td>Student Development Services</td>
<td>(206) 934-3851</td>
<td>BE4180</td>
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<tr>
<td>Student Leadership</td>
<td>(206) 934-6924</td>
<td>SAC350</td>
</tr>
<tr>
<td>Teacher Training/Education Programs</td>
<td>(206) 934-3895</td>
<td>NP304</td>
</tr>
<tr>
<td>Teaching and Learning Center</td>
<td>(206) 934-6943</td>
<td>BE3111</td>
</tr>
<tr>
<td>Testing and Assessment</td>
<td>(206) 934-6344</td>
<td>BE1106</td>
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<td>The C Store</td>
<td>(206) 934-6917</td>
<td>BE1143</td>
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<tr>
<td>Transcripts</td>
<td>(206) 934-3805</td>
<td>BE1104</td>
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<td>Transportation Services</td>
<td>(206) 934-6932</td>
<td>BE1143</td>
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<tr>
<td>Tutoring</td>
<td>(206) 934-3852</td>
<td>BE1102B1</td>
</tr>
<tr>
<td>Veteran’s Affairs Office</td>
<td>V/TTY 934-4147</td>
<td>BE1104C</td>
</tr>
<tr>
<td>Women’s Programs</td>
<td>(206) 934-3854</td>
<td>FA202</td>
</tr>
<tr>
<td><strong>Wood Construction (Al Griswold, Director)</strong></td>
<td>(206) 934-5460</td>
<td>WC326</td>
</tr>
<tr>
<td>Worker Retraining</td>
<td>(206) 934-6310</td>
<td>FA202</td>
</tr>
</tbody>
</table>
**SEATTLE COMMUNITY COLLEGES ACADEMIC CALENDAR**

Current edition available at www.seattlecolleges.edu | For SVI calendar, visit http://sviweb.sccd.ctc.edu/Calendar.pdf

### FALL QUARTER 11 (56 INSTRUCTIONAL DAYS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>Registration begins for returning students</td>
</tr>
<tr>
<td>May 23</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Aug 11</td>
<td>Fall tuition payment deadline for previously registered students</td>
</tr>
<tr>
<td>Sept 21</td>
<td>District-wide Convocation (at North)</td>
</tr>
<tr>
<td>Sept 22</td>
<td>President’s Day</td>
</tr>
<tr>
<td>Sept 26</td>
<td>FALL QUARTER BEGINS</td>
</tr>
<tr>
<td>Oct 7</td>
<td>Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a “W” appearing on transcript and without instructor permission.</td>
</tr>
<tr>
<td>Oct 14</td>
<td>Last day to withdraw with 50% refund — instructor permission required only at Central</td>
</tr>
<tr>
<td>Nov 18</td>
<td>Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required only at Central</td>
</tr>
<tr>
<td>Dec 15</td>
<td>FALL QUARTER ENDS</td>
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### SUMMER QUARTER 11 (8 WEEKS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 16</td>
<td>Registration begins for returning students</td>
</tr>
<tr>
<td>May 23</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>June 27</td>
<td>SUMMER QUARTER BEGINS</td>
</tr>
<tr>
<td>June 30</td>
<td>Last day to withdraw with 100% refund (less processing fee)</td>
</tr>
<tr>
<td>July 7</td>
<td>Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a “W” appearing on transcript and without instructor permission.</td>
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<tr>
<td>July 12</td>
<td>Last day to withdraw with 50% refund — instructor permission required only at Central</td>
</tr>
<tr>
<td>Aug 5</td>
<td>Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required only at Central</td>
</tr>
<tr>
<td>Aug 19</td>
<td>SUMMER QUARTER ENDS</td>
</tr>
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### SPRING QUARTER 12 (54 INSTRUCTIONAL DAYS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 13</td>
<td>Registration begins for returning students</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Apr 2</td>
<td>SPRING QUARTER BEGINS</td>
</tr>
<tr>
<td>Apr 6</td>
<td>Last day to withdraw with 100% refund (less processing fee)</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a “W” appearing on transcript and without instructor permission.</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Last day to withdraw with 50% refund — instructor permission required only at Central</td>
</tr>
<tr>
<td>May 25</td>
<td>Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required only at Central</td>
</tr>
<tr>
<td>June 15</td>
<td>SPRING QUARTER ENDS</td>
</tr>
</tbody>
</table>

**HOLIDAY SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 3</td>
<td>New Year’s Holiday</td>
</tr>
<tr>
<td>Jan 17</td>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Presidents’ Day</td>
</tr>
<tr>
<td>Mar 10</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>Apr 2</td>
<td>Independence Day</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Apr 13</td>
<td>Veterans Day</td>
</tr>
<tr>
<td>Apr 20</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Nov 22</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Dec 24</td>
<td>Christmas Eve Holiday</td>
</tr>
<tr>
<td>Dec 25</td>
<td>Christmas Day Holiday</td>
</tr>
</tbody>
</table>

**WINTER QUARTER 12 (55 INSTRUCTIONAL DAYS)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 7</td>
<td>Registration begins for returning students</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Registration begins for new students</td>
</tr>
<tr>
<td>Jan 3</td>
<td>WINTER QUARTER BEGINS</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Last day to withdraw with 100% refund (less processing fee)</td>
</tr>
<tr>
<td>Jan 17</td>
<td>Last day to add/register — instructor permission required. Last day to change audit/credit status without instructor permission. Last day to withdraw without a “W” appearing on transcript and without instructor permission.</td>
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<td>Jan 23</td>
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<td>Feb 24</td>
<td>Last day to change audit/credit status — instructor permission required. Last day to withdraw (no refund) — instructor permission required only at Central</td>
</tr>
<tr>
<td>Mar 21</td>
<td>WINTER QUARTER ENDS</td>
</tr>
</tbody>
</table>

**College Commencements:**
- South - Tues, June 19; North - Fri, June 15;
- Central - Sat, June 16

*calendar subject to change—please verify dates with campus*
**Convocation Day**

Convocation is the annual gathering of employees from all campuses of the Seattle Community Colleges. It offers a unique opportunity to connect with one another at the start of the new college year, and for the Chancellor to share ideas and thoughts about the district.

North, Central, and South campuses take turns hosting the district’s annual Convocation, which is traditionally scheduled for the Wednesday prior to the start of fall quarter; the conversation-coffee hour starts at 8 am, and the program is traditionally scheduled from 9 to 10:30 am.

Following the program, some groups hold district-wide meetings and discussions while the Benefits Office usually organizes informational tables where employees can meet with representatives from district health and retirement plans.

One of the highlights of Convocation is the Trustees’ Lifelong Learning Awards, which recognize the service, dedication and excellence of colleagues from across the district.

**President’s Day**

The annual academic year kick off events continue with President’s Day, which is generally held on the Thursday prior to the start of fall quarter and hosted by Central’s President. It is a day for all employees to come together, celebrate, and prepare for the new school year. Attendees are treated to a continental breakfast, followed by the main program which usually features students and alumni, and includes a report and rallying call from the President. Attendees are treated to continental breakfast to provide sustenance for the day.

**Campus Engagement Days**

Quarterly Campus Engagement Days provide an opportunity for the campus community to focus on matters of importance to the institution. Past programs have attempted to address college-wide learning outcomes, Strategic Plan progress reporting, Program Analysis and Viability Study (PAVS) Review, and Facilities. All employees are encouraged to attend and participate in discussion, planning, and reporting activities. Accommodations may be made to enable as many employees as possible to focus their collective energies toward a common goal.
The Classroom and Teaching
Syllabus Content

The syllabus is a learning contract between an instructor and the students. The contract should include basic information about the course as well as course policies and other information.

The Course Approval Committee suggests the following outline for syllabus content. Minimally, the college expects syllabi to include course description, learning outcomes, instructor information, grading policies, the prescribed ADA statement, and course requirements, such as textbook, materials, and fees. The order and formatting of the syllabus is up to the individual instructor.

Learn about proposing new or revised courses at
URL: https://sites.google.com/a/seattlecentral.edu/ccc/instructions-cac-1

Content Areas and Sections

1. Course Information
   a. Course title and number
   b. Credits; lecture and lab hours
   c. Meeting times and room number; class Web page if applicable
   d. Prerequisites
   e. Course Description
2. Instructor Information
   a. Office location and office hours
   b. Office phone, alternate hours, e-mail address
   c. Educational philosophy
3. Course purpose and objectives
4. Learning Outcomes
5. Methods of Instruction
6. Required texts, supplemental readings, and materials
7. Assignments and course calendar
8. Learning Resources
9. Feedback and evaluation; assessment methods
10. Course policies
11. Grading policy, criteria and scales
12. Americans with Disabilities Act Statement
13. Additional Information

TIP!

Your department should keep copies of syllabi for your class that other instructors have used.

If you are using a textbook, most book publishers have extensive website resources, including instructor’s manuals, PowerPoint slides, video, and many other resources.

And your colleagues are a wealth of information! Ask them to share!

~ from the New Faculty Survival Guide
Books and Supplies

Textbook Orders
The partnership between the Seattle Community Colleges and Barnes and Noble booksellers yields the District between 6-7% of store net sales per year, and also helps the District with some infrastructure (POS systems) as well as regional management marketing and merchandising support.

The bookstore offers the following tips to lower the cost of textbooks for students: use the same book for multiple quarters (where appropriate); unbundle packages; and order digital textbooks.

Beginning Summer 2009, book orders are initiated by faculty using the Liquid Office system. This change attempts to streamline the book ordering process, to make it more efficient, requiring less “paper and mail” handling, and also to decrease the chances of a book order being lost in a shuffle of paperwork. Contact Judy Blair (Teaching & Learning Center) to schedule training sessions for both staff who actually place the orders with the Bookstore, as well as the faculty who will be initiating the orders.

View/complete the online form at
URL: https://blake.admin.seattlecentral.edu/lfserver/BookAdoptionMC

Bookstore Advisory Committee
Join us quarterly to discuss the newest in textbook information, new trends in the college market and our campus community. Share your ideas and suggestions as we work together to make the SCCC Bookstore the best! Help us find ways to encourage students to stay enrolled, to reduce the prices students must pay for books, to make the process easier to order texts, and to improve and potentially expand the selection and variety of products offered. Contact Patti Thompson, Bookstore Manager, at Patti.Thompson@seattlecolleges.edu, or call 934-4149. Visit the “Bookstore Blog” to catch up on Bookstore Advisory Committee meeting notes and other important information for faculty and students.

Classroom Supplies
If you need chalk or whiteboard pens, tape, index cards, graph or butcher paper, markers, or other supplies, check with your department assistant to learn where these are kept, and how to order and access them.

Scheduling & Access
Most classrooms are reserved during the preparation of quarterly schedules. Divisions submit lists of computer-using classes and schedules are created. Be sure to let your division’s secretary supervisor know in advance if you plan to use a computer classroom regularly.

For occasional or one-time use of computer classrooms, or to add a class which did not originally include use of a computer lab, contact NEED (206.934.NEED or need@seattlecolleges.edu) or the IT Services office (206.934.6327) or visit the Computer Center in BE 3148.
**Keycards**

Each division/department has a designated "keycard person". Faculty and staff members should identify the appropriate person by asking their department head or office manager.

Any problems with keycards not working, and any requests for access not on the cards, should be reported to the department "keycard person". That person submits the requests to SCCCKeycards, using the required form.

If a keycarded door is not functioning properly with a known “good card”, or if alarms are ringing when the door is closed, notify Security at (206) 934-5442.

**Student Computer Network**

All students and all employees have EdNet logins which provide:

1. Google mail account @seattlecentral.edu
2. Wifi account
3. Student Network Logins
   1. To use computers in labs and in the library
   2. For faculty to use demo rooms.
   3. Access to the O: for storage on the student network
4. Web page space on the student network

To find your login name use the EdNet Login Name List. Click on the First Letter of your Last Name. Your Password is the last 6 digits of your SID.

**Online/Hybrid Instruction**

Convenience and flexibility are the key advantages to distance education and e-learning. More and more faculty are offering hybrid courses (a combination of online and onsite student contact), which allow students to benefit from the advantages of face-to-face contact and also the flexible schedule of online delivery. Other distance education delivery modes include online (local and WAOL), correspondence, and video courses.

**Online Courses**

Coursework for online courses is generally completed over the Internet, within a quarterly timeframe. Students are given textbook reading and lesson assignments. Online study groups, discussion forums, and contact with the instructor via email enhance the student’s learning experience.

Washington Online (WAOL) 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 WAOL courses. Students register and earn credit through Seattle Community Colleges, though the instructor may be a faculty member at another Washington State college.
Hybrid Courses

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

Angel & WAOL

Angel is the course management software used by Seattle Central and Washington Online (WAOL) for online and hybrid teaching and learning. Faculty must complete Angel training before being assigned an online classroom.

Visit the WAOL Faculty & Staff page for policy, training, and resources at URL: http://www.waol.org/faculty_and_staff/index.aspx

Contact Mickey Richardson to request an Angel course shell.

EMAIL: MRichardson@sccd.ctc.edu
PHONE: (206) 903-3271

Faculty must be able to verify completion of WAOL Angel Faculty Training.

General Contact Info

ROOM: BE1140
PHONE: (206) 934-4060
FAX: (206) 934-5562
EMAIL: dislrn@seattlecolleges.edu

View schedules and registration information at URL: http://www.waol.org/info/training/instTrainingRegistration.aspx

Instructor Briefcase

The Instructor Briefcase is a software application that allows instructors to:

- View and print "up-to-the-minute" class rosters including student email addresses.
- Submit grades on-line.
- Change your employee PINs.

How do I get in?

If you have never been assigned a password, or have forgotten yours, contact Melissa Stoner in Payroll and Benefits: (206) 934-4124. Your PIN is generally your SSN, unless you have changed it. Use the same PIN and PW to access and review your Employee Earnings and Benefits online.

Tip! Check out the ANGEL version 7.4 tutorial designed for faculty. Log in at http://angel.waol.org waol1 is both your username and password.
Academic Records/FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds from the U.S. Department of Education. Information about Seattle Central Community Colleges is collected, maintained and used to meet the colleges’ 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.

Read the FERPA Guidelines for Confidentiality of Student Information

Copyright/Fair Use Guidelines

Copyright law allows specific uses of protected materials. It should not block the freedom of expression. So, what materials can you copy? How many times can you use them? The answers to these questions and more will help you and your students use intellectual property legally and ethically.

Fair Use allows:
- Commentary
- Parody
- News reporting
- Research
- Education

Fair Use is almost always a short excerpt with attribution to the author.

Four factors to consider:
1. Character of Use
2. Nature of the work to be used
3. Amount of work used
4. Market effect

Take a look at this guide developed by Seattle Central librarians to learn what copyright is, why it is important, and how to use information legally.

URL: http://libguides.seattlecentral.edu/copyright
Grading

**Traditional Grading Options**

The Seattle Community Colleges use a numerical grading system. Grade-point average (GPA) is determined by dividing total points earned by total credit hours attempted. Numerical grades may be considered equivalent to letter grades as follows:

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NUMERIC GRADE</th>
<th>LETTER GRADE</th>
<th>NUMERIC GRADE</th>
<th>LETTER GRADE</th>
<th>NUMERIC GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 - 3.9</td>
<td>B –</td>
<td>2.8 - 2.5</td>
<td>D +</td>
<td>1.4 - 1.2</td>
</tr>
<tr>
<td>A –</td>
<td>3.8 - 3.5</td>
<td>C +</td>
<td>2.4 - 2.2</td>
<td>D</td>
<td>1.1 - 0.9</td>
</tr>
<tr>
<td>B +</td>
<td>3.4 - 3.2</td>
<td>C</td>
<td>2.1 - 1.9</td>
<td>D –</td>
<td>0.8 - 0.7</td>
</tr>
<tr>
<td>B</td>
<td>3.1 - 2.9</td>
<td>C –</td>
<td>1.8 - 1.5</td>
<td>E</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Many programs and individual course sequences require a minimum of a 2.0 grade in order to pursue additional courses or studies.

**Non-Traditional Grading Options**

The following letter grades 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. An Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. 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.

**NC** *No Credit*: Indicates that the student did not fulfill the requirements for receiving an "S" grade, an "N" grade or a numerical grade in the course. A student in good standing may request an "NC" symbol from the instructor prior to the final examination, granted at the instructor's discretion. After an "NC" is issued, the course may be repeated no more than one (1) more time. An "NC" does not affect a student's GPA.

**W** *Official Withdrawal*: This grade will be recorded and will remain on the student's transcript. After a "W" is issued, the course may be repeated no more than one (1) more time. (See "Dropping Classes".)
**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 one (1) more time. If the instructor's requirements for an "N" are not satisfied by the student during the course, the instructor may issue an "NC" (No Credit) symbol. Students changing their status from audit to credit or credit to audit must make official changes within specific deadlines.

**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.

**Ongoing Course:** Used for a course that is two or more quarters in length. The final grade for the course will be reported at the last quarter.

### Repeating a Course

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

1. **GPA Improvement.** A credit course may be taken no more than two times total. Upon successful completion of a repeated course, the student can submit a formal request to the Registration office to have the highest grade used in the GPA computation. Unless specifically requested, the first grade and the repeat grade will be averaged.

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

2. **Multi-quarter continuous training courses** use the same course number from quarter to quarter. In this situation credits earned are cumulative, and all grades are used to determine the GPA.

   **NOTE:** Students planning to transfer to four-year institutions should be aware that many four-year institutions have strict policies on course repeats. We recommend checking with the Advising Office before repeating a class to determine potential course transfer difficulties.

### Grade Errors or Changes

Report grade errors or grade changes immediately to the Registration Office. Grade errors 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.

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).
**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.

**Attendance**

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. This procedure is usually implemented only when there are other students waiting to enroll.

**Academic Freedom, Attendance, and Class Participation**

The college and attorney general have attempted to address concerns about class attendance and/or participation being used as criteria for assigning student grades.

...it is not discriminatory to reduce student grades for noncompliance with a standard of attendance, "provided that students are given advance notice of the policy; that the instructor applies the policy evenly to all students; and the instructor is reasonable in his/her application of the policy by allowing excused absences for good cause." She notes that "there may be situations where disabled students are unable to comply with a standard of attendance. This does not make attendance standards 'discriminatory' per se. It does mean that such standards may not be strictly applied to otherwise qualified disabled students." (*SCCC Communiqué*, Oct. 13-19, 1996)

**Counselors**

Counselors provide academic, career, and short term personal counseling. As faculty members, they also teach classes and workshops in student success and study skills strategies, leadership, and human development.
**Counselor Listing**

Seattle Central assigns individual counselors directly to our academic divisions or student populations. While the following list is a primary resource to locate the counselor trained for your program and needs, you are free to work with any counselor on our staff. This list is linked to individual counselor pages and their contact information.

**Consultation**

In an effort to provide a full breadth of student support and retention, SCCC counselors are available to consult with faculty on both individual student situations and classroom management issues.

<table>
<thead>
<tr>
<th>Find a Counselor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dela Rosa, Michele</td>
<td>2BE1102-C6</td>
</tr>
<tr>
<td>Information Technology, College Transfer</td>
<td></td>
</tr>
<tr>
<td>Hammie, Arnold</td>
<td>2BE1104</td>
</tr>
<tr>
<td>Seattle Maritime Academy, Admissions, College Transfer</td>
<td></td>
</tr>
<tr>
<td>Kato, Frances</td>
<td>2BE3122</td>
</tr>
<tr>
<td>Seattle Culinary Academy, Basic Studies, ABE/ESL, GED</td>
<td></td>
</tr>
<tr>
<td>McRae, Kimberly</td>
<td>2BE3197</td>
</tr>
<tr>
<td>Health and Human Services</td>
<td></td>
</tr>
<tr>
<td>Miller, Lori Ann</td>
<td>2BE4128</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Moseley, Vicki</td>
<td>2BE1112</td>
</tr>
<tr>
<td>ITP/Deaf Studies/DSS - Deaf and Hard of Hearing</td>
<td></td>
</tr>
<tr>
<td>Simeona, Steven</td>
<td>SAM 110</td>
</tr>
<tr>
<td>Science and Math</td>
<td></td>
</tr>
<tr>
<td>Smith, Brian</td>
<td>2ISC100</td>
</tr>
<tr>
<td>International Students</td>
<td></td>
</tr>
<tr>
<td>Souma, Alfred</td>
<td>2BE1112</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td></td>
</tr>
<tr>
<td>Zeretzke, Dale</td>
<td>2BE5166</td>
</tr>
<tr>
<td>BITCA Programs, Wood Construction</td>
<td></td>
</tr>
</tbody>
</table>

From time to time, instructors have students who are having trouble succeeding for a variety of reasons which may include personal issues, insufficient learning skills, learning disabilities or behavioral problems. You are encouraged to contact the counselor for your division to consult on strategies or resources to assist your student or mitigate the situation.

If circumstances seem to warrant, you may be encouraged to refer the student for individual counseling. While you can do this informally, if it seems critical or mandatory that the student see a counselor, it is useful to also use a Student Referral for Counseling Services form available from your division office.

Faculty should be fully aware of the Student Conduct Code which specifies classroom or campus behaviors subject to intervention or discipline. Your counselor can guide you in engaging the conduct policy and providing a beneficial and safe classroom environment. You can find a copy of the Student Conduct Code in the Student Handbook or your division office.

Learn more in the Student Connections section of this handbook.
Advisors

Academic Advisors are available to students to discuss their educational plans and goals. Current Seattle Central students should meet with an advisor to develop their academic plan. During quarterly registration periods, advisors can help solve technical issues with on-line registration. They can also review transcripts from other schools to approve course pre-requisites that have not yet been officially evaluated and incorporated into the student’s permanent record.

Advisors

<table>
<thead>
<tr>
<th>Donna Netz</th>
<th>Mary Ramirez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Advising &amp; Transfer Center</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Julia Buchans</td>
<td>Meghan Mayo</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>College Transfer Coordinator</td>
</tr>
<tr>
<td>Kayoko Mathews</td>
<td>Sarah Trimm</td>
</tr>
<tr>
<td>Academic Advisor</td>
<td>Academic Advisor</td>
</tr>
</tbody>
</table>

Advisors are also essential to S.T.A.R. the student orientation and registration process, which is required for all new students at Seattle Central.

DID YOU KNOW? Seattle Community Colleges use a Common Course Numbering (CCN) system designed to identify courses that are equivalent at community colleges and to make it easier for students who may transfer between two-year colleges. These courses are designated with an “&” after the prefix (example: ACCT&).

URL: [http://www.seattlecolleges.com/commoncoursenumbering.aspx](http://www.seattlecolleges.com/commoncoursenumbering.aspx)

Hours

2011 Summer Office Hours (June 27-Sept 2):
Mon - Thurs (8:00 a.m. - 5:30 p.m.)
Fri (Closed)

Drop-In times:
Mon, Wed, Fri: 9-11 am
Tues & Thurs: 1-3 pm

Evening Drop-In Hours:
Tues: 4:30-6:30 pm*
*No evening drop-in during summer quarter.

Office hours for the FIRST WEEK of Fall, Winter and Spring quarter:
Mon-Thurs: 8-6:30 (drop-in only)
Fri: 8-4:30 (drop-in only)

Contact

ROOM: BE1102
PHONE: (206) 934-4068
WEB: [http://seattlecentral.edu/advising/index.php](http://seattlecentral.edu/advising/index.php)
Faculty Support
Faculty Senate

AFT Seattle Community Colleges, Local 1789 is the union that represents all faculty; full and part time teachers, librarians, and counselors.

Our union’s mission and goal is to advocate for faculty in our colleges, in the community, and in the state legislature. We believe our educational institutions are stronger, and students are better served, when faculty are treated with respect and professionalism. According to our Constitution, our purpose is:

• “To represent faculty by upholding and negotiating the collective bargaining agreement.
• To take a proactive approach in improving working conditions through legislative action and state funding.
• To provide a mechanism for the informal mediation of conflicts between faculty.
• To promote solidarity among faculty.
• To promote a mutually supportive relationship with the labor community.
• To actively represent the AFT Seattle in the Washington Federation of Teachers, the American Federation of Teachers, and the Washington State and Martin Luther King County Labor Councils.
• To support high standards of teaching and an excellent learning environment by securing good working conditions for faculty.
• To promote professionalism and collegiality among faculty.”

It is also our mission to work with faculty to create a supportive and inclusive community of colleagues. We are the only organization in the colleges dedicated specifically to increasing the voice and power of our faculty. We know we are stronger together than any of us alone!

Find more union information & the faculty contract at http://wa.aft.org/aftseattle/

Senate Officers

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberly McRae, Senate President</td>
<td><a href="mailto:kimberly.mcrae@seattlecolleges.edu">kimberly.mcrae@seattlecolleges.edu</a></td>
<td>206.934.4415</td>
</tr>
<tr>
<td>Peggy Martin-Waters, Senate Secretary</td>
<td><a href="mailto:peggy.martin-waters@seattlecolleges.edu">peggy.martin-waters@seattlecolleges.edu</a></td>
<td>206.934.3166</td>
</tr>
<tr>
<td>Dove John, Part-time Rep</td>
<td><a href="mailto:esther.john@seattlecolleges.edu">esther.john@seattlecolleges.edu</a></td>
<td>206.934.6900</td>
</tr>
<tr>
<td>Ed Ciok, Membership Chair</td>
<td><a href="mailto:ed.ciok@seattlecolleges.edu">ed.ciok@seattlecolleges.edu</a></td>
<td>206.344.4428</td>
</tr>
<tr>
<td>Denise Vaughn, Grievance Chair</td>
<td><a href="mailto:denise.vaughn@seattlecolleges.edu">denise.vaughn@seattlecolleges.edu</a></td>
<td>206.934.5413</td>
</tr>
</tbody>
</table>

Mentoring & Peer Observers

In 2008, the AFT Seattle began a mentoring program for faculty. The 2007 SCCFT Agreement establishes a promotional increase for faculty members with 10 years of FT service and who agree to be mentors. Currently, across the district, some divisions already have mentoring programs in place. The new mentoring program does not supersede or replace those programs. Instead, it enhances existing programs and can be used where there is no mentoring program in place. The program includes one-on-one faculty mentoring and specialist mentoring.
**One on One Faculty Mentoring**

Faculty mentors are matched up with new faculty (or other faculty who would still like a mentor.) The relationship is collegial, not evaluative. The mentorship pair should have an initial meeting to discuss what will be included in the mentoring relationship. They write up what they intend to do and for how long. The SCCFT would like to have a copy of this agreement for the SCCFT annual report. Some examples are: Meet for coffee or lunch; visit one another’s classroom; mentor is a resource person for learning instructor briefcase, outlook, paperwork, etc.; check in formally or informally at scheduled interviews; attend committee, conference, workshop together.

**Specialized Mentoring**

Faculty mentors are identified as specialists in particular areas. For example: online course specialist, contract specialist, library specialist, multi-media specialist, or student conduct specialist. The specialists may schedule a particular time when they are available for calls or consultation.

**Peer Observers**

Full-time and Priority Hire part-timers are eligible to serve as peer observers. On an annual basis, there will be a call by unit administrators for eligible faculty to express interest. Those who are chosen by their colleagues will complete a training conducted by faculty development and will complete up to five observations through the academic year. Faculty Development will determine the procedures for observers to follow. Peer observers will receive a stipend. When unit administrators make observation assignments, both the observee and the observer have the right to request someone different, if warranted.

**Library**

The Seattle Central Community College Library supports the College’s mission and learning outcomes by promoting information literacy through innovative and responsive programs, collections and services. You are invited to consult with your liaison librarian to request materials for the collection that support your curriculum and to collaborate on ideas to meet our mutual teaching and learning needs.

**Research Resources**

“library as place” Stop by to browse the collections of books, magazines, journals, media, and college-related archives. We offer both silent and collaborative work spaces.

“library without walls” Try our chat reference service. Access research tools and library information on the Web. Your college ID# is required for remote access to subscription databases.

**TIP!**

Community college faculty can check out certain items from the UW Libraries. Learn more at: [http://www.lib.washington.edu/services/services-for-alumni-and-visitors/services-available-free-to-state-employees](http://www.lib.washington.edu/services/services-for-alumni-and-visitors/services-available-free-to-state-employees)
Instructional Support

✓ Schedule your class for research and information literacy workshops geared toward students’ needs and assignments
✓ Teach a library session on your own (prevent overbooking by calling the Reference Desk)
✓ Collaborate with your library liaison to develop effective library assignments
✓ Take advantage of our reserves service to increase student access to supplemental readings, sample exams, copies of textbooks, recommended audiovisual media, and other high demand items (print or online)
✓ Schedule media and computer equipment for delivery to your classroom
✓ Attend professional development workshops or join the information literacy learning community to explore resources and information literacy issues that support the curriculum
✓ Consult with a librarian for help with selecting or learning a particular database

Hours

Regular Hours:
Mon-Thu (8:00 a.m. - 8:00 p.m.)
Fri (7:45 a.m. – 4:30 p.m.)
Sat (12 – 4 p.m.)

Contact

ROOM: BE2101
PHONE: (206) 934-4050 Circulation Desk
(206) 934-5421 Reference Desk
(206) 934-4053 Media Services
FAX: (206) 934-3878
WEB: http://seattlecentral.edu/library

Librarians

Lynn Kanne (206) 934-4072
Culinary Arts; Science & Math

Althea Lazzaro (206) 934-4098
Seattle Vocational Institute

Kelley McHenry (206) 934-6336
Maritime; Social Sciences

Jane Shoop (206) 934-4071
Health Sciences; Social & Human Services

Sharon Spence-Wilcox (206) 934-4069
Basic & Transitional Studies; International Programs; Humanities

Francine Walls (206) 934-4055
Wood Construction

Helene Williams (206) 934-4098
Business, Information Technology, Creative Arts

And what exactly IS Information Literacy?

“the ability to recognize when information is needed and to locate, evaluate, and effectively use the needed information.”
Copy Center & Notary Services

Visit the Copy Center where employees are ready to assist students, faculty and staff with photocopy needs, large and small. Use the self-service machines, or select from a variety of options: colored paper, back-to-back, hole-punched, or stapled copies, and color photocopies. And they also sell blue books, scantrons, envelopes, transparencies, and your course packs.

Don’t wait till the last minute to request bulk copies of handouts or course packs. Ask your secretary supervisor for the copy code or the budget number and find out if there are any limits. Complete and submit your Copy Request form at the counter.

**NOTE:** The copy center has a fax machine for sending faxes. The charge is $1.75 for the first page, plus $.75 per page for each remaining page.

Currently there is one Notary Public at Seattle Central. Faculty, staff, and students should contact Tony Diaz (Program Coordinator, Veterans Affairs) to have documents notarized.

Inside Seattle Colleges

The district’s intranet for employees hosts a wealth of useful information. Access the content of the intranet, including the District Budget, Payroll & Benefits, and Instruction, with your Outlook email username and password.

Global Education Design Team

The Global Education Design Team sponsors forums, presentations, and symposia on topics of current international interest and importance at Seattle Central. The committee brings speakers to campus and provides support for events scheduled by faculty and students which relate to the GEDT mission and goals.

If you would like GEDT sponsorship for a speaker or event, contact the **Committee Chairpersons**. GEDT can provide an honorarium and take care of room arrangements, AV equipment, and publicity. Event planners must attend a meeting in order to receive funding. All members of the campus community are welcome to attend meetings and participate in event planning.

**Committee Chairs**

Tracy Lai, Social Studies  
telephone: 206-934-6958  
email: tracy.lai@seattlecolleges.edu  
mailstop: BE4128

Jeb Wyman, English  
telephone: 206-934-5431  
email: jeb.wyman@seattlecolleges.edu  
mailstop: BE4128
Curriculum Coordinating Council

Purpose & Structure
The council is charged to lead and coordinate all curriculum-related instructional planning and learning outcomes assessment with the goal to support and improve instructional programs.

Standing Committees
1. Course Approval Committee
2. Program Review Committee
3. Instructional Assessment Committee
4. Learning Communities Committee

Each standing committee chair serves a three-year term and receives one third (1/3) release time or other arrangements as agreed upon to carry out their responsibilities.

Course Approval Committee (CAC)
Fred Goglia, Chair
Phone: (206) 934-6955 | Web: https://sites.google.com/a/seattlecentral.edu/ccc/overview-cac

The CAC reviews new and revised courses submitted by faculty. The committee considers compliance with college standards, accreditation standards, and alignment with the college mission, values, and learning outcomes. All new and revised courses must be reviewed and approved by the CAC prior to approval by the Vice President for Instruction.

Program Review Committee (PRC)
Kayleen Oka, Chair
Phone: (206) 934-2038 | Web: https://sites.google.com/a/seattlecentral.edu/ccc/overview-prc

The PRC conducts reviews of programs on a rotating schedule (approximately every four years). A committee member facilitates each review. Program faculty and the appropriate administrator are responsible for producing written reviews according to PRC guidelines and for attending an oral review meeting with PRC.

Instructional Assessment Committee (IAC)
Bruce McKenna, Chair
Phone: (206) 934-2036 | Web: https://sites.google.com/a/seattlecentral.edu/ccc/overview-iac

The IAC encourages and fosters assessment and a culture of evidence by assisting programs to plan, execute, and report on assessment annually and participating in program reviews. It also advises and assists programs through smaller meetings that help develop a common language for assessment. It is developing a toolbox for effective institutional assessment including resources, best practices, and demonstration projects.

Learning Communities Committee (LCC)
Greg Hinckley, Chair
Phone: (206) 934-5403 | Web: https://sites.google.com/a/seattlecentral.edu/ccc/overview-lcc

The LCC encourages and fosters learning communities’ development and participation in planning and maintenance of academic standards, primarily through quarterly meetings to review applications for new and revised learning communities composed of Coordinated Studies courses, linked courses, and integrated course assignments.

“Curriculum is a conversation.”
Bruce McKenna, IAC Chair
IT Services

Computing Helpdesk

Need help? Call NEED to report a problem with any hardware or software on Central Campus, please contact the IT Services Helpdesk NEED. For your convenience, there are 3 easy ways to do this:

1. Online Problem Report: To use the online problem report form you MUST have a valid Seattle Central e-mail address.
2. Email: NEED@seattlecolleges.edu
3. Phone: 934-6333

Our helpdesk staff will record the problem and it will be assigned to a staff member. In the event that someone is not immediately available to answer the phone, please leave a message.

Be ready to provide the following information when reporting a problem:

- CCS number (employee equipment) OR SCS number (student equipment) of the computer or peripheral
- Your FIRST and LAST name
- The location of the equipment
- A phone number where you can be contacted

⚠️ NOTE: We are unable to provide help or support for personally owned equipment.

Please also contact NEED (206.934.NEED or NEED@seattlecolleges.edu) with requests for software or hardware installation, network wiring, and assistance in using Central Campus hardware or software. Helpdesk staff will also record your request for an employee e-mail or web page account.

Email

Get an Email Account: Seattle Community Colleges provide Exchange (or Outlook) accounts to all employees. Departments should request accounts for new employees when the employee accepts a position by logging onto the site at https://apps.seattlecolleges.edu/AdTool and choosing the option to "Enter AD Tool".

Change Your Email Password

- Go to https://apps.seattlecolleges.edu/AdTool and choose the option to "reset passphrase"
- You will need to enter your Exchange email alias i.e. the login name that you use when logging into Exchange/Outlook without the sccd.ctc.edu portion, SID and PIN
- You can also use this site to request that your SID and/or PIN be sent to you.
- If your password has already expired AND you don’t know your SID/PIN, then you will need to contact the Exchange administrator, Mike Lock.
- You should receive a confirmation that your password has been successfully changed, you will now be able to use it when logging into the Exchange email system.

Login to your Outlook account on the web at https://mail.seattlecolleges.edu
**Citrix**

The Citrix system provides access to programs from Seattle Central’s file servers. You can also access these programs and your data from your home computer. Citrix allows IT staff to perform updates and installations centrally, so that everyone has the most current version of software at the same time. The systems are backed up and secure. All new or replacement computers are set up as Citrix machines.

To login to Citrix, go to [https://citrix.seattlecentral.edu](https://citrix.seattlecentral.edu)

Your login name is the first part of your Outlook name (the part before the @ sign)

If you’ve never used Citrix, your initial password is the last six digits of your SID. The first time you use the program you need to change your password. Your Outlook password is recommended. Call NEED for assistance moving your personal files to the new system.

Find lots more detail, including instructions for Macs and for other browsers at URL: [http://seattlecentral.edu/it-services/citrix/index.php?mid=98](http://seattlecentral.edu/it-services/citrix/index.php?mid=98)

**Google Apps**

Google Apps is a collection of communication and collaboration tools that are available to all students and employees at Seattle Central Community College. Use this integrated suite of applications wherever you have a computer with Internet access.

**GMAIL:** Large amount of e-mail space with the #1 search tool.
**START Page** (aka iGoogle): Maintain your own start page widgets with news and ‘notes’.
**CALENDAR:** Create shared calendars; have your class calendar on your Google website for students.
**DOCS:** Upload word and other docs, produce and share docs, spreadsheets, and presentations.
**TALK:** Chat with your peers, students and anyone else who has a Gmail or AIM account.
**SITES:** Quick and easy to use; build a website presence for your class/students.

Google Sites is the easiest way to make information accessible to people who need quick, up-to-date access. People can work together on a Site to add file attachments, information from other Google applications (like Google Docs, Google Calendar, YouTube and Picasa), and new free-form content. Creating a site together is as easy as editing a document.

**Web Policy**

IT Services maintains the official college website and administers all faculty, student and department web accounts that are hosted on our server. We work with the Public Information Office to make sure that the content and look and feel of the official college site is consistent with the Seattle Central brand. If you need space on our web server for a faculty account or program/department supplemental web account, please submit a Web Account Request. All department and program supplemental websites MUST comply with our [Official Website Procedures and Guidelines](http://seattlecentral.edu/it-services/citrix/index.php?mid=98).
Teaching & Learning Center

Seattle Central’s Technology Teaching and Learning Center (TLC) is dedicated to the development of its faculty and staff. The TLC exists to provide access to current and emerging technologies and the innovative hands-on technology training, skills, and support needed for use of these technologies. We encourage you to explore options, the use of multiple delivery methods, and to share your ideas and successes with others.

Technology Assistance

New (or not so new) and trying to figure out how to get going with e-mail or the instructor briefcase? How and why are logins all different? How do I get a website for class? Need help with applications? Want to learn/practice something new? Need follow-up to a training session to complete your project or better incorporate what you learned? Just looking for new ideas? Stop by the TLC lab - Room 3111! Come visit, we can help. You may also make an appointment.

Workshops

Sign up for one of the hands-on technology workshops offered each quarter. The Technology Training Lab is located next door to the TLC lab.

Learn more about the TLC at URL: http://seattlecentral.edu/faclab/index.html

Hours

Regular Office Hours:
(Fall, Winter & Spring Qtr.)
Mon - Thur (8:00 a.m. - 6:00 p.m.)
Fri (8:00 a.m. - 4:30 p.m.)
Sat* (Only When Classes are in Session)
(*Check-in at The Computer Center - Room 3148) and request that one of the staff members let you in.

Summer Quarter Hours
Mon - Thurs (8:00 a.m. - 5:00 p.m.)
Sat (Closed)

Quarter Break Hours
Mon - Fri (8:00 a.m. - 4:30 p.m.)

Contact

Judy Blair
ROOM: BE3111
PHONE: (206) 934-6943
EMAIL: judy.blair@seattlecolleges.edu

EQUIPMENT

PCs and one Mac
Black-and-white and color laser printers
Scanners for text and photos for PCs and Macintosh
Bring your own thumb drives
Video cameras, webcams, headsets, smart pen, tablets/iPad (other) available to learn and use

One PC that is networked to the student server for Faculty use.
College Publications

The Public Information Office (PIO) is the official source of news and information for Seattle Central Community College. Our team directs marketing, media relations, and publications for the college.

You can easily download our new logo for use in print and electronic communications, find out about appropriate use of school colors, or order business cards and letterhead.

🔗 Visit Brand Central URL: http://www.seattlecentral.edu/brandcentral/index.php

Get help with communications projects

The PIO staff is available to help plan, design and execute communications, attract an audience to an event, or deliver important college news. If you need help with a brochure, contact Sharon Hager. For help generating publicity about your news and events, contact Judy Kitzman.

🔗 College News for media contacts and news releases about Seattle Central
   URL: http://seattlecentral.edu/publicrelations/news.php

🔗 Publications for quarterly class schedule and college program brochures
   URL: http://seattlecentral.edu/publicrelations/publications.php

Hours
Regular Office Hours:
Monday - Friday, 8 a.m. - 4:30 p.m.
Summer Office Hours:
Monday - Thursday, 8 a.m. - 5:30 p.m.

Contact
ROOM: BE4180, Administration Office
PHONE: (206) 934-5485

Team Members

Judy Kitzman, Interim Director of Communications
Bob Hereford, Photographer
Sharon Hager, Graphic Designer
Professional Development

The district faculty development office provides information about funding sources for conferences, courses, and other professional training, funding for curriculum projects, and how to apply for professional leave. We offer workshops on teaching, learning, and technology. You can also access resources such as student evaluation forms, annual faculty employment report forms, and documents for the Peer Observer and Mentor programs. The faculty development program goals are:

- To increase subject matter expertise and innovate instructional methods.
- To improve instructional skills with all students, especially with academically and culturally diverse students.
- To foster collaboration among colleagues across the district.
- To encourage life long learning.

The District provides several different grants for curriculum and professional development.

**Faculty Development Grants** can be used to cover the costs of attending a conference, taking a class or participating in workshop or symposium, etc. They can also be used to fund a division or department retreat, offer specialized training for a group of faculty, or put on a district-wide workshop.

**Curriculum Grants** may be used by individuals or groups to develop and/or update curricula.

**Online Course Development Grants** are available to individuals or groups to increase the number of online courses offered by the Seattle Community Colleges.

For more information regarding faculty development opportunities and services, visit URL: [http://dept.seattlecolleges.edu/fd/default.aspx](http://dept.seattlecolleges.edu/fd/default.aspx)

Human Resources

Seattle Central Community College is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level.

Reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Seattle Central will make every effort to ensure that the lack of English skills will not be a barrier to admission and participation in vocational education programs.

Contact
Kathryn Woodley,
Human Resources Administrator
MAILSTOP: BE4180
EMAIL: kathryn.woodley@seattlecolleges.edu
PHONE: 206.934.5417
Health & Wellness

Mitchell Activity Center

The Charles H. Mitchell Activity Center (M.A.C.) provides an environment that offers diverse activities to the campus and the general community to promote healthy lifestyles, wellness and recreational programs. The M.A.C. is an 85,000 square foot facility that opened its doors on January 1996. It is located at 1718 Broadway and is directly east of the main building of the college. The facility offers a weight room, cardiovascular equipment, racquetball/squash courts, gymnasium, game room, running track, sauna, lockers, and showers.

Non-credit classes are free for members on a drop-in basis.

Faculty/Staff Fees

- All faculty/staff membership fees must be paid at the cashier’s window.
- Payroll deduction forms are available at the Charles H. Mitchell Activity Center front desk OR will be mailed by request by calling 587-6954.
- Faculty/Staff Quarterly membership fees are NON-REFUNDABLE after the 10th day of joining.

Memberships

Faculty/staff
(includes locker; payroll deduction $23.00/month)
$75.00/quarter or $276.00/annual
Spouse
(includes locker; payroll deduction $15.00/month)
$184.00/annual

Employee Assistance Program

The Employee Assistance Program (EAP) helps employees and their family members resolve personal or work-related problems. Using your EAP does not cost you anything. EAP can help with a wide range of issues including but not limited to:

- Depression
- Stress
- Anxiety
- Addictions
- Anger
- Marital or relationship issues
- Parenting issues
- Grief & loss
- Caregiving
- Eldercare
- Coping with change
- Workplace issues
- Self-improvement

Learn more about EAP services, including scheduling visits during state time:

URL: [http://www.dop.wa.gov/MORE/EAP/SERVICESFOREMPLOYEES/Pages/default.aspx](http://www.dop.wa.gov/MORE/EAP/SERVICESFOREMPLOYEES/Pages/default.aspx)
Student Connections
**Student Conduct**

It is the intention of SCCC to provide both a safe and nurturing environment for students, faculty and staff. To maintain and promote that environment, the college subscribes to a specific code of conduct, which is in accord with the Washington Administrative Code for all public institutions.

It is the responsibility of the student to be aware of the Student Conduct Code, and participate positively in the SCCC environment. The Student Conduct Code is available in the SCCC Student Handbook, revised annually, and available at the SCCC Bookstore, Student Leadership, Division Offices and other locations on campus. The spirit of the code is reflected in:

- Maintaining high standards of academic integrity,
- Respecting the rights of others,
- Refraining from actions that endanger themselves or others,
- Complying with district and college rules and regulations, and
- Complying with civil authority.

Infractions of the code are subject to intervention, sanctions or disciplinary action. As faculty, if you experience classroom disruption resulting from misconduct, or witness misconduct on school premises, please see your Dean or Division Counselor and use the Student Conduct Incident Report.

If a student or other person on the campus is disruptive please call Campus Security at 206.934.5442 for assistance.

Following are examples of misconduct/disruptive behaviors upon which the campus imposes sanctions:

- Academic dishonesty, including cheating and plagiarism.
- Disruption of instruction, research, administration, and other district activities.
- Physical or verbal abuse, harassment of any person on district property.
- Failure to comply with direction of district employees or identify oneself to persons when requested.
- Participation in activity which unreasonably disrupts the normal operations of the district.
- Stalking and other harassment of a student or district employee.
- Theft or other misuse of computer time or other electronic information resources of the district.

For a full description of student misconduct refer to the *Washington Administrative Code, WAC 132F-121-110*.

 Copies of chapter 132F-121 WAC may be obtained from the Vice President of Student Development Services or on the Web at URL: [http://www.seattlecolleges.com/studentrules.aspx](http://www.seattlecolleges.com/studentrules.aspx)

When you are involved with a student who has violated the code you may refer them to the Vice President of Instruction and Student Services. To refer various violations, complete a Student Conduct Incident Report (available through the Vice President of Instruction and Student Services or call 206.934.6976).
Plagiarism

In response to the ongoing challenge of student cheating and plagiarism, instructors and librarians collaborate to offer formal workshops and brainstorm informal strategies that address and prevent the problem. While the college does not provide plagiarism detection software, faculty can pursue alternative options to establish a culture of ethical research and writing.

View the PowerPoint presentation slides from a past faculty development workshop:
Stop Cheating! A Faculty Workshop on Preventing Plagiarism

Students with Disabilities

According to the American’s with Disabilities Act, Seattle Central is required to make reasonable efforts to accommodate persons with disabilities. These accommodations include, but are not limited to, physical access; printed material made available in accessible formats (for example, on tape, in large print, or in Braille); sign language interpreters; modifications to traditional standardized tests (for example, oral presentation rather than written, extra time, quiet place); and certain kinds of assistive technology should medical considerations merit.

Responsibilities of Faculty/Staff Members

It is recommended that your syllabus include a statement addressing the responsibilities of faculty and staff in relation to students with disabilities. Here is an example of a statement that can be included in your syllabus.

ADA ACCOMMODATIONS:

If you need academic adjustments based on a documented disability, or have any emergency medical information to share about yourself, or need special arrangements in case the building must be evacuated, please make an appointment with the instructor as soon as possible.

1. **If a student presents you with a notification letter from the Disability Support Services Office:**
   You have the responsibility to cooperate with DSS in providing authorized accommodations in a reasonable and timely manner. The specific accommodation determines the amount of involvement required.

2. **If a student does not present you with a notification letter from DSS:**
   When a student requests an accommodation without having presented you with the Letter of Introduction from the DSS office, please refer the student to the DSS office which is located in BE1112.
3. If a student self discloses a disability to you:
   Ask to see the Letter of Introduction from the DSS office. This letter describes the accommodations that the institution is legally mandated to provide. During an office hour or at another convenient time, discuss the letter and the accommodations with the student. Students MUST present a Letter of Introduction from the DSS office to receive testing accommodations. If the student does not have a letter, please refer the student to the DSS office which is located in BE1112. Appropriate accommodations will be determined after reviewing documentation of the disability and the student will be issued the letter.

4. If you have a question about the appropriateness of an accommodation:
   Questions about the appropriateness of certain accommodations should be directed to the DSS office by calling 206.934.4183.

5. If a disability is suspected:
   Share your concerns with the student regarding his or her performance. If it seems appropriate, refer the student to the DSS office for further discussion and guidance. It is the student's decision whether or not to self-identify to DSS; however, to receive accommodations, disclosure to Disability Support Services office along with proper documentation is required.

**Hours**

Regular Office Hours:
Mon-Fri (8:00 a.m. - 4:00 p.m.)

**Contact**

ROOM: BE1112
PHONE: (206) 934-4183 v/tty
FAX: (206) 903-3236

**Staff**

<table>
<thead>
<tr>
<th>Alfred Souma, Counselor/Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vicki Moseley, Counselor</td>
</tr>
<tr>
<td>Anna Bacler, Program Coordinator</td>
</tr>
<tr>
<td>JoAnne Lawrence, Interpreter/Scheduler</td>
</tr>
</tbody>
</table>

**Student Complaints**

The college has a formal and informal process for students to resolve complaints about any aspect of their college experience, including complaints about teachers, grades, course content, student services, treatment by staff or administration, etc. The Dean of Student Life and Engagement is the designated Student Complaints Officer and is available to meet with students to discuss issues, devise problem solving strategies, and if necessary guide and assist them through the formal complaint process. Students may schedule an appointment with the complaints officer by calling (206) 934-3840.
Student Rights

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.

4. 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.

5. **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.

Learn more about student rights from the Registrar’s office at 206.934.6918.
The Campus
Safety and Security

Reducing opportunistic crime is a top priority at Seattle Central Community College. The partnership between students, faculty and staff will create and sustain an environment resistant to theft, property damage and disorder. Here is how you can become a partner in crime prevention.

The safety of our campus depends on everyone. Please remember to safeguard your property and report all suspicious activity to the campus security office.

Follow your intuition. Avoid trouble. When walking to and from the campus, please remain aware of your surroundings. Choose high traffic and well lit access and departure routes.

Keep valuables like backpacks, purses and bags close to your body. Avoid carrying large quantities of cash.

If you believe you are being followed, cross the street or change direction. Look back often so the person knows you are aware of their presence. Seek shelter in a well lit area. Call 911 and or campus security if necessary.

Emergency Procedures – Fire

- Upon discovering a fire, immediately sound the fire alarm. Pull stations are located near exits and stairwells. Exit immediately and via the stairwell closest to you. Please remember to assist physically challenged persons.
- Dial 911
- Call campus security at 934-5442
- **SPECIAL NOTE:** Do not use elevators. All elevators will return to the ground floor and will be inoperative. Evacuate at east 500 feet from the building. Do not return to the building until instructed to do so by public safety personnel. If you suspect someone may be trapped inside the building, immediately notify the closest firefighter.

Emergency Procedures – Medical Emergencies

- Call Campus Security at 934-5442 to report minor injuries.
- Call 911 for major injuries. If not sure, call 911 as a precaution.
- Send a runner to meet and guide the emergency crew to the scene. Remember to provide the dispatcher with your name, location and telephone number. Give as much information as possible regarding the nature of the injury or illness.
- Administer first aid/CPR if qualified; keep the victim calm and comfortable. Remain with the victim until Campus Security or Emergency Crews arrive.
Emergency Procedures – Criminal Activity

Any member of the college community who needs emergency help or medical assistance may contact security personnel by dialing 934-5442 (on campus).

- Remain calm and describe the incident as fully as possible.
- Provide your name, telephone number and campus location.

Emergency Procedures – Disturbance

Please report all disturbances to campus security by dialing 934-5442. Here are a few examples:

- A disruptive student or visitor
- A fight or struggle
- Physical intimidation and verbal aggression which causes you to perceive a threat to your personal safety
- Drug/alcohol activity
- Panhandling on campus

Emergency Procedures – Bomb Threat

- Remain calm and attempt to obtain as much information as possible from the caller. Listen for unusual noises or voice characteristics.
- If possible, ask a nearby staff member to call 911 and/or campus security. While you have the caller on your line. Keep the caller on the phone as long as possible.
- Inform your supervisor or department head.
- Campus Authorities will be responsible for building evacuation.
- If you spot a suspicious object or package, immediately report the location to campus officials and police. Do not touch the item under any circumstances.
- If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards).

Contacting Seattle Police:

Dial 9-911 (on campus) and 911 (off campus) to report incidents which threaten your safety or the safety of others.
Emergency Procedures - Hazardous Materials

In the event of a chemical spill, gas leak or other dangerous emission, please take the following steps to minimize the risk of serious injury.

- Confine the fumes or fire by shutting the room door.
- Sound the building fire alarm so evacuation can begin.
- Call 911 and Campus Security at 934-5442. Describe the incident as fully as possible.
- Evacuate at least 500 feet away from the hazardous spill. Do not return to the affected area until you have been instructed to do so.

Emergency Procedures – Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below.

- If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment.
- If outdoors, move quickly away from buildings, utility poles, and other structures. Caution: Always avoid power or utility lines as they may be energized.
- If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers.
- After the initial shock, evaluate the situation. If emergency help is necessary, call the Department of Campus Public Safety at 934-5442 if on campus, or 911 if off campus. Protect yourself at all times and be prepared for aftershocks.
- Damaged facilities should be reported to the Department of Campus Services at 934-6930.
- If an emergency exists, activate the building alarm (fire alarm).
- When the building evacuation alarm is sounded, walk to the nearest marked exit and ask others to do the same.
- Assist those with disabilities in exiting the building! Remember that elevators are reserved for their use. Do not use elevators in case of fire.
- Once outside, move to a clear area at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
- Do not return to an evacuated building unless told to do so by a College official.
Lockdown

The following types of events may necessitate a campus area lockdown:

- Active shooter / Mass shooting.
- Hostage situation.
- Riot / Large uprising.
- Nearby bank robbery.
- Other situations where evacuation may pose a greater risk than staying where you are.

Emergency Procedures – Active Shooter on campus

If you are in a building or nearby area when a shooting occurs please use your own discretion and decision making abilities to enhance your chances of survival. The following procedures are only guidelines that may help you survive an active shooter incident.

- If safe to do so, leave the building or area as quickly and safely as possible; do not run in a straight line - use a zigzag pattern.
- If you are unable to leave, go to an area that can be locked or secured.
- **DO NOT PULL FIRE ALARM.** (Students will evacuate the building possibly being exposed to the shooter.) (The noise will possibly impede Police responders who are trying to identify the threat and effectively communicate with their co-hort.)
- When safe to do so, call 911; never assume that someone else has called or will call 911.
- Lock all doors leading to your area, if doors are unable to be locked; place heavy objects or furniture in front of doors to create a barricade. If doors open outwardly use any means necessary to keep them from being opened from the outside (belts or ropes tied to door handles, etc).
- Close room curtains to help conceal your presence, turn off lights and put cell phones on vibrate. Only use text to communicate while in lockdown mode.
- Move to the furthest point from the locked or secured doors; **SPREAD OUT AND DO NOT HUDDLE UP.**
- Keep out of sight; stay low / behind heavy object if available.
- Do not attempt to rescue anyone if it will endanger the persons within the secured area.
- If possible, quietly call 911 to provide your location. Report any injuries and provide a description of the assailant(s) (e.g., name, number of suspects, gender, race, clothing, physical features, type of weapon(s)).
Active Shooter on Campus, continued

- If a shooter gains access to your location and you cannot flee; consider these options depending upon the situation and your best judgment for survival.
  1. If the shooter is not being aggressive or firing shots. (Do not provoke the shooter, do exactly as they say and remain as calm as possible, negotiations may work at this point.)
  2. If the shooter becomes aggressive and begins firing shots. (Stay still in the hopes that the shooter will not shoot in your direction.) Or (Begin throwing objects at the shooter to disrupt or slow the shooter down, this may create an opening for escape.)
- Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard in order to stop the shooting as quickly as possible.
- If you encounter Police Officers, raise your hands and follow their commands immediately and completely. They may not know who the shooter is.
- The first officers to arrive will not stop to aid injured people. The first responding officers will focus on stopping the shooter and creating a safe environment for medical assistance to be brought in to aid the injured.
- Please remain in lockdown mode until you are notified by either Campus Safety and Security, or local Law Enforcement, that the shooter has been contained or has been neutralized.
- After the shooter has been neutralized, use text to notify family and friends that you are safe. Please leave cell phone lines open and available for emergency first responders.
- Remember, every emergency situation is different, use your own best judgment and instincts to enhance your chances of survival. Ultimately you have the greatest control and responsibility for your own safety and well being during an active shooter incident.

Depending upon the circumstances, one or more of the following methods of communication may be used to alert our campus community of an active shooter.

Emergency E-Mail & Text Messaging: Seattle Central Community College has the ability to send emergency campus alerts via e-mail and text messaging; cell phones must be equipped with a text messaging feature in order to receive emergency text alerts.

Areas of the world where cell phones do not have text messaging may not receive emergency text messages.

Sign up for this important safety warning feature at
URL: https://alert.seattlecolleges.edu/LogIn.aspx

Word of Mouth: If the situation safely permits, Campus Safety and Security along with other staff may provide word of mouth notification to individuals present on campus that an active shooter emergency has been issued.

Seattle Central Community College Public Announcement System: When safe to do so; Seattle Central Community College will utilize its PA system to announce that an active shooter emergency has been issued. Seattle Central Community College will also use its PA system to announce the all clear from an active shooter incident.
Sexual Harassment/Assault Reporting Guidelines

All employees and students have the right to a working and educational environment free from sexual harassment. This institution defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Employees and students are encouraged to report their concerns or complaints about sexual harassment. Retaliation against any individual for making a complaint about or cooperating in a sexual harassment investigation is not permitted.

- Students should report the incident to the Vice President of Student Development and/or the Student Leadership Office. (VP of Student Development, 206-934-3851, Student Leadership Office, 206-934-6924)
- College employees should promptly report the incident to your supervisor and the Campus Human Resources Department. (206-934-4125)

Sex Offenders

Seattle Central Community College complies with the 1990 Community Protection Act by providing adequate notice to the community concerning sex offenders who are, or will be attending classes or working on the campus. Information that is relevant and necessary to protect the public and to counteract the danger created by a particular offender is released pursuant to RCW 4.24.550.

URL: http://www.seattlecentral.edu/security/so.php

Alcohol and Drug Guidelines

Seattle Central Community College policies prohibit the unlawful possession or use of alcoholic beverages as well as the manufacture, distribution, dispensation, possession or use of illicit drugs. These policies apply to all employees and students of Seattle Central Community College while in or on any owned or controlled property of the college, or while conducting college business, regardless of location. College sanctioned special events and culinary classes must obtain the necessary clearances to serve alcohol.

Hours

Regular Office Hours:
Mon - Fri (6:00 a.m. - Midnight)
Sat (8:00 a.m. - 6:00 p.m.)
Sun (CLOSED)

Contact
ROOM: BE1108
PHONE: (206) 934-5442

<table>
<thead>
<tr>
<th>Staff</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elman McClain</td>
<td>Director, Safety &amp; Security</td>
</tr>
<tr>
<td>Pin Gilman</td>
<td>Communications Officer</td>
</tr>
<tr>
<td>Nicholas Quitevis</td>
<td>Safety &amp; Security Sergeant</td>
</tr>
<tr>
<td>Adrian Burrage</td>
<td>Safety &amp; Security Officer</td>
</tr>
<tr>
<td>Hao Hua</td>
<td>Safety &amp; Security Officer</td>
</tr>
<tr>
<td>Tracy Yorker</td>
<td>Safety &amp; Security Officer</td>
</tr>
<tr>
<td>Shiro Vance</td>
<td>Safety &amp; Security Officer</td>
</tr>
<tr>
<td>Nathan Pirak</td>
<td>Safety &amp; Security Officer</td>
</tr>
<tr>
<td>Salvador Colin-Mares</td>
<td>Safety &amp; Security Officer</td>
</tr>
</tbody>
</table>
# Food Services

Seattle Central Community College offers a variety of dining options, appealing to different tastes and diverse preferences, for our students, employees, and visitors.

The Square One Bistro and One World are our newly renovated student-run dining facilities that offer beautifully prepared meals at an excellent price. Advanced reservations are required for parties of six or more (contact dining room instructor, Tom Dillard at 934-5427). Due to the school schedule, our restaurants are closed several weeks of the year so please check our current hours of operation. Summer quarter the dining room will be open Tuesday through Thursday as the students will be serving their “small plates” menu.

<table>
<thead>
<tr>
<th>Square One Bistro</th>
<th>One World Dining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall, Winter Spring Quarters</strong></td>
<td><strong>Fall, Winter Spring Quarters</strong></td>
</tr>
<tr>
<td>Mon (CLOSED)</td>
<td>Mon (CLOSED)</td>
</tr>
<tr>
<td>Tue-Fri (11:15 a.m. - 12:45 p.m.)</td>
<td>Tue-Fri (11:15 a.m. - 12:45 p.m.)</td>
</tr>
<tr>
<td><strong>Summer Quarter</strong></td>
<td><strong>Summer Quarter</strong></td>
</tr>
<tr>
<td>Mon-Thu (11:15 a.m. - 12:45 p.m.)</td>
<td>Mon-Thu (11:15 a.m. - 12:45 p.m.)</td>
</tr>
<tr>
<td>Fri (CLOSED)</td>
<td>Fri (CLOSED)</td>
</tr>
</tbody>
</table>

Seattle Central’s Food Service, a commercially operated unit, provides three additional food-service areas: The Atrium (cafeteria), The C-store (convenient store), and The Buzz (espresso). The Buzz. Bonus:. Contact Auxiliary Services at (206) 344-4393 for more information.

<table>
<thead>
<tr>
<th>The Buzz Espresso</th>
<th>Pastry Case</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offers espresso and coffee-related drinks as well as various smoothie drinks.</strong></td>
<td><strong>Baked goods and pastries made by students of the Specialty Desserts and Breads program.</strong></td>
</tr>
<tr>
<td>Mon-Thu (7:00 a.m. – 8:00 p.m.)</td>
<td>Mon (CLOSED)</td>
</tr>
<tr>
<td>Fri (7:00 a.m. – 2:30 p.m.)</td>
<td>Tue-Fri (10:00 a.m. - 4:00 p.m.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Place/Atrium</th>
<th>The C Store</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Features a variety of cafeteria-style food, serving burgers, pizzas, deli foods, a salad bar, stir-fries, and more. Located on the 1st floor of the Broadway Edison building.</strong></td>
<td><strong>Stocks a wide variety of snacks, drinks, pre-wrapped sandwiches, bakery products, and some school supplies. Located in the main hallway of the Broadway Edison building.</strong></td>
</tr>
<tr>
<td><strong>Fall, Winter Spring Quarters</strong></td>
<td><strong>Fall, Winter Spring Quarters</strong></td>
</tr>
<tr>
<td>Mon-Thu (7:30 a.m. – 3:00 p.m.)</td>
<td>Mon-Thu (7:30 a.m. – 8:00 p.m.)</td>
</tr>
<tr>
<td>Fri (7:30 a.m. – 2:30 p.m.)</td>
<td>Fri (7:30 a.m. – 2:30 p.m.)</td>
</tr>
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<td><strong>Summer Quarter</strong></td>
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</tr>
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<td>Mon-Thu (7:30 a.m. – 3:00 p.m.)</td>
<td>Mon-Thu (7:30 a.m. – 8:00 p.m.)</td>
</tr>
<tr>
<td>Fri (CLOSED)</td>
<td>Fri (CLOSED)</td>
</tr>
</tbody>
</table>
Building Hours & Campus Map

Normal Operating Hours
Fall, Winter, and Spring Quarters when classes are in session

Broadway Performance Hall (BPH)
Monday - Thursday: 6 a.m. to 10 p.m.
Friday: 6 a.m. to 6 p.m.
Saturday: 8 a.m. to 6 p.m.
Sunday: Closed
*The BPH may be open outside of the above hours, including Sundays, depending on special events.

Campus Bookstore
Monday - Thursday: 8 a.m. to 5 p.m.
Friday: 8 a.m. to 4:30 p.m.
Saturday: Closed
Sunday: Closed

Distance Learning
Mon, Wed, Thu and Fri: 8 a.m. to 4:30 p.m.
Tuesday: 8 a.m. to 6:30 p.m.
Saturday and Sunday: Closed

Fine Arts (FA) Building
Monday-Thursday: 6 a.m. to 10 p.m.
Friday: 6 a.m. to 6 p.m.
Saturday: 8 a.m. to 6 p.m.
Sunday: Closed

International Student Center (ISC)
Monday-Friday: 8 a.m. to 4:30 p.m.
Saturday: Closed
Sunday: Closed

Mainstay
Mon, Wed, Thu and Fri: 8 a.m. to 4:30 p.m.
Tuesday: 8 a.m. to 6:30 p.m.
Saturday and Sunday: Closed

Mitchell Activities Center (MAC)
Monday-Friday: 7 a.m. to 7 p.m.
Saturday: 10 a.m. to 4 p.m.
Sunday: 10 a.m. to 4 p.m.

North Plaza Building (NP) Building
Monday - Friday: 8 a.m. to 4:30 p.m.
Saturday: Closed
Sunday: Closed

Science and Mathematics (SAM) Building
Monday - Thursday: 6 a.m. to 10 p.m.
Friday: 6 a.m. to 6 p.m.
Saturday: Closed
Sunday: Closed

South Annex (SA) Building
Monday-Friday: 8 a.m. to 5:30 p.m.
Saturday: Closed
Sunday: Closed

Student Leadership Building
Monday-Friday: 7 a.m. to 7 p.m.
Saturday: Closed
Sunday: Closed

Seattle Vocational Institute
Monday thru Friday: 6:30 a.m. to 9:30 p.m.
Saturday: 8:30 a.m. to 4:00 p.m.
Sunday: Closed

For more information about campus hours of operation call Campus Security at (206) 934-5442, or in BE 1108.
How to Find a Room

Classrooms at Seattle Central use a two letter, four number room location.

Example: BE4101

The letters refer to the building and the numbers to the floor and room number.

In this case, Broadway Edison Building (the main building), fourth floor, room number 4101.

<table>
<thead>
<tr>
<th>Building Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Siegel Center</td>
</tr>
<tr>
<td>BE</td>
<td>Broadway Edison</td>
</tr>
<tr>
<td>BF</td>
<td>Broadway Playfield</td>
</tr>
<tr>
<td>BPH</td>
<td>Broadway Performance Hall</td>
</tr>
<tr>
<td>ET</td>
<td>Erickson Theatre</td>
</tr>
<tr>
<td>FA</td>
<td>Fine Arts Building</td>
</tr>
<tr>
<td>OC</td>
<td>Off-Campus</td>
</tr>
<tr>
<td>NP</td>
<td>North Plaza</td>
</tr>
<tr>
<td>SA</td>
<td>South Annex</td>
</tr>
<tr>
<td>MAC</td>
<td>Mitchell Activity Center</td>
</tr>
<tr>
<td>SAM</td>
<td>Science &amp; Mathematics</td>
</tr>
<tr>
<td>TR</td>
<td>Maritime Academy</td>
</tr>
<tr>
<td>WC</td>
<td>Wood Construction</td>
</tr>
</tbody>
</table>
**Parking**

All vehicles, except motorcycles and bicycles, parking on SCCC campus must display a valid parking permit. Employee parking is available as regular (single occupancy), carpool (two or more people), and reserved. Carpool parking receives a discount rate. Reserved parking pays the premium rate for a reserved space.

There are two ways for employees to apply and obtain a parking permit:

- Payroll deduction option is available only to permanent employees of the college. Examples of permanent employees include fulltime faculty, classified staff, and administrators.
- Quarterly payment option is available to part-time and temporary employees, including hourly staff and part-time faculty. You may obtain a parking permit by paying the parking fee on a quarterly basis directly at the Campus Cashier.

Find out more about Parking at
URL: [http://www.seattlecentral.edu/transportation/emp_park.php](http://www.seattlecentral.edu/transportation/emp_park.php)

**ORCA Transit Card**

Seattle Community College District offers ALL eligible employees a subsidized transit pass called the "ORCA" for $45 per quarter.

The ORCA card, essentially a regional public transit pass, allows you to ride regular Metro, Sound Transit, Pierce Transit, Kitsap Transit, Community Transit, and Everett Transit bus service anytime, anywhere all over King, Snohomish, Pierce, and Kitsap Counties, as often as you want, for no additional charge. You can also use the ORCA card on the Link Light Rail System, Metro Streetcars, the Sounder Train, selected Amtrak Cascades trains between Seattle and Everett, King County Water Taxis, and the Kitsap Transit Foot Ferry.

Find out more about the ORCA Card at
URL: [http://www.seattlecentral.edu/transportation/emp_transitpass.php](http://www.seattlecentral.edu/transportation/emp_transitpass.php)
Elevator speech
What to say about Seattle Central when there’s not much time.

“At Seattle Central Community College, students from across town and across the world come together to explore their possibilities, extend their knowledge and expand their potential.”

“We provide a high quality, progressive education to those with diverse needs, experiences and dreams.”

“Located in the vibrant urban center of Seattle life, we are an educational home for our students, a leadership incubator for our community and an economic catalyst for our state and beyond.”