# Seattle Central Community College

We are not what we know but what we are willing to learn —Mary Catherine Bateson

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On behalf of the 2004-2005 Associated Student Council, welcome to Seattle Central Community College. We are glad you have chosen to join the diverse and dynamic student population of SCCC. We truly hope your experience here is an amazing one.

Half the battle of getting a good college education is learning to navigate the institution efficiently and effectively. With that in mind, this handbook was designed to help you get through the exciting and sometimes frustrating first few days at a new school. We hope to help you take full advantage of all the great resources available to you as a student of Seattle Central.

In the following pages you will find important information about registration, financial aid and scholarships, transferring, campus policies, emergency procedures, and student services. Also included are advertisements from local businesses, which are valuable contributors to students and the community. Inside the Handbook you will also find information about the Student Leadership Division and ways to get involved in campus life.

Best of luck!

Sincerely,

Sergio Cueva, Jr.

Associated Student Council
President
MISSION STATEMENT

Seattle Central Community College promotes educational excellence in a multicultural urban environment. We ensure opportunities for academic achievement, work-place preparation and service to the community by creating a learning environment which 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, life-styles, 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 & professional-technical education assessment and continuous improvement
HISTORY

Although the official history of Seattle Central Community College began in 1966, its main campus is the site of two important Seattle schools (Broadway High School and Edison Technical School) that preceded the present day college. To accommodate the dramatic increase in Seattle’s population caused by the Alaskan Gold Rush of the 1890s, Broadway High School was built in Seattle’s Capital 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.

CREDITS

The handbook has been designed by Rebecca Nickels. She has worked as the graphic designer for the Student Leadership Division for the past five years. Rebecca is a 2001 graduate of SCCC’s Graphic Design and Illustration program and is currently pursuing her degree in Interdisciplinary Visual Arts at the University of Washington.
STUDENT BODY

There is no typical Seattle Central student. Their ages range from 18 to over 80, with most being approximately 30 years old. More than a third of the 10,000+ students are foreign born. The college also serves the largest number of hearing impaired students in the West.

A third of the students plan to transfer to four-year colleges and universities. The remainder includes students returning to college part-time in order to take courses that will improve their skills. These include Adult Basic Education, and English-As-a-Second-Language.

:: Each Fall Quarter, Seattle Central enrolls approximately 10,000 students.

:: Seattle Community Colleges are the most racially and ethnically diverse colleges in Washington State. In Fall 2002, the Seattle Central student body was 11% African-American, 14% Asian/Pacific Islander, 8% Latino/Hispanic, 7% International, 1% Native American, 40% White, 3% other and 17% unspecified.

:: In academic year 2001-2002, 1,971 Seattle Central students received need-based financial aid. This was 28% of the total number of students in programs eligible for aid.

:: In Fall 2002, of those who responded, 8.3% of students were single with children or other dependents and 14.5% were part of a couple with children or other dependents.
STUDENT LEADERSHIP

The STUDENT LEADERSHIP DIVISION offers many valuable campus resources, all dedicated to encouraging student involvement and promoting student success!

The staff and students of the Student Leadership Division encourage and support active student involvement and innovative leadership by serving as inspirational educators, role-models, and guides within the campus community.

RESOURCES

:: Student Leadership Office (above the Bookstore)
:: Student Complaints Office (above the Bookstore)
:: The Spot (next to the main campus entrance)
:: Student Activity Center (north of the Bookstore)
:: Wellness Center (BE 1146)
:: Women's Programs (first floor, Fine Arts Building)

STUDENT LEADERSHIP supports a rich mix of activities and programs which create an atmosphere for students to develop and practice organizational and leadership skills in a nurturing learning environment. The broad range of student activities provides a stimulating environment, which enhances personal growth and fosters social and professional development. A wide variety of student boards and councils, and a diverse array of standing committees provide many leadership opportunities for Seattle Central students. Some boards and committees are open to all interested students, and some involve an application process. Detailed information about how to get involved with these opportunities is always available at The Spot or in the Student Leadership Division.
SERVICES

Our office, located above the Bookstore, provides the following services and resources for students and staff at Seattle Central:

:: Associated Student Council
:: College Activities Board
:: Student Organizations Resource Council
:: Student Ambassador Corps
:: Student Organizations
:: Student Organizations Resource Center
:: Phi Theta Kappa (PTK)
:: The City Collegian
:: Student Complaints Officer
:: Student Handbook
:: Student Development Transcript
:: Service Corps
:: Leaders Among Leaders
:: Leadership Institute
:: HDC 121: Introduction to Leadership

AND INFORMATION ON

:: Student Health and Accident Insurance
:: Poster and Flyer Approval
:: Campus Committees
:: Lockers
THE SPOT

The Spot, a student-run space located inside the main entrance of the Broadway Edison building, is staffed by the Student Ambassador Corps and other student leaders. It provides resources to promote student involvement and leadership within the Seattle Central Community College community.

THE SPOT ENCOURAGES STUDENTS TO GET INVOLVED BY:

:: Encouraging student-to-student information sharing,
:: Informing them of campus activities and leadership opportunities, and
:: Providing campus organizations with a multi-use, community building space.

SERVICES FOR STUDENTS AT THE SPOT INCLUDE:

:: Experienced student leaders available to answer questions about Seattle Central and student life,
:: Referrals to the appropriate offices for more in depth information,
:: Educational displays describing campus programs and activities, and
:: A comfortable, accessible space to enjoy out-of-class time with fellow students.
YOUR BASIC RIGHTS

The staff at the Student Leadership Division believes that each student is unique. We furthermore believe that all people deserve to be treated with respect. We are fully dedicated to helping you realize your potential as a learner and a leader. Therefore, we encourage you to assert your basic rights as you embark upon your individual educational journey.

:: The right to act in ways that promote your dignity and self-respect as long as others’ rights are not violated in the process.

:: The right to be treated with respect.

:: The right to say no and not feel guilty.

:: The right to experience and express your feelings.

:: The right to take the time to slow down and think.

:: The right to change your mind.

:: The right to ask for what you want.

:: The right to do less than you are humanly capable of doing.

:: The right to ask for information.

:: The right to make mistakes.

:: The right to feel good about yourself.

From Jokubowski and Lange’s (1978), *The Assertive Option: Your Rights and Responsibilities*. 
**STUDENT INVOLVEMENT**

The Coordinator of Student Involvement can assist you in making leadership connections that will compliment your interests and strengthen and enrich your educational experience!

**LEADERSHIP INSTITUTE**

These weekly drop-in training sessions are open to all students. The sessions, facilitated by various Seattle Central staff members, cover essential leadership topics such as time management, individual core values, and listening skills.

**HCD121: INTRO TO LEADERSHIP**

The purpose of this course is to encourage students to become engaged in a life-long, critical exploration of leadership. The course is for all students interested in a broad-based investigation of the topic of leadership. We hope this course serves an entrée to other leadership activities. It is typically offered Fall and Winter quarters.

**ASSOCIATED STUDENT COUNCIL**

The Associated Student Council is the student government, which consists of six student executives, selected annually, and six (6) Associates who can apply throughout the year to work on specific projects. The ASC’s purpose is to provide a means for students to be represented in college decision-making on matters affecting students. Applications are available Spring quarter and ASC members serve from September to June. To be eligible to apply you must have completed 15 credit hours, be registered for 10 credits and have a GPA of 2.5. If you have questions call 206.587.3890.

**STUDENT DEVELOPMENT TRANSCRIPT**

The Student Development Transcript (SDT) is an official way to record and verify your student leadership accomplishments and service. Your official SDT will serve as a strong compliment to any application packet you submit for scholarships, entrance to the university, or future employment.
MULTICULTURAL EVENTS AND ACTIVITIES

The Multicultural Events and Activities Office promotes social, educational, and recreational activities for students that expand their learning outside the classroom by representing all of the facets of human diversity present on our campus.

COLLEGE ACTIVITIES BOARD

The College Activities Board (CAB) is a group of eight (8) students who assist the Multicultural Events and Activities Coordinator and the Student Leadership Division in developing activities and fostering collaboration between student organizations. The board members serve a one-year term organizing extracurricular activities that celebrate diversity and promote student involvement in a multicultural campus community.

STUDENT ORGANIZATIONS

Getting involved in a student organization is an excellent way to round out your education at Central. There are clubs serving a wide variety of needs and interests. Student organization members can gain experience and skills in event planning, public speaking, publicity and marketing, fiscal management, negotiation and conflict resolution, ethical leadership, and more. Student organizations are a good way to make friends with other students who share your interests and to find a place where you feel at home. For a complete list of student organizations on campus, or more information on how to start a new one, come by the Student Leadership Division.

STUDENT ORGANIZATIONS RESOURCE COUNCIL

The Student Organizations Resource Council (SORC) consists of six (6) students dedicated and devoted to assisting and facilitating the mission and goals of student organizations at SCCC. The Student Organizations Resource Council reviews requests from student organizations for funding to ensure that they are keeping with the requesting organization’s goals and mission statement, and that they adhere to district and state policies on funding.
STUDENT AMBASSADOR CORPS

The Student Ambassador Corps serves fellow students and encourages their success by informing them of resources and opportunities available at Seattle Central. The Ambassadors are seasoned student leaders who represent the broad diversity of our population. The Ambassadors assist the Advising Office and the Student Leadership Division in conducting S.T.A.R. sessions for new students. If you are interested in volunteering for the Corps or applying to become an Ambassador, stop by SAC350.

SERVICE CORPS

Members of the Service Corps are committed to promoting, organizing, and facilitating a broad-range of meaningful campus and community service projects.

COMMITTEES

Looking to have your voice heard? The Student Leadership Division coordinates a variety of committees, which afford students the opportunity to get involved in decision-making related to the administration of the college, organizing major campus events, and problem solving specific student-related concerns.

LINK COMMITTEE

The Link Committee was set up by a group of students in Winter quarter 2000. It is the committee’s goal to link instructors’ teaching styles with students’ learning styles, in order to encourage student retention, to enhance accessibility of information, and foster academic excellence.

A link that lists faculty websites will be available to all students while registering online. If you have an instructor with a great website please let them know that you appreciate the time and effort that they have invested to help you be a more successful student. Involvement in this group is open to all. Primarily the committee is working to educate instructors as to the resources available to assist them with their websites. If you are interested in getting involved with this group please contact the Associated Student Council.
**MARTIN LUTHER KING CELEBRATION**

A campus-wide committee formed yearly to create educational programs—curricular and co-curricular—focusing on the legacy of Dr. King. The committee organizes events including panel discussions, forums, and teach-ins addressing issues of peace, equity, and ethnic identity.

**COMMUNICATIONS COMMITTEE**

This committee consolidates and refines a forum of communication between all Student Leadership boards and committees, facilitating meaningful dialogue and effective cooperation.

**MANO-A-MANO**

Mano-a-Mano actively encourages the Hispanic/Latino community to aggressively pursue higher education by providing thoughtful mentorship, funding student scholarships, and conducting community outreach activities.

**TECHNOLOGY FEE COMMITTEE**

Students in the Seattle Community College District are charged a Technology Fee ($3 per credit up to $30). Committees are formed at each campus: North, Central, and South, composed of at least nine (9) persons: five (5) students and four (4) faculty or staff, to distribute these funds. The students are selected for these committees by the Associated Student Council, through an application and interview process. ANY currently enrolled student may apply for the five (5) open positions, provided they have at least fifteen (15) credits completed by the time of the application will be turned in, have at least a 2.5 cumulative G.P.A., and are enrolled in no less than 10 credits during any time served the committee. Students selected for this committee are expected to make a serious commitment to the responsibilities and obligations of an equal-powered committee representative, dedicated to deciding what will benefit current students and students to come concerning the student computer labs, and all student computer functions throughout campus.
S&A Fee Budget Subcommittee

The Service and Activities Fees (S&A fees) Budget Sub-committee is organized, convened and chaired by the Associated Student Council Vice President of Finance, administratively advised by the Associate Dean of Student Leadership and must include no less than three (3) and no more than six (6) students at large, with staff and faculty representatives if entirely possible.

The purpose of the S&A Budget Subcommittee is to design and recommend to the ASC a budget proposal for S&A fees that reflects and serves the greatest number of Seattle Central students with a broad spectrum of services and activities. Applications are accepted by the ASC, Vice President of Finance for this committee in the Fall and early Winter Quarters. During Winter Quarter the committee learns about the services and activities that receive funding. In Spring Quarter the committee reviews funding requests and develops the S&A Budget Proposal for the upcoming academic year.

Committee for Legislative Awareness

The Committee for Legislative Awareness (CLA) proposes to use the issue of tuition hikes and general educational support as platforms for the encouragement of voter registration among the students and faculty of Seattle Central Community College.

Ad Hoc Committees

Throughout the academic year, a variety of non-permanent ad hoc committees may be formed to address specific student-related concerns. In the past such committees have addressed issues such as: smoke-free entrances, tuition increases, and others.
ISSUES AND CONCERNS BOARD

The Issues and Concerns Board was established by the Associated Student Council in 2000, and is chaired by the Vice President of Issues and Concerns from the ASC. It is an open board that draws its members directly from the student body without elections or appointment. The purpose is for students to assist other students, by finding resources and strategies, or direct them to the appropriate avenues, to pursue their issues and concerns.

There are suggestions boxes located around campus to make it possible for students to submit their issues and concerns. At the present time, these boxes are located at The Spot, on the 4th floor by BE4106, and on the 5th floor by the bathrooms.

PHI THETA KAPPA

Phi Theta Kappa is the academic honorary society for community and junior colleges. The international and national society has a chapter at Seattle Central, Alpha Chi Zeta. To be a member of the chapter and the international organization students must have completed twelve (12) college level credits at Seattle Central with a cumulative GPA of 3.3 or better. Members will have “Phi Theta Kappa” noted on their transcripts, a gold seal on their degree, and be eligible to wear a gold stole at commencement. Students can join at any time after they become eligible; currently the membership is $60.00. Applications are available at the Student Leadership Division.

CITY COLLEGIAN

The City Collegian is SCCC’s campus print newspaper. The office is located in room SAC355. Copies of the weekly paper are available at several locations throughout the campus. The City Collegian is written and managed by SCCC students and funded through student activity fees. The students work with a trained and qualified faculty advisor who teaches Journalism 104, 105 and 106—the classes out of which the Collegian is produced. All students are welcome to submit letters and articles for publication. Check out the City Collegian online at http://www.thecitycollegian.com.
LEADERS AMONG LEADERS

Leaders Among Leaders (LAL) is the Student Leadership Division’s newest program. LAL was created to provide advanced leadership training to Seattle Central Students. The Leaders Among Leaders program will help students elevate their understanding of contemporary leadership theory and practice, and envision their futures as collaborative, transformational servant leaders.

The Leaders Among Leaders pilot project will provide an opportunity for those involved in student leadership activities to participate in advanced leadership development training by taking part in a wide variety of guided activities designed to increase their understanding of leadership theory and practice. Students who successfully complete the program will earn a certificate and recognition at commencement as a Leader Among Leaders.

PARTICIPANTS IN LEADERS AMONG LEADERS WILL HAVE OPPORTUNITIES TO:

:: Participate actively in campus organizations,
:: Attend enriching student leadership conferences,
:: Volunteer for meaningful service opportunities,
:: Meet and interact with college and community leaders,
:: Collaborate and learn from peers who embody a huge range of human diversity,
:: Reflect regularly on their personal leadership goals,
:: Engage in thoughtful discussions about contemporary leadership theory,
:: Increase their competencies in important leadership skills e.g. communication, time management, etc.,
:: Build significant mentor-protégée relationships with staff, faculty, and alumni,
:: Strengthen their marketability for future endeavors e.g. college transfer, employment, etc.,
:: Create an impressive portfolio tracking their growth and success throughout the program,
:: Earn a certificate recognizing their leadership expertise, and
:: Be awarded a special medallion to wear at commencement symbolizing their accomplishment.
The Student Leadership Division strives to meet students’ needs by offering a variety of additional services and opportunities. Our affiliated departments provide students with avenues for improving their physical and emotional well-being in an effort to positively impact the development of a healthy and engaged student body.

In order to insure students are treated fairly, the Seattle Community College District has developed a policy and procedure (370.10–.80 revised 3/1/88) for students who wish to register complaints about the behavior of staff, faculty or administrators working for the college. The designated campus complaints officer is Lexie Evans, Associate Dean of Student Leadership. Call 587.6924 or come by for an appointment in the Student Leadership Office, which is located above the bookstore. The information on pages 64 through 67 can assist you in understanding the student complaint process.

Women’s Programs focus on assisting women in identifying and achieving their educational and career goals. They provide one-to-one assistance to current and prospective students, as well as a variety of lectures and workshops on topics of concern to women at SCCC and throughout the community. Women’s Programs also sponsor student organizations addressing women’s needs, including: Women in Science and Engineering (WISE), which provides information and support for women considering scientific fields; EMPOWR (Empowerment Means Political Organization for Women’s Rights) which promotes political education, awareness and participation on women’s issues, as well as possible tuition assistance. The office is located in MT0202 (first floor, Fine Arts Building at 801 E. Pine St.).

OFFICE HOURS
Monday to Friday 9:00 a.m. to 4:30 p.m.
**WELLNESS CENTER**

Seattle Central’s Wellness Center is located in BE1146 (Harvard St. entrance, lower level). It is a unique program providing prevention services to students and employees. The mission of the Center is to offer a comprehensive program of prevention and wellness to create an environment supportive of healthier lifestyle choices. The center is a resource for both on and off-campus counseling referrals, 12 step recovery groups and a wide variety of health education resources. In addition, the center offers prevention and awareness tables on HIV/AIDS and other health issues on a weekly basis. Please note that the center does not provide medical assistance; however, we have resources for medical/dental offices in Western Washington. Call for an appointment, or go to: http://seattlecentral.org/wellness.

**OFFICE HOURS**

Monday to Friday 12:00 p.m. to 4:00 p.m.

**STUDENT ACTIVITIES CENTER**

The Student Activity Center (SAC) is located north of the bookstore in SAC314. This service offers opportunities in organized sports and games, open recreation and instruction. The friendly staff are fully qualified to help insure safety, build self-confidence, and provide a welcoming atmosphere. Visit your new Student Activity Center and take advantage of the greatly expanded facilities and services now offered, including:

- **WEIGHT ROOM**  this facility offers free weights, selector machines, and cardiovascular equipment.

- **SWIMMING POOL**  a three-lane lap pool and an adjacent spa are available for your fun and relaxation.

- **GYMNASIUM**  this is a multipurpose facility designed for a variety of sports and games.

- **MEN’S AND WOMEN’S LOCKER ROOMS**  each is equipped with its own sauna. Lockers may be rented by the quarter, and free towel service is available.

**STUDENTS MUST PROVIDE A SEATTLE CENTRAL ID FOR ACCESS**
GETTING STARTED

The process of starting your college career at Seattle Central can be challenging if you are unfamiliar with the process. The student handbook has provided the following information on admissions, registration, and tuition to help student’s transitions go smoothly.

ADMISSION

TEN STEPS TO ADMISSION:

1. **Fill out the application form. Apply in person** in BE1107 or at the online, http://admissions.ctc.edu/applicant/welcome.cfm. There is no application fee.

2. **Apply for financial aid.** Obtain a Financial Aid Form from the nearest high school or college, or call the Seattle Central Financial Aid Office at 587.3844.

3. **Take assessment test or submit college transcripts.** All new students who plan on seeking a degree or certificate are required to demonstrate their English and math proficiency level, either by submitting transcripts that document prior college level work or by taking the placement test. Non-degree-seeking students who intend to enroll in English, math or natural science must do the same. There is a $12 fee for the placement test at SCCC. The Testing Center is available for testing on a walk-in basis.

4. **Submit college transcripts for evaluation.** Previous college level credits earned at an accredited college or University may count toward your program of study at Seattle Central Community College. In order to have these credits evaluated, all students seeking a degree or certificate must submit official transcripts and request an evaluation of transcripts received.
5. **Get Registered.** Registration is the official process of enrolling in classes and paying tuition. Once you have completed the above admissions steps, a S.T.A.R. appointment will be mailed or given to you. S.T.A.R. (Success, Training, Advising, and Registration) sessions are designed for new students to Seattle Central as they enter their first quarter of enrollment.

6. **Pay the cashier.** Once you have enrolled into your classes, you will need to pay your tuition and fees. Students pay for their classes with seven days of their first registration activity. You may pay by cash, check, Visa, MasterCard, American Express, Discover Card, or by financial aid award. If you are receiving financial aid, check with the Financial Aid Office (587.3844) to be clear on the payment procedures.

7. **Purchase photo ID card.** Students taking credit classes are required to purchase a $5.00 I.D. card. Present paid receipt to the I.D. Center (BE1104) to obtain your student I.D. card.

8. **Purchase books.** Seattle Central's bookstore is located in the building across the street from the college. The bookstore accepts cash, checks, Visa, MasterCard or Discover Card.

9. **Class attendance policy.** Instructors have the option to drop students who have not attended during the first two days of class. Students unable to attend the first two class sessions should make prior arrangements with their instructors. This procedure is usually implemented only when their are other students waiting for empty seats. It is the responsibility of the student to withdraw from their courses.

10. **Please check quarterly class schedule** each quarter for additional information.

**OFFICE HOURS**

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REGISTRATION

We are located in the Broadway Edison Building, room 1104, and can be contacted at 206.587.6918. It is the goal of this office to assist you in:

:: Enrolling for classes
:: Maintaining your student records
:: Verifying enrollment
:: Issuing transcripts
:: Reviewing transfer credits
:: Graduating in your program of study

Registration is the official process of enrolling in courses by completing an enrollment form and paying tuition. Seattle Central Community College operates on a quarter system. Registration deadlines are listed in each quarter's class schedule and posted on the web, which can be accessed at seattlecentral.edu. If you wish to register for classes online, please go to seattlecentral.edu and click on the Student Online Services website.

OFFICE HOURS

M W Th F 8:00 a.m. to 4:30 p.m.
Tuesday 8:00 a.m. to 6:30 p.m.

*During the first two weeks of the quarter our registrations hours are M-Th 8:00 a.m. to 6:30 p.m. and F 8:00 a.m. to 4:30 p.m. (except for Summer quarter, see course schedule for hours).

NEW STUDENT REGISTRATION

Success, Training, Advising and Registration, aka S.T.A.R. sessions are designed for students who are new to Seattle Central Community College as they enter their first quarter of enrollment. The session introduces them to many of the opportunities at SCCC and trains them in the use of web based registration for future quarters. It also introduces them to the Advisors and Counselors that will continue to work with them throughout their college experience at SCCC.
WEB REGISTRATION

Go to seattlecentral.org to register. Web registration hours are 5:00 a.m. to 11:00 p.m., seven (7) days a week, on selective dates.

CAMPUS ID

When you first register as a student at SCCC you must obtain a campus I.D. card, and it must be updated quarterly with a quarter sticker (go to the Registrar’s office to update your card). If you lose or damage your I.D. you must pay a $5.00 replacement fee to obtain a new one. The Campus I.D. Center is located in the Registration office in room BE1104.

OFFICE HOURS

M W Th F 8:00 a.m. to 4:00 p.m.
Tuesday 8:00 a.m. to 6:00 p.m.

*Extended hours during the first two weeks of the quarter.

TEXTBOOKS

Instructors will generally distribute a class syllabus listing the required textbooks. These can be purchased at the college bookstore using cash, credit card or check (with some form of identification). There is also a book exchange board in the main hallway of the Broadway Edison building, which lists used textbooks for sale by students, often at the end of the quarter.

The course text information may be available from the course instructor before the start of the quarter, through the Division Office that supervises the course (Humanities, Science & Math, etc.), or from the Bookstore.

THE ASC BOOK FUND

The Associated Student Council (ASC) has a book fund that is used to purchase textbooks that are placed on hold in the library for students to use free of charge. If you have any suggestions about what books to purchase or would like to be on the book fund committee, please contact the ASC.
PERSONAL IDENTIFICATION NUMBER (PIN)

The PIN is used for all inquiry functions. All students are assigned a PIN after completing their initial registration process. For security reasons we recommend you change your PIN on a quarterly basis.

STUDENT IDENTIFICATION NUMBER (SID)

A Student Identification Number has been assigned to you upon application to the college. This number can be used to register for classes, access grades or schedules, pay tuition, and all other administrative purposes.

ENROLLMENT VERIFICATION

Students can get verification in room BE1104. For students who need enrollment verification for academic, Social Security, insurance purposes, or other. Twelve (12) or more credits (per quarter) is considered full-time. In order to be verified as enrolled tuition and fees must be paid. Students can leave their forms or request a letter at the front counter, which will be available for pickup after 48 hours.

12+ credits = full-time
6-11 credits = half-time
5 credits or less = less than half-time

APPOINTMENTS

CURRENTLY ENROLLED STUDENTS (less than 45 credits completed at SCCC)
All currently enrolled/interrupted students with less than 45 credits completed at Seattle Central will be eligible to register for classes via the web on or after their assigned appointment date and time. Appointment dates and times can be found under the Student Online Services link.

CURRENTLY ENROLLED STUDENTS (45 or more credits completed at SCCC)
All currently enrolled students with 45 credits or more completed at SCCC without an educational plan on file must meet with an advisor or counselor to register. You can meet with an advisor or counselor at any time during the quarter to file an educational plan.
VARIABLE CREDIT CLASSES

If a class is being offered for a range of credit amounts, for example 1 to 15 credits, web registration will register you for the maximum amount of credits being offered. To change credit amount, you first must register for the class, once registered click the CHANGE CREDITS box (this box appears for variable credit classes).

WAIT LIST

The Wait List feature offers students a fair consistent method of being enrolled in a full class if openings occur. If a class with the waiting list option is full and you choose to be put on the waiting list, you will be automatically enrolled into the class when a space becomes available. You can add your name to a waiting list on the web. If you decide you no longer want to be on the waiting list for a class, return to the web to have your name removed from the waiting list. Please check your schedule frequently to find out if you have gotten into the class and to know your tuition and fees. If you owe additional tuition, remember to pay within the time frame allowed. If you have not been registered via the Waiting List process by the first day of classes, go to the class on the first day and obtain an instructor’s signature to overload. Tuition is due immediately.

PREREQUISITES NOT MET

All credit classes have a prerequisite. Students have to prove eligibility for entry-level classes by testing or prior course work. Course work earned at another institution must be officially evaluated before being accepted as transferable.

ENTRY CODES

A five-digit number you get from the division office, allowing you to register for a class that requires prerequisites or permission of the class instructor.
OVERLOADS

Students are not able to register for closed classes through the web. It is necessary to obtain an instructor's signature on an Add/Drop form and come to Counter Services, BE 1104. Please note that students on the waitlist have first priority.

ITEM NUMBER

The four-digit number is assigned to each class section in the course schedule (ex. 2323). It is the number you use to register for classes or to add or drop classes.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, known as FERPA or the “Buckley Amendment” applies to all educational institutions and educational agencies that receive funds under any program administered by the U.S. Secretary of Education. FERPA is a law designed to protect the privacy interest of students (on the post secondary level). Colleges are entities that ensure that this law for students is carried out as intended. This federal law was passed in 1974, created for the purpose of establishing fundamental rights for students:

:: Right to inspect and review records;
:: Right to seek to amend records;
:: Right to have some control over the disclosure of information from education records.

At the post secondary level, rights under FERPA are afforded the student and not the parents of the student. A student who is attending Seattle Central Community College who is under 18 would have FERPA rights just like someone over the age of 18. Additionally, FERPA rights apply to former students as well.
STUDENT DIRECTORY INFORMATION

Seattle Central has defined Student Directory Information (information that CAN be released) as:

:: Student’s name
:: Email address
:: Enrollment status in the college
:: Date(s) of enrollment
:: Area of study
:: Awards granted by the college
:: Participation in official sports activities
:: Weight/height of athletic team members

Students may request that the college not release directory information by notifying the Registrar’s office each quarter. Directory Information cannot include social security numbers, race/ethnicity, nationality or gender. For more information regarding students rights, students should contact the Registrar’s office at 587.6918.

Students should be advised that military recruiters may request address and phone listing under newly enacted federal legislation. Information is not released for students that have filed a Do Not Release form.
TUITION 2004-2005

Tuition and fees are set by the Washington State Legislature and are subject to change. The Seattle Community College District reserves the right to change any of its fees or charges without notice. Rates listed here are for the 2004-2005 academic year.

Students who expect to pay any tuition other than the resident or non-resident rate (i.e., any kind of waiver) must come to the Division of Registration and Records, BE 1104, to provide the appropriate documentation for the waiver. Workforce Education Students (formerly Professional/Technical students) registering for more than 18 credits need to come to the Division of Registration and Record, BE 1104, prior to paying tuition. Print out your receipt. This gives you a copy of your class schedule, amount due and a record of the transaction.

TUITION PAYMENT OPTIONS

For tuition paying purposes only ten (10) or more credits is considered full-time. For academic, Social Security, Veteran Affairs, and loan guarantor purposes twelve (12) or more credits is considered full-time.

1. Payment can be made by credit card, (VISA, Mastercard or Discover) online using Student Online Services.

2. Payment can be made by using the Drop Box located in the main hallway between BE1104 (Registration) and BE1105 (Advising).

3. Payment can be made in-person by cash, check, money order or credit card (Visa, Mastercard or Discover). Checks returned because of stop payment will be charged $30.00 and the student will be immediately withdrawn from all courses. The Cashier’s window is located in BE1104k and the hours of operations are Monday through Friday, 9:00 am to 4:00 pm.
PAYMENT DEADLINE

Tuition is due within seven (7) business days from the date you first register for classes. If you register for classes on or after the first day of the quarter, tuition is due immediately.

For Fall Quarter see quarterly class schedule for payment deadline date. Check, Cash, Visa, Mastercard, Discover or Financial Aid can be used to pay tuition in person. Payment can also be made by credit card using the web at http://seattlecentral.org. Checks returned because of stop payment will be charged $30.00 and the student will be immediately withdrawn from all courses. If you are dropped from classes due to nonpayment, you may attempt to register over the web prior to the quarter starting.

Students are responsible for their tuition payment and should access the web to inquire about payment due. It is the student’s responsibility to verify that payment has been made. Students who are receiving financial aid must ensure the Cashier’s Office has processed their payment.

RESIDENCY STATUS & TUITION

For state-supported class tuition purposes, a state resident is one who is a U.S. citizen or who has permanent resident immigrant status, refugee-parolee status, or conditional entrant status, and:

1. Has established a domicile (residence) in the state of Washington primarily for purposes other than educational for the period of one year immediately prior to the first day of the quarter and was financially independent from parents or legally appointed guardians for the calendar year during which college enrollment begins, or

2. Is a financially dependent student, one or both of whose parents or legal guardians have maintained a domicile in the state of Washington for at least one year immediately prior to the first day of the quarter.
RESIDENCY

Typically, state residents document their legal residence in Washington by showing that for the entire twelve (12) months immediately preceding the beginning of the quarter, they have done all of the following:

- Held a Washington driver’s license or identification card,
- Had their vehicle registered in Washington,
- Have registered to vote in Washington, and
- Can provide proof of residence in the state.

Students wishing to change their non-resident classification should petition the college prior to their registration day, by completing a Residency Questionnaire available in the Registration Office in BE1104.

MANDATORY FEES

UNIVERSAL TECHNOLOGY FEES  $3.00 per credit (max $30 per quarter). This fee has exemptions, including 1-3 credits, ABE/ESL (Below 090/GED, Running Start and ungraded courses). These fees, voted into effect by SCCC students, and students throughout the district, are paid by every student taking five or more credits per quarter. This mandatory fee is used to upgrade the student computer systems, programs, labs and many other technology based services for students. A nine person committee (five students and four staff members) decide how best to spend these funds. If you are interested in being a part of this decision-making process, contact Student Leadership (587.6924) about serving on the Tech Fee Committee.

STUDENT ACTIVITY FEE  $20.00 per quarter (students enrolled in 10 credits of state-funded courses)

TRANSPORTATION MANAGEMENT FEE  $10.00 per quarter (students enrolled in 10 or more credits of state-funded courses)

STUDENT PHOTO I.D. CARD  $5.00 (one time fee)

WAOL (WASHINGTON ONLINE) FEE  $40.00 per quarter (applies ONLY to students taking online courses)
OTHER FEES & CHARGES

Fees for self-support, telecourses, or continuing education are listed in the quarterly class schedule. Please contact the Registration Office or check out the quarterly schedule for information regarding special tuition rates for:

- Vocational students in excess of 18 credits
- Vietnam Vets, Persian Gulf Vets, and Active Duty Military
- High School Completion, GED prep, and Adult Basic Education
- Senior Citizen and State Employee tuition waivers
- Children of disabled firefighters or policemen
- Spouse and dependents of a State Employee

BRING YOUR REGISTRATION FORM WITH YOU

Your registration form contains the times and locations of your classes, and is also PROOF that you have indeed registered for a particular course. Your copy of the registration form will also get you into the computer lab until their records are updated.

Instructors will read the class roster at the beginning of class to ensure students are registered. If you are not on the list but you have registered, go the Registrar’s office with your student I.D. and have registration verify your enrollment.

HOW TO FIND A CLASS

Under the location column on your registration form is 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, in room BE4101.

No-show students can be dropped at the end of the second class session. You are responsible for officially dropping a course if you do not intend to finish it.
ADDING & DROPPING

After your initial registration you may add courses on a space available basis, by the web or on an add/drop form during the first two weeks of the quarter. The instructor's signature is required on the form even if the class is not full.

You cannot officially drop a class simply by informing the instructor you are withdrawing or by ceasing to attend class. An add/drop form must be processed through the Registrar’s Office and cashier before your course withdrawal is considered “official.” Instructors have the option of issuing a failing grade to students who do not go through the official process of dropping a course (the deadlines and procedures for adding or dropping courses are listed in each quarter’s class schedule).

OFFICIAL WITHDRAWALS

You cannot officially drop a class simply by informing the instructor you are withdrawing or by ceasing to attend class. An add/drop form must be processed through the Registrar’s Office before your course withdrawal is considered “official.” A “W” will appear on your transcript for classes you have withdrawn from. After the eighth week of the quarter official withdrawals are not permitted. However, students should meet with instructor to discuss an “I” or “NC” as an option. Instructors have the option of issuing a failing grade to students who do not go through the official process.
SCHOLARSHIPS AND AID

You are primarily responsible for paying for your education. However, if you do not have enough money for school, financial aid may be available to help make your education possible. The Financial Aid Office (FAO) can help you apply for grants, work study, and scholarships to help you reach your educational goals.

Scholarship information can be found in various places around campus. Grants and scholarships do not have to be repaid and students can check with the Financial Aid Office for information and application forms. Information and help can also be found in Women’s Programs, the Student Leadership Office, the Career Center, the Cooperative Education Center, as well as many other student service offices and areas.

The following is general information. Students should go to the Financial Aid Office for detailed and specific information, and to obtain financial aid packets.

KINDS OF AID AVAILABLE

GRANTS & SCHOLARSHIPS  these do not have to be repaid. Check with the FAO for more information and application forms.

WAIVERS  the FAO has a complete list of eligible categories and requirement for tuition and fee exemptions for qualified students.

EMPLOYMENT  Federal and State Work-Study programs provide part-time student employment opportunities both on and off campus. For assistance regarding these programs and other employment opportunities see the FAO.
SEATTLE CENTRAL SCHOLARSHIPS

Seattle Central Community College scholarships are available for students in college transfer programs and students in professional and/or technical programs. Scholarship applications for high school seniors are available from the Admissions Office (BE1107).

Scholarship applications for continuing Seattle Central students are available in the Administration Office (BE4180), Financial Aid Office (BE1101), and the Information Center (BE1109). For information about deadlines and when applications will be available, call (for high school students) the Admissions Office at 587.5450 or (for continuing students) the Administration Office at 587.5417. Information about SCCC scholarships for continuing students is available at http://seattlecentral.org/foundation/scholarships.

OUTSIDE SCHOLARSHIPS

The Financial Aid Office receives scholarship announcements and applications from many outside sources. The announcements usually start to arrive in October and continue through April. These applications are for the following academic year. Copies of scholarship announcements/applications are posted on the Scholarship Bulletin Board in the lobby of the Financial Aid Office. We encourage students to check the bulletin board frequently. Other sources of information about outside scholarships include libraries, the internet (check out www.fastweb.com), and the Seattle Central Career Information Center (CIC). At the CIC, students can conduct internet scholarship searches and browse through scholarship books. The CIC also provides other services, so stop by and check it out! It is located in BE1107F and its telephone number is 344.4383. There is no charge for CIS services.
SCHOLARSHIP ELIGIBILITY

TO BE CONSIDERED FOR FINANCIAL AID, YOU MUST:

1. Be a citizen, national, refugee, or immigrant to the U.S.;
2. Have a high school diploma, a G.E.D. certificate, or demonstrate the ability to benefit from the program pursued;
3. Demonstrate financial need as determined on the FAO forms;
4. Enroll in a certificate or degree program at least one academic year in length and take required coursework;
5. Sign a statement of registration compliance for Selective Service and anti-drug abuse certification;
6. Not owe a refund or repayment on prior financial assistance received, or have a student loan in default at colleges attended; and
7. Make satisfactory academic progress as defined by each campus.

APPLYING FOR FINANCIAL AID

To apply for financial aid you need to pick up an application packet from the FAO, complete it and return according to instructions. You need to apply only once each school year, but you must reapply every year you attend. Applications are processed in the order received. If you plan to begin Fall Quarter it is recommended you apply early in the spring. Summer financial aid is available on a limited basis. To be considered for summer financial aid, you must apply on a separate form, usually available in the spring. See the FAO for details.

You must enroll for and complete the minimum number of credits specified for the type of aid you receive. You are required to make satisfactory academic progress in your chosen course of study. Check with the Financial Aid Office for requirements. If you withdraw from school or drop more than the required number of credits to maintain aid, your aid stops. Other restrictions may impact your aid, so see the FAO for details before you drop or withdraw from registered classes.
HOW IS FINANCIAL AID DETERMINED?

Using the information you provide on the financial aid forms, a determination is made of the amount you are able to contribute toward your expenses for the academic year. The amount you can pay is subtracted from the total to determine the amount of aid you are eligible to receive. The college attempts to help you get the financial aid you need based on the information provided.

If eligible, you will be mailed a financial aid notification letter indicating type or types of aid awarded, and amounts per quarter. It is important to read the award notice carefully and to sign and return it to the FAO. You will also be notified if you are ineligible for aid.

HOW ARE FUNDS DISBURSED?

All financial aid, with the exception of work-study and tuition waivers, is disbursed by a check made payable directly to you, usually during the first week of each quarter. If you enroll after the assigned registration period, your check may be delayed.

Students receiving grants or tuition waivers are eligible for tuition advances during registration. Other students must pay tuition and fees at the time of registration. If you receive support from outside agencies, contact the FAO regarding tuition payment. On-campus work study students are paid twice a month.

FINANCIAL AID CHECKS

Financial aid checks are usually dispersed the second and third day of the quarter. Looks for signs at the Financial Aid Office indicating exact times and location(s). When picking up a quarterly check, you will need to bring a current student I.D. and an attendance verification form signed by ALL school instructors of the classes you are attending that quarter. Attendance verification forms may be picked up in the Financial Aid office.
PLAN AHEAD

Many students who attend SCCC plan to graduate with an Associate of Arts (A.A.), an Associate of Science (A.S.), or an Associate of Applied Science (A.A.S.) degree, and possibly transfer to a four-year institution. The planning for meeting graduation and entrance requirements to other schools should begin as soon as possible, as the last few quarters at SCCC can be quite busy! Plan ahead as you prepare for your future.

PREPARING FOR GRADUATION

At least one quarter in advance of your graduation date, it is necessary to meet with an advisor to ensure that you will have completed the course work required. It is your responsibility to apply for the award. Applications are available in the Registrar’s Office and division offices. Upon final approval, the award will be issued based on your program (refer to your specific program of study for requirements on specific certificates and degrees).

You may elect to graduate either under the catalog in effect at the time you complete the requirements for graduation, or under the provisions of the catalog in effect at the time you first entered a program (unless more than five years have elapsed since you entered the college, and providing the courses required for completion are still offered). With a recommendation from the appropriate dean, the Vice President of Instruction may approve suitable substitutions in cases where courses are no longer offered.
STEPS TO GRADUATING

WHEN TO APPLY FOR GRADUATION apply during the quarter prior to the one in which you will complete the award requirements. When transferring credits from another institution (you must apply to have your transfer-in credits evaluated before applying for graduation). It is the student’s responsibility to submit an official transcript from former colleges and an incoming transcript evaluation. The request forms for these documents are available from the Admissions Office in BE1107 (587.5450) and the Registration and Records Office in BE1104 (587.6918).

GENERAL GRADUATION REQUIREMENTS to earn a degree you must complete 90 credits and have a minimum cumulative grade point average of 2.0. At least fifteen (15) credits must be earned at the Seattle District College granting the degree.

TYPES OF DEGREES AVAILABLE Seattle Central offers Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Applied Science (A.A.S.) degrees. Each has specific requirements in addition to the general graduation requirements. Refer to the school catalog and the degree planning sheet for detailed information on requirements.

COLLEGE TRANSFER CENTER 587.5469

Planning to transfer to a four-year school? The College Transfer Center is a student service available to all registered Seattle Central Community College students with a special focus on the needs of students of color. This service enables students to learn about transfer opportunities and meet representatives from local and national four-year schools. The College Transfer Center also houses the Transfer Resources Library, which contains college catalogs, transfer guides, applications and information on majors for local and national four-year schools. The transfer office is located in BE1107G.

OFFICE HOURS
M W Th F 8:00 a.m. to 4:30 p.m.
TRANSFER INFORMATION

Internet access to universities and colleges nationwide, and free scholarship search locators are linked through College Transfer Center’s website. Take charge of your own education. Become an expert in your own transfer planning. For more information, go to http://seattlecentral.edu/transfer/ctac.php.

To plan for transfer to a specific college or university, it is important to work an advisor, the College Transfer Center, as well as to request transfer information from the four-year institution(s) you are interested in attending. If you wish to transfer and don’t intend to earn the A.A. degree, these procedures are even more important. Most four-year schools have special requirements for transfer of courses without the A.A. degree.

COLLEGE TRANSFER PROGRAM  The College Transfer Program offers courses in a wide range of academic fields common to under-graduate study in colleges and universities. These courses meet requirements for associate degrees and will transfer to four-year institutions within guidelines established by those schools.

The SCCC degree which offers the most direct route for transfer is the Associate of Arts (A.A.) degree. This degree is accepted by most of Washington’s four-year institutions and often constitutes the first two years of work toward a bachelor’s degree. These lower division courses concentrate on the broad general education components of the degree rather than focusing on the major field. At most four-year schools, the major is completed in the last two years.

The Associate of Science (A.S.) degree is also intended to be a transfer degree. However, there are certain major areas of study in which the student may not be able to take all the courses necessary to transfer with junior standing. Contact an advisor for information.

DIRECT TRANSFER AGREEMENTS  Consult the school catalog for a list of schools that recognize SCCC’s A.A. degree and will grant junior status upon transfer.
The Advising Center, located in room BE1105, has full-time advisors who can provide answers to questions about classes and programs at Seattle Central and provide information about transferring to Washington state four-year universities. A variety of tools are available to assist students in the development of long-range plans for graduation or transfer goals.

Since registration periods are especially busy, the best time to schedule a meeting with an advisor is between the second and sixth week of each quarter, and during quarter breaks.

**OFFICE HOURS**
- Monday & Tuesday 8:00 a.m. to 6:00 p.m.
- W Th F 8:00 a.m. to 4:00 p.m.
GRADES

Seattle Central Community College utilizes a 4.0-based numeric grading system. For anyone who is unfamiliar with numeric grades, here is how to translate them into equivalent letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Range</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 - 3.9</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>A-</td>
<td>3.8 - 3.5</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.4 - 3.2</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.1 - 2.9</td>
<td>HIGH</td>
</tr>
<tr>
<td>B-</td>
<td>2.8 - 2.5</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.4 - 2.2</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.1 - 1.9</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>C-</td>
<td>1.8 - 1.5</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.4 - 1.2</td>
<td>MINIMUM</td>
</tr>
<tr>
<td>D</td>
<td>1.1 - 0.9</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.8 - 0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0 - 0.6</td>
<td>FAIL</td>
</tr>
</tbody>
</table>

GRADE ERRORS & CHANGES

Grade errors or changes should be reported to the Registrar’s Office within two consecutive quarters from the date of issue of that grade. Grade errors reported after this time may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process.

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" grade. In the case of an "I" grade, you must complete the course work as directed by the instructor during the following quarter (excluding summer).

HONOR’S LISTS

Starting in Fall of 2000, criteria for Dean’s List and President’s Lists changed. The Dean’s List requires ten (10) credits with a 3.5 quarterly GPA. The President’s List requires thirty (30) credits with a 3.8 cumulative GPA. **Posting to these two lists will be done automatically at the end of the quarter.**
**LETTER GRADES**

**“S” SATISFACTORY**  With credit this letter is used for individual progress, in clinical & skill development courses.

**“N” AUDIT**  You must officially register to audit a course. Registration for an “N” may be made until:

1. the end of the second week of the quarter without the instructor’s signature, or
2. the end of the eighth week (sixth week summer quarter) with the instructor’s approval and signature. You are responsible for consulting with the instructor regarding class requirements.

**“I” INCOMPLETE**  Indicates that you performed at a passing level but did not complete all course requirements. In order to remove an Incomplete, you must complete the coursework as directed by the instructor during the following quarter, excluding summer quarter.

**“NC” NO CREDIT**  Indicates that you did not fulfill requirements for receiving an “S” 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.

**“W” WITHDRAWAL**  You must officially withdraw through the Registrar’s Office. If withdrawal is made by the end of the second week of the quarter, the instructor’s signature is not required and no record will appear on your transcript. After the second week of the quarter and through the eighth week of the quarter (sixth week during summer quarter), withdrawal can be made only by completing an exit interview with the instructor or division chair. A “W” will show on the transcript. No withdrawals are allowed after the eighth week of the quarter.

**“Y” ON GOING 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 which the class occurs.
REQUEST A TRANSCRIPT

IN PERSON  Complete a transcript request form in the Registrar’s Office (BE1104) and pay the required fee to the Cashier (BE1104, Monday through Friday 9:00 a.m. to 4:00 p.m.).

BY MAIL OR FAX  Send a letter requesting your transcript to the Registrar’s Office. Your request must include:

1. Your current and previous name, if any,
2. Student identification number (SID) and/or social security number (SSN),
3. Approximate years of attendance,
4. Number of copies needed,
5. Address of transcript destination,
6. Your phone number,
7. Your signature, and
8. Payment for total cost of transcripts: personal check or credit card authorization, including Visa, MasterCard, or Discover card number and expiration date.

COST  $3.00 per official transcript. Unofficial transcripts are free and may be obtained through http://www.seattlecentral.org. Click on STUDENT ONLINE SERVICES, then click on GET AN UNOFFICIAL TRANSCRIPT. It takes two business days to process transcripts, not including holidays. Allow three to four business days for archived transcripts and during high volume periods, such as the end of the quarter.

FAX NUMBER: 206.287.5563
MAILING ADDRESS: SCCC
          Attn: Transcripts
          1701 Broadway
          Seattle, WA 98122
All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.

—Martin Luther King, Jr.
STUDENT SUCCESS SERVICES

The following resources support and enhance the educational process at Seattle Central. Some address special needs but most serve all of the student body.

CENTER FOR DEAF STUDENTS 587.4183 V/TTY

The Center for Deaf Students at SCCC views Deafness not as a deficiency, but as a cultural difference to be recognized and respected as such. The Center’s goal is to provide quality and ethical communication access to our educational resources, programs, services and events for people (students, staff, faculty or visitors) who are D/deaf and hard of hearing, or Deaf Blind while they are at Seattle Central Community College.

The Center for Deaf Students provides communication support services for registered students of the college. Deaf students must register for their classes during the priority registration period. To access services, deaf students should meet with the counselor, Vicki Moseley, to discuss academic and career goals, arrange classes, and plan strategies for the students’ success in college. Counseling appointments can be made by calling 587.4183 V/TTY or by going to BE1147.

OFFICE HOURS
Monday to Friday 8:00 a.m. to 4:30 p.m.

INTERNATIONAL EDUCATION PROGRAMS 587.3893

International Education Programs help international students here on student visas with admissions, immigration services, and college advising. The Institute of English helps foreign students with little or no background in English gain English proficiency skills for speaking, reading, and writing. Social activities, trips and tours are also offered. The International Student Center is located at 907 E. Pine.
CHILD CARE

The Child Care Program at SCCC is concerned with developing the total child through social, intellectual, physical and emotional growth, while at the same time teaching good health habits. The Children Center is located in room BE1113 and is certified to care for children ages 18 months through 5 years old. Our teacher to children ratio is maintained at 1:10 or less for preschool age children 1:7 or less for toddlers. The classroom programs emphasize the warmth and love due all children.

Parents are responsible for registering EACH quarter. Priority is given to children currently enrolled in the Center. Members of the community (i.e. other than children of students, faculty or staff) will be accepted only after the SCCC clientele has been accommodated. Fees are calculated quarterly on an hourly basis. Rates depend on the number of hours the child is enrolled in the Center. There are no refunds or discounts for any absences. A $50.00 nonrefundable registration fee is required each quarter. Fees are subject to change without notice. Check with the Center for more details.

HOURS OF OPERATION
Monday to Friday 7:50a.m. to 4:30p.m.

COOPERATIVE EDUCATION & CAREER PLACEMENT

Cooperative Education (Co-op) is an educational program offered to students enrolled in college transfer or workforce education programs. Academic credit is earned for the learning that occurs at the work site. Students may earn credit for their jobs, paid/unpaid internships, or volunteer service in the community. Co-op is a coordinated effort between the student, the employing organization, and the college. Students may earn 2-8 credits per quarter (based on the number of hours worked per week) and are required to initiate a “learning agreement” between their employers and the college. Final grades are based on the student’s performance and other factors. Registration is continuous throughout the quarter.
FINDING A CAREER

The Career Placement component provides a variety of services, including up-to-date listings of employment, internship (paid and unpaid), and volunteer opportunities; resume and cover letter critiques, mock interviews; free printed information on the job search process; employment jobline and web address lists; computer and telephone for job search purposes; and access to businesses and non-profit organizations who recruit on campus throughout the year and at the annual Career Fair.

Contact the office for additional information at BE1140, 587.5422, http://seattlecentral.edu/coop.

CAREER INFORMATION CENTER

The Career Information Center located in room BE1107F, provides a wide variety of up-to-date career planning resources and computerized career guidance in a very user-friendly format. We offer current information on careers such as: specific duties of the job, required education, salary, and job outlook. Reference books and periodicals on many careers are also available. Our college catalogs and college website assists students with finding a college that offers their career choice. We also offer books, listings and an extensive online list of SCHOLARSHIPS AND GRANTS to help students finance their educations.

The CIC’s staff are available to help students use the computers, find answers to career planning questions, and to refer students to other career information available on campus. The CIC is located next to the Admissions Office. All services are free and drop-ins are welcome.

OFFICE HOURS

M W Th F 8:30 a.m. to 4:30 p.m.
Tuesday 8:30 a.m. to 6:30 p.m.
COMMUNITY EDUCATION PROGRAM

The Community Education Program is composed of non-credit classes and is designed to be a service to the community, offering a wide range of courses at reasonable cost. The majority of the classes are taught by members of the community, with expertise in the subject they are teaching.

Community Education programs focus on lifelong learning needs for personal enrichment, training and development. These programs respond to current community needs through seminars, workshops and classes that are non-credit and may range from a one-evening, three-hour offering to a quarter long class. Offers a full range of training workshops and projects for current and aspiring professionals in the interactive multimedia industry. Focus of the instructor is on state-of-the-art software packages and programs from visual layout to 3D animation.

The Community Education Program is non-profit and self-supporting. The instructor and staff salaries, materials, supplies, and overhead fees paid to the Seattle Community College District are all paid out of student tuitions.

LIBRARY

The library is located in BE2101 and offers many service and resources for students. Resources include a collection of more than 66,000 books, periodicals DVDs, CDs, online databases, and access to the Internet. Study rooms, photocopiers, media equipment, and open lab computers are also available. Librarians provide reference service for those seeking individual research help and can provide access to other library collections through inter-library lan service. Media Services provides audio and visual equipment and resources, including video cameras and monitors, closed-circuit television, and cable programs.

LIBRARY HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday</td>
<td>7:45 a.m. to 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:45 a.m. to 4:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:30 a.m. to 3:30 p.m. (Hours vary)</td>
</tr>
</tbody>
</table>
COMPUTER CENTER

The Computer Center is available to currently enrolled Seattle Central students.

WHAT’S AVAILABLE:

:: PC and Macintosh computers
:: A variety of software relating to different programs of study
:: Internet access and web accounts
:: Color and black & white laser printers
:: Image scanners
:: Tutoring

To use open lab computers, students must pay a quarterly technology fee of $3 per credit up to a maximum of $30. Students taking classes, which meet in Computer Center rooms, will also pay a one-time quarterly computer lab fee of $32.10 (in addition to the technology fee). A current SCCC student ID is required for checking in and out of the Computer Center for open lab and classroom use. The Computer Center is located in BE3148.

HOURS OF OPERATION

Monday to Thursday 7:00 a.m. to 9:00 p.m.
Friday 7:00 a.m. to 5:00 p.m.
Saturday 9:00 a.m. to 6:00 p.m.

MAINTAIN PROGRAM

Mainstay Program’s goal is to assist and support people with disabilities in reaching financial and personal independence by gaining employment in the competitive workplace. Call the office for eligibility criteria and further information. The office is located in the North Plaza (NP101).
DISABILITY SUPPORT SERVICES

Disability Support Services (DSS) is here to help students reach their educational goals. If you have a learning, emotional, or physical disability, you may want to take advantage of these services. Support services include: advocacy, accessibility accommodations, adaptive equipment services, admissions assistance, consultation with faculty, counseling, disability evaluation referral, support services, note-taking services, orientation, reader/taping service help, registration assistance, referral service and resource information. **In order to obtain accommodations, please bring documentation of your disability.** Schedule a meeting with DSS to discuss appropriate services. This information can be made available in a large print brochure and in braille; contact the DSS office in BE1147.

Seattle Central Community College programs or activities do not discriminate on the basis of disability. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the Disability Support Services Coordinator.

OFFICE HOURS
Monday to Friday 8:00 a.m. to 4:30 p.m.

COUNSELING FUNCTIONS & SERVICES

The primary goal of counseling is the retention of students, which will encompass educational, career and personal counseling. Additionally, counselors teach critical strategies whereby students can develop critical thinking skills, set academic goals, engage in life long learning, develop skills for employment, maintain personal wellness, and learn to interact in a diverse environment. Counselors work to maximize the potential of students to benefit from the educational environment by facilitating access, promoting student learning and teaching student success strategies.
# COUNSELORS 2004-2005

Humanities and Social Science, Business Language and Culture, College Transfer  
**ANNIE GALAROSA**  agalar@scd.ctc.edu  587.2917  

Basic Studies, ABE/ESL  
**FRAN KATO**  frkato@scd.ctc.edu  344.5408  

Culinary Arts, Specialty Desserts & Breads, Seattle Maritime Academy, Wood Construction, College Transfer  
**ARNOLD HAMMIE**  ahammi@scd.ctc.edu  344.4483  

Allied Health/Business Info Tech./SHS, Child & Family, Chemical/Community Health/AAS Degree, College Transfer  
**LORI MILLER**  lmiller@scd.ctc.edu  587.4186  

Science and Math  
**Michele Dela Rosa**  mdela@scd.ctc.edu  587.4077  

Center for Deaf Students/Interpreter Training Program  
**VICKI MOSELEY**  vmosel@scd.ctc.edu  587.2020/V  

Admissions  
**WADIYAH NELSON**  wnelso@scd.ctc.edu  587.5450  

International Education Programs  
**BRIAN SMITH**  bsmith@scd.ctc.edu  587.3893  

Running Start  
**MARY ANN SOULE**  msoule@scd.ctc.edu  587.3891  

Disability Support Services  
**AL SOUMA**  asouma@scd.ctc.edu  587.4169  

Information Technology, Wireless & Application Support  
**MARTI VERKUILEN**  mverku@scd. ctc.edu  587.2022  

Communications and Design, BIT Arts Management, Apparel Design, Film and Video, Photo, Graphic Design, Printing  
**DALE ZERETZKE**  dzeretzke@scd.ctc.edu  587.3830
SERVICE LEARNING PROGRAM 587.5422

This program offers course-related, academic credit opportunities on a per-course basis where the faculty combines classroom learning with community service activities. Ask your instructor about this excellent opportunity to: earn extra credit (above and beyond the normal five credits per course), explore academic and career goals, and engage in positive social change. The office is located in BE1140.

STUDENT ACADEMIC ASSISTANCE 587.3852

Student Academic Assistance (SAA), a TRIO Program, is located in BE1106 and provides free support services which promote the academic, career, and personal growth of students. To qualify, students meet with a counselor for an assessment of their needs. Then they receive assistance in any of the program’s eight (8) service areas:

:: Personal, academic and career counseling
:: Career information on a broad range of occupations
:: Skills development workshops that are tailored to specific needs of students and are offered on topics such as time management, communications, writing term papers self-esteem, assertiveness, math without fear, and many more
:: Trips to four-year universities and local cultural events
:: Supplemental instruction in MAT 084 and ESL
:: Mentoring
:: Tutoring
COLLEGE-WIDE TUTORING

All students can obtain additional assistance in course work and study skills through tutoring. Requests for tutoring services should be made early in the quarter. To maximize this learning experience, students should obtain a course syllabus or outline from the instructor and bring it to pre-scheduled and drop-in tutoring sessions along with textbooks and class notes. Contact Brenda Kyler, Tutorial Coordinator, for more information in BE1106.

OFFICE HOURS

Monday to Thursday 8:00 a.m. to 8:00 p.m.
Friday 8:00 a.m. to 3:00 p.m.
Saturday 11:00 a.m. to 3:00 p.m.

TESTING OFFICE 587.6344

The Testing Office is located in BE1108, and administers the English and math placement exam that is required for admission. This computerized test, called COMPASS, is available during normal business hours. No appointment is necessary. There is no time limit for completing the test, and the scores are available immediately upon completion. The fee for COMPASS is $12.00.

Students who have already completed college-level English (101 or higher), or college-level math (100 or higher) in the last three years may be exempted from testing. Those students should submit their transcript(s) to the Admissions Department for evaluation. The Secondary Level English Proficiency (SLEP) Test is also available for English placement for ESL students every Wednesday. Please call 587.6913 or come in to make an appointment. There is no charge for the SLEP test. The General Educational Development (GED) Test for high school equivalence is administered every Tuesday. The fee is $50.00.

OFFICE HOURS

Monday & Tuesday 8:00 a.m. to 7:30 p.m.
Wednesday to Friday 8:00 a.m. to 4:30 p.m.
The Veterans Services Office, located inside the Financial Aid Office, provides services to help Veterans and eligible dependents receive and maintain VA educational benefits while in school. Benefits handled by the staff include Vietnam-era and Montgomery G.I. Bills, Veterans Education Assistance Program (VEAP), Benefits Program for Dependents and Widows, Selective Reserve Assistance Program, Vocational Rehabilitation Program, and other programs. The office maintains attendance records and monitors academic progress, provides tutorial and Work-Study benefits for some Veterans, makes counseling referrals for academic or personal problems, and approves eligibility for tuition discounts for Veterans who received a Vietnam Service Medal.

**VETERAN BENEFITS**

To receive benefits you must contact the Veterans Services Office prior to the beginning of the academic quarter. If you are transferring from another school or have made application through the Veterans Administration you should still contact the office to ensure all application requirements have been met. All veterans must apply for a credentials evaluation as soon as possible and notify the office immediately of any changes in address, program, dependents, enrollment, etc. The office is located in BE1101.
STUDENT RESOURCES

The following resources improve the campus environment in a wide array of ways; adding beauty, refreshment, safety and information that enhance the student experience.

ART GALLERY

The M. Rosetta Hunter Art Gallery located in BE2116, is an educational exhibition space on campus. Its primary purpose is to serve as a learning vehicle for the college and the surrounding communities. The art gallery features a broad spectrum of exhibits that include student work from different visual areas, programs, faculty and staff work, traveling exhibits, and local community artists. The art gallery contributes to the cultural enrichment of the institution. Exhibits are generally scheduled one year in advance. Student organizations are welcome to submit proposals for exhibits.

GALLERY HOURS

Monday to Thursday 9:30 a.m. to 3:30 p.m.
Tues. and Wed. Evening 5:00 p.m. to 7:00 p.m.

BOOKSTORE

The Seattle Central Bookstore serves the campus community by providing required textbooks, supplies and educational support materials, and by offering other merchandise which meets the needs of a diverse student population. To avoid long lines at the beginning of a quarter, try to go to the bookstore during off hours. Please check with the bookstore for current store hours. If the bookstore runs out of a certain textbook please ask for assistance.

The best time to try and sell back your textbook is during finals week. If your professor is using the book again next term and the bookstore needs copies—you could get up to 50% of the selling cost. Please check with the bookstore for more detailed information on buyback. The bookstore accepts MasterCard, American Express, Visa, and Discover cards. The bookstore is located at 1710 Broadway, below Student Leadership. Students can access the website at: http://seattlecentral.bkstore.com/.
CAMPUSS OPTICAL

As part of their training, Opticianary students operate an optical center which offers eyeglasses and limited repair services. Information is also available on contact lens-fittings, and eyeglass adjustment, and they provide eye examinations for a reduced fee. Call for hours and further information. The Optical Center is located in BE2123.

THE CENTRAL STORE

The Central store is a convenience mart that offers a wide variety of pastries, beverages, snacks, candy and a selection of basic school supplies. Look for the store near the Espresso stand just north of the first floor main elevator lobby. The room number is BE1102.

STORE’S HOURS

Monday to Thursday 7:30 a.m. to 8:00 p.m.
Friday 7:30 a.m. to 2:00 p.m.
Closed: Saturday, Sunday, summer quarter and vacation breaks.

COMMUNIQUÉ

The college’s Public Information Office is located in BE4180 and produces a bi-weekly newsletter for college employees. This newsletter is directed at faculty, staff, and administrators; it is not a student publication. However, there is pertinent student information listed, so ask your instructors to announce any such information in class. If you have announcements of interest to college employees, please e-mail them to Suzanne Whalen in the Public Information Office by 11:00 a.m. on Tuesdays for possible inclusion in the upcoming issue Communiqué.
COSMETOLOGY SERVICES

The School of Cosmetology is currently a Seattle Vocational Institute Program. The School of Cosmetology offers a wide range of services at a minimum cost. The full service salon offers shampoo and roller sets; shampoo, blow dry, curl, flat iron; shampoo press and curl; haircuts; hair coloring, lightening; relaxers; permanent waves; designer curls; nail manicures, pedicures; skin facial; superfluous hair waxing treatments and more. Students under the supervision of licensed instructors perform all services under safe and sanitary conditions. The Cosmetology clinic is located in the Siegal Center, 1500 Harvard Avenue, at the corner of Harvard and Pike. Hours vary by quarter.

FALL | SPRING QUARTER
Wednesday to Friday 9:30 a.m. to 5:00 p.m.

WINTER | SUMMER QUARTER
Tuesday to Friday 9:30 a.m. to 5:00 p.m.

HOUSING INFORMATION

There is no on-campus housing available at SCCC. However, the housing bulletin board located in the main hallway of the Broadway-Edison building (south of Financial Aid) has various postings for apartments, houses and people seeking roommates. This is also the place to post if you have an apartment or house for rent or are looking for a roommate. The Student Leadership Office (located above the Bookstore) also has helpful information about looking for housing and about tenant rights.

INSURANCE

Medical and hospitalization insurance is available to students enrolled for six credits or more in a quarter. The rates vary from year to year. Pamphlets outlining general information and costs are available at the Student Leadership office in SAC350 and at the Cashier’s office in BE1104.
SAFETY & SECURITY DEPARTMENT 587.5442

The Department of Safety and Security located in BE1131, has been charged with the authority to protect life and property, enforce laws and ordinances, maintain order, and prevent and investigate crime in and on the campus of SCCC.

Their mission is to provide a safe and secure environment for the diverse population that comprises the college family. Please promptly report any criminal incidents, accidents or injuries on campus to this specific department.

LOST AND FOUND 587.5442

Lost and found for the campus is located in the Department of Safety and Security, in BE1131. Check for lost items there, and turn in items you find on campus there as well.

SAFETY NOTES

The administration, staff and faculty of Seattle Central make every effort to insure your safety and security while you attend classes and study here. Our Security Department patrols the halls and grounds to provide active protection and the Campus Safety Committee, which has student members, meets regularly throughout the year to identify and resolve campus safety issues and to design procedures for responding to emergency situations.

It is very important for each of us to proactively ensure our own personal safety as well. Seattle Central is situated in the heart of a lively urban neighborhood, and our college sometimes attracts non-students. In addition, the students you met in your classrooms come from all areas of human experience and, as in any situation, you should always remain aware of those you choose to trust and interact with. You will be notified in the rare circumstance that someone in one of your classes is a registered sex offender, but the college has no way of knowing the backgrounds of all students registered for classes.
THESE ARE A FEW WAYS TO EXERCISE REASONABLE CAUTION ON CAMPUS:

:: Do not share personal information about yourself, where you live, or how to reach you with someone you just met in class either in person or online.

:: Take time to get to know people quite well before you make plans to be alone with them away from school or give them your address or phone number.

:: Do not leave your books, backpack, cell phone, palm pilot, handbag or any other valuable belongings unattended (even for a moment!).

:: Do not bring valuable possessions, personal records, or extra money to school with you unless you absolutely need those items that day.

:: Pay attention to your environment, particularly at night when walking to your vehicle or bus stop. Walk in groups or ask Security to have someone accompany you to the parking garage.

:: Make note of the emergency exit routes posted in each classroom so that in the unlikely event of an emergency you will already know how to get safely out of the building from that room.

INFORMATION CENTER | EVENING OFFICE 587.3800

Students with general questions or who are wishing to find out about events in and around campus may do so at the Information Center. The center will be able to direct students with specific questions to the proper department. The center is located in BE1109.

They will answer questions both in person and by telephone. They will accept registration for community education classes (non-credit) and forward them to Registration. After 4:30 p.m., security calls are switched to the Evening Office, which also dispatches security officers and custodians after-hours.
NOTARY PUBLIC

Currently there are two Notary Publics at Seattle Central: one in the Financial Aid Office, and the other in the Administration Center. Faculty, staff, and students may request their services in rooms BE1101 and BE4180.

LOCKERS

There are a limited number of lockers available to students on the first floor of the Broadway Edison Building near the Harvard Street entrance. The lockers rent for $10.00 per quarter. To obtain use of one of these lockers, first claim an available (empty) locker with your lock (note the locker number), then go to the Student Leadership Office to pay the quarterly fee.

Lockers in other locations are generally administered by the department that controls that part of the building; ask in the nearest division office for more information.

FOOD SERVICES

THE ATRIUM

The Atrium is the two-story student lounge located off the first floor hallway across from Registration in the Broadway Edison Building. The cafeteria in the Atrium serves a varied menu from the Grill, the Salad Bar, the Stir Fry Bar, and the Deli Station. Seattle’s Best coffee and an extensive choice of beverages are available.

CAFETERIA HOURS

Monday to Friday 7:30 a.m. to 2:00 p.m.

SQUARE ONE BISTRO

A bistro-style restaurant, Square One serves inventive food in a casual setting. The menu specializes in Northwest cuisine using fresh seasonal ingredients. Third-quarter culinary arts students prepare all meals, including the incredible all-you-can-eat buffet on Fridays! Take out is available. Square One is located in BE2113

RESTAURANT HOURS

Tuesday to Friday 11:15 a.m. to 1:00 p.m.
CHEF’S EXPRESS
Located in the hallway, outside of Square One Bistro. Complete meals at bargain prices! Second-quarter students prepare and serve hearty meals like vegetarian lasagna, chicken curry or blackened snapper from this cut-above hot line, and join with Square One to produce the ever-popular all-you-can-eat buffet on Fridays. Available for take-out or join your friends in the cafeteria.

EXPRESS HOURS
Tuesday to Friday 11:15 a.m. to 1:00 p.m.

BROADWAY BOULANGERIE
Crusty rustic breads, buttery croissants, hand-dipped chocolates and sinful cakes—these are just some of the delights available. Students in the Specialty Desserts & Breads program create bargain-priced items for take-out only, and graduating students create an entire pastry line (call for details at 587.5424). Located in Main Hall, next to the espresso stand.

STORE HOURS
Tuesday to Friday 10:00 a.m. to 4:00 p.m.

ONE WORLD DINING ROOM
Perfect for that special occasion, One World offers gourmet international cuisine at reasonable prices. Rotating menus include Japanese, Italian, Middle Eastern and French cuisine, and are prepared by advanced culinary students. Check out the amazing Chef-of-the-Day menus (similar to a final portfolio) at the end of each quarter—created by graduating students, these menus range from the eclectic to the exotic! The dining room is located in BE2114 and the phone number is 587.5424.

DINING HOURS
Tuesday to Friday 11:15 a.m. to 1:00 p.m.
The Little Theatre Off Broadway houses both the Seattle Central Drama Department and The Conciliation Project, a non-profit organization that is dedicated to the presentation of active and challenging dramatic work that promotes open and honest dialogue about racism. The Drama curriculum gives students the opportunity to take a full range of classes through the Coordinated Studies Program, as well as to gain practical experience in all aspects of the dramatic arts. Each year, many SCCC Drama students are also accepted into nationally-prominent acting conservatory programs and local theater productions.

A range of classes and avenues of study are offered year round by the Drama Department. Production class for Fall Quarter is devoted to training and performance in the musical theatre. An advanced audition class is offered Winter Quarter. Drama students also participate in the creation and performance of initiatory work for The Conciliation Project. The theater is undergoing extensive renovation. Alternative locations to present theatrical productions are to be determined.
TRANSPORTATION ISSUES

There are many ways to get to the Seattle Central Campus. The following information pertains to transportation through buses, bikes, motorcycles, and parking.

PARKING INFORMATION

Parking is limited at Seattle Central Community College. A parking permit is required for on campus parking. There are two types of permits available to students: morning/daytime carpool and afternoon/evening.

Carpool permits are required for all classes starting before 12:00 noon, Monday through Friday. Each carpool requires a minimum of two currently enrolled SCC student. Members of the carpool must be present inside the vehicle while entering SCC parking garage. Any vehicle with only the driver will be charged additional daily fee upon entrance. Afternoon/evening parking is available for one person.

All parking permits are sold on a first-come, first-served basis at the Cashier (BE1104K). The permits are usually available for sale approximately three weeks prior to the start of the quarter. Students must have paid tuition prior to being able to purchase a permit.

There is no carpool requirement during summer quarters. Students may purchase one-person permits that are valid throughout the day. Please contact SCC Transportation Services Office at 587.6932 or 322.4393 for additional information.

BIKE & MOTORCYCLE TRANSPORTATION

All students are encouraged to use alternative methods to commute to school. Students using bicycle or motorcycle can park on campus for free. No permit is required. Designated bicycle and motorcycle parking areas include the north end and south end of the Broadway Edison building. A limited number of bike racks are also available in the parking garage. In the past, there have been many thefts of bicycles and bicycle parts on or near campus. It is recommended that students use Kryptonite-type U-locks to secure their bicycles.
BUS TRANSPORTATION

Students enrolled in ten (10) or more regular college credits per quarter are eligible to buy a discounted quarterly bus pass. This pass, the GoPass, is the equivalent of a 4-zone pass with a $4.00 face value. This pass allows you to ride Metro buses anywhere in their system and you are able to take as many trips as you want. It also works on Sound Transit express buses and the Sounder train as a 4-zone pass. The cost of the GoPass is approximately $75 per quarter.

Instead of purchasing a GoPass good for the entire quarter, students can choose a once-a-quarter $30 transit subsidy toward a Metro monthly pass that lets you ride anytime on regular Metro service for one month. To take advantage of this offer, please request a monthly Metro pass from the cashier’s office in BE1104. The final cost of the one-month one-zone Metro pass is $24. Eligible students can purchase a GoPass or receive a $30 subsidized Metro pass, but NOT both in the same quarter. If you ride the Washington State Ferries, you may be eligible for a $45 refund once each quarter. A student cannot receive the $45 refund in addition to a GoPass or the $30 subsidy. If you have FEWER than 10 qualified credit hours, you can purchase your GoPass for a higher price, but still save money. This unsubsidized GoPass is about $115 per quarter.

There has always been good bus service to Seattle Central Community College. Metro routes 7, 9, 10, and 60 provide service every ten minutes weekdays between downtown Seattle and Aloha street, making it easy to connect downtown with buses serving many areas of King County. Between campus and the U-District, Route 7 buses operate every 30 minutes. Route 7 bus stops are located at Broadway and E. Pine Street.

Route 8 buses from lower Queen Anne operates weekdays every 30 minutes from 6:30 a.m. to 9:30 p.m., stopping at Broadway and E. John street. For more information about routes and schedule, please visit the Metro website at http://transit.metrokc.gov or call 206.553.3000 or 1.800.542.7876. For campus information, please contact SCCC Transportation Services Office at 587.6932 or 344.4393.
POLICIES AND PROCEDURES

Seattle Central is committed to ensure our students, faculty, and staff are treated with fairness and that their safety and wellness is protected through consistent adherence to appropriate policies and procedures.

STUDENT COMPLAINTS PROCESS

The Seattle Central College District has developed policies and procedures that are generally set forth in Title 132F of the Washington Administrative Code (WAC), chapter WAC 132F-121(060-090), to be used for the processing and disposition of complaints about campus employees. These procedures are available to all students and are designed to respect the rights of both the complainant and the respondent. Students are carefully protected from retaliation. The designated student Complaints Officer, Lexie Evans, 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.

The person with whom you are having the problem is always the best place to start to solve the problem! If you are uncertain how to approach the problem, please turn the page for a detailed list of resources to assist you.
**STEPS TO A SOLUTION**

- The Associate Dean of Student Leadership is the designated campus complaints officer and can advise you about the appropriate steps to take. You may make an appointment (587.3840) to meet with her for assistance and advice before taking any other steps, or anywhere along the process where you feel the need for advice or support.
- The division counselor is an excellent resource to assist you. Call 587.3851 for information about counselors.
- The individual **dean for the program or division** in which you are experiencing a problem can often be very helpful in resolving differences.
- The Women’s Programs Manager (587-3854) and the Human Resources Officer (587-4125 V/TDD) can provide information and guidance about sexism and sexual harassment.
- The Multicultural Affairs Office/Minority Affairs (587.3852 and 587.4183 TDD) can assist you with concerns about racism or racial discrimination.
- The Vice President of Student Development Services (587.3860) can address complaints about the behavior/conduct of another student on campus or issues related to the Americans with Disabilities Act.

**INFORMAL COMPLAINTS**

The purpose of the **informal complaint process** is to encourage a student who has a complaint to speak directly with the college employee most responsible for the condition or situation that is the cause of the complaint, and hopefully solve the problem with dialogue. Most problems are resolved at this stage with calm objective conversation and good will.

If this conversation does not bring about a satisfactory response, or if it is inappropriate for the student to speak with the employee, the student should speak with the employee’s supervisor. The SCCC Student Complaints Officer, who is also the Associate Dean of Student Leadership, can assist in identifying the appropriate supervisor and advise and support students in the presentation of their informal complaint.
FORMAL COMPLAINTS

The purpose of filing a formal complaint is to allow both parties due process in resolving an issue that has not been settled informally. The Associate Dean of Student Leadership serves as the student complaints officer for SCCC and will assist and advise the student through the formal process. The steps in the formal complaints process will vary somewhat based on the type of problem and the complaints officer will guide the student through all the appropriate steps to resolving the issue.

WRITING THE FORMAL COMPLAINT LETTER

Formal complaints must be addressed, in writing, to the campus complaints officer. It is advisable, although not required, to meet with the complaints officer to discuss the matter prior to writing a letter. It is important that your written complaint be clear and well organized, and explains the situation in detail. Well written, readable complaints are more likely to result in a successful resolution than complaints that are messy, confused, and illogical or filed in a hasty disorganized manner.

The complaints officer will send a copy of your complaint letter to the person named in the complaint and to the head of the department or division. The person about whom you are complaining is normally required to respond in writing to the complaints officer within 10 instructional days of receiving the letter.

MEETING TOGETHER TO REACH A SOLUTION

If the written response does not resolve the complaint, the Associate Dean of Student Leadership can call the parties together for a conference where the two parties can talk face to face in an atmosphere of fairness and cooperative problem solving. This meeting will include the student, the respondent, the respondent’s supervisor or unit administrator, and the complaints officer. The student may bring an advocate.
APPEALS PROCESS

If the complaint is not resolved at the conference level, the student may request a meeting with the appropriate administrator (Vice President of Instruction for complaints about grades, or VP of Student Services Development for non-instructional complaints). A written decision must be rendered within 10 instructional days of receiving the written record from the complaints officer.

STUDENT RECORDS & PRIVACY RIGHTS

For a complete description, refer to Seattle Community College District Policy Nos. 380.10-.60 and 385, available in the Registrar’s office. The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended in November of 1996 by the Improving America’s Schools Act of 1994 is designated to protect the privacy of a student’s educational records. The law applies to all schools receiving funds from the U.S. Department of Education. Information about Seattle Central Community College students is collected, maintained, and used for the purpose of meeting the college’s educational objectives. Students are protected against improper disclosure of their records. Student records are maintained by the campus at several locations. Educational records are located at Seattle Central Community College's Registrar’s Office.

Educational records are all those records, files, documents, and other materials which contain information directly related to a student. They are maintained by the institution or party acting for the institution. Educational records do not include instructional, supervisory, or administrative personnel records. Records of the campus safety and security departments are maintained only in that department and are kept separate from educational records. Only other law enforcement officials in the same jurisdiction may have access to these records.

Records on the students which are created or maintained by a physician, psychiatrist, psychologist, counselor, other recognized professionals and/or their assistants and used in connection with the provision of treatment to the student are not available to anyone other than those providing the treatment. However, these records may be reviewed by a physician or other appropriate professional of the student’s choice by request.
HOW IS CONFIDENTIALITY PROTECTED?

Recommendations, evaluations, or comments concerning a student that are provided in confidence, either expressed or implied between author and recipient, will be made available to the student except in specific circumstances. These circumstances are:

:: A student may release his/her rights to review recommendations for admission to any educational institution, application for employment, or receipt of an honor or recommendation.

:: A student’s waiver of his/her right of access to confidential statements will apply only if the student request and receives the names of all persons making statements about him/her.

These confidential statements may only be used for the purpose originally intended. For example, recommendations from instructors when a student is applying for admission to another institution, may not be used for any other purpose.

A student is never required to waive his/her right to review these confidential statements as a condition for admission, receipt of financial aid, or receipt of any other services or benefits from the campus. If records requested contain information on more than one student, the student is entitled to receive or be informed only of that information pertaining to him/herself.

Students have the right to receive official copies of their transcripts. There is a charge for this service. The Registrar maintains academic records and is the only official who may issue these records. Within departments, educational records may be destroyed in accordance with a department’s routine schedule. However, no record requested by a student may be removed or destroyed to prevent the student from having access.
CAN THE COLLEGE GIVE MY INFO. TO OTHERS?

The college has restrictions on the personal information that may be released about a student. Only “directory information,” which includes the student’s name; the fact that s/he is a student on campus; the student’s division or area of study; awards granted to the student; participation in any officially recognized activities or sports; and, the weight and height of members of athletic teams, may be published without the student’s consent.

A student may request by written notice to the Registrar’s Office that no directory information on him/her be released. Individuals to whom personal information may be released include school officials with legitimate educational interests.

Federal and state officials may be given access to records in connection with audits and/or evaluation of federal or state-supported educational programs within the college. All identifying information must be destroyed when no longer needed for such purpose. Agencies or individuals requesting information in connection with a student’s application for financial aid may also be given specific records.

Organizations conducting studies for or on behalf of the campus for purposes of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction may be given access to records if such studies are conducted in a manner that protects confidentiality. Accrediting organizations may have access in order to carry out their accrediting functions. Any person or entity designated by judicial order, or lawfully issued subpoena, upon condition that the campus makes a reasonable effort to notify the student of such orders, may have access to information which is pertinent to the conditions.

Students must give their consent for the release of educational records in writing, signed and dated by the person giving consent. This will include: specific records to be released, the reason for such release, and the names of the parties to whom such records will be released to. If the campus should release information about the student without consent as discussed above, the campus will maintain a record of the documents released which will indicate the parties who have requested or obtained access to a student’s records and will indicate the legitimate interest of the investigating party.
HOW DO I GAIN ACCESS TO MY RECORDS?

Seattle Central Community College provides a process for students to inspect their educational records, to control release of personal information to third parties, and to inspect procedures related to the hearing process which provides for the correction or deletion of inaccurate, misleading, or otherwise inappropriate information. Following the hearing, the committee will give its recommendations to the president within a reasonable period of time. The decision of the president is final.

A student must make a request in writing for review of information to the appropriate office maintaining the records. The individual(s)/office(s) should respond to the request within a time not to exceed 45 days. If an individual or office on campus is unable to comply with the student's request within the time period, the student must be informed of the reasons in writing.

If the student feels that his/her request has not been properly responded to, s/he should contact the responsible dean or director for a meeting. If the student is still dissatisfied after the meeting with the appropriate dean or director, s/he may request a hearing before an ad hoc campus records committee. This request must be made in writing and sent to the campus president.

EDUCATIONALLY SUPPORTIVE CONDUCT

STUDENT RESPONSIBILITY  Any institution operating with thousands of people must have in place rules, policies and procedures protecting and supporting a cooperative education environment. To maintain this environment, the college outlines a code of conduct that defines both misconduct and proper/appropriate conduct. A student’s responsibility in maintaining a good environment is to:

:: Maintain high standards of academic integrity
:: Respect the rights of others
:: Refrain from actions that endanger themselves or others
:: Comply with district and college rules and regulations
:: Comply with civil authority

When these areas are violated and a simple means of resolution is attempted and unsuccessful, conduct proceedings may begin.
STUDENT CONDUCT PROCEDURES

Any member of the college community (faculty, staff and/or administrators) may file a student conduct complaint against any student when they believe there has been a violation of the student conduct code.

EXAMPLES OF MISCONDUCT/DISRUPTIVE BEHAVIOR

All examples of misconduct are behaviors the campus may impose sanctions upon. (For a full description of student misconduct, refer to the Washington Administrative Code, WAC 132F-121-110.)

(1) Academic dishonesty, including cheating and plagiarism.
(2) Forgery, alteration, or misuse of documents and false statements.
(3) Disruption of instruction, research, administration, and other district activities.
(4) Physical or verbal abuse, harassment of any person on district property.
(5) Theft, damage or possession of district or personal property.
(6) Failure to comply with direction of district employees or identify oneself to persons when requested.
(7) Participation in activity which unreasonably disrupts the normal operations of the district.
(8) Possession or use of any device or substance which can inflict bodily harm or damage property.
(9) Hazing.
(10) Possession, consumption, or being under the influence of alcohol, or selling any such drug or substance.
(11) Possession, consumption, or being under the influence of narcotic drugs or controlled substances, or selling any such drug or substance.
(12) Obstruction of free flow of pedestrian or vehicular movements on district property or at a district activity.
(13) Conduct which is disorderly, lewd, or obscene.
(14) Breach of the peace, or aiding, abetting, or procuring a breach of the peace.
(15) Discriminatory action against a student or district employees because of race, color, national origin, mental or physical disability, gender, sexual orientation, age, creed, or religion.
(16) Sexual harassment of a student or district employee.
(17) Stalking and other harassment of a student or district employee.
DISRUPTIVE BEHAVIOR

(18) Smoking inside a campus building or where smoking is prohibited.
(19) Theft or other misuse of computer time or other electronic information resources of the district.
(20) Unauthorized entry onto or into district property.
(21) Abuse or misuse of any procedures relating to student complaints or misconduct.
(22) Operation of any motor vehicle on district property in an unsafe or threatening manner.
(23) Violation of any other district rule, requirement, or procedure.
(24) Violation of any federal, state, or local law, rule, or regulation.
(25) Encouraging or assisting another person to commit any act of misconduct.

POSSIBLE OUTCOMES OF CONDUCT PROCEDURES

STUDENT STATUS DURING MISCONDUCT PROCEEDINGS

During the misconduct proceedings and pending actions a student’s status is not changed by a disciplinary action until that action is final, i.e., any appeal is exhausted, unless there is a basis for a summary or emergency suspension (see below).

It is always hoped that the situation can be resolved with as few steps as possible. For situations that are more disruptive than unethical or illegal it is hoped that the incident can be resolved by mutual consent or verbal warning. It is, however, necessary at times to impose disciplinary sanctions upon a student and/or proceed with formal misconduct proceedings.

THE VARIETY OF CONCLUSIONS OR SANCTIONS ARE:

a) The case may be dismissed if the facts do not support the accusations.

b) The case may be dismissed after whatever counseling and/or advice may be appropriate.

c) Vice President for Student Services may impose sanctions directly (see list on page 73 for formal list of sanctions).

d) The case may be referred to the campus Student Conduct Committee for appropriate action. The student will be notified of this referral in writing.
DISCIPLINARY SANCTIONS

One or more of the following sanctions may be imposed by the Student Conduct Committee or the Vice President for Student Services (or designee) for any single violation. For a full description of possible disciplinary sanctions, see WAC 132F-121-160 and 132F-121-250.

WARNING an oral notice to the student of the violation(s).

REPRIMAND a notice warning the student that further misconduct will result in serious disciplinary actions.

DISCIPLINARY PROBATION placement of one or more conditions on the student’s continued attendance. The time period of the probation will ordinarily be stated in the notice (indefinite or specific).

SUSPENSION FROM ACTIVITIES disqualifies the student from participating in specified (or all) privileges, services or activities that are provided or sponsored by the district for a stated or indefinite period of time.

SUSPENSION OF ENROLLMENT termination, for a stated or indefinite period of time, of all rights as an enrolled student in the college and/or the district.

SUMMARY SUSPENSION temporary suspension of all, or specified, rights as an enrolled student when necessary to prevent or avoid immediate disruption, danger, or other harm to the educational process or the health, safety, or welfare of any member(s) of the public, including the district community.

EMERGENCY SUSPENSION temporary suspension of all rights as an enrolled student when necessary to prevent or avoid immediate danger to the health, safety, or welfare of any member(s) of the public, including the district community.

EXPULSION Permanent termination of a student’s enrollment, and right to enroll, at any college or other educational facility in the district. All expulsions are approved by the College President.
OTHER SANCTIONS

Additional sanctions may be initiated in the following types of circumstances.

:: The instructor need not give credit for work that is the product of cheating, plagiarism or other dishonesty. However, an instructor may not impose discipline by punitively lowering a grade.
:: Instructors have authority to exclude a disruptive or disorderly student from ONE CLASS SESSION. The instructor will ordinarily report the incident to his/her Dean, who may refer the matter to the Vice President for Student Services for possible disciplinary action.

STUDENT PROGRESS PROCEDURES

In May 2003, Governor Locke signed into law Senate Bill 5135. All community and technical colleges are required per WAC 131-12-080 to adopt policies and procedures to expedite students’ progress and submit them to the State Board for Community and Technical Colleges. This has been completed. SCC District board approved STUDENT PROGRESS policy number 311 at the last board meeting. The VPs of Student Services agreed that we could not institute this new policy without the involvement of our campus community to develop the procedures and announce (give warning to students) that this new policy will be in effect beginning fall quarter 2004.

ADDITIONAL STUDENT PROGRESS REQUIREMENTS:

:: Students must maintain a grade point average of 2.00.
:: Students enrolled in degree or certificate programs must, on a quarterly basis, successfully complete at least 75% of the credits attempted when they reach a minimum of 30 attempted credits.
:: Students who are enrolled in degree or certificate programs must complete their programs in at least 125% of the credits required for the program.

*These requirements exclude ABE/ESL and developmental courses.
SEXUAL HARASSMENT

Sexual harassment is illegal and a serious breach of professional ethics. Seattle Community College District policy 419 states that sexual harassment will not be tolerated, and any employee or student who feels that s/he has been sexually harassed has the right to complain and have their complaint investigated. Findings of discrimination in the form of sexual harassment can result in an employee's dismissal.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is a coerced, unethical and unwanted intimacy that affects an individual's educational progress or creates an intimidating, hostile, or offensive environment for the individual. While sexual harassment usually involves repeated behavior in some instances it can consist of an action that occurs only once. It can be verbal, physical, or visual and can take many forms. It can be overt, suggesting that a sexual favor will be rewarded, or it can consist of persistent, unwanted attempts to change a relationship into a personal one.

Sexual harassment may include telling sexual jokes; making unwanted sexual advances; making sexual gestures; subjecting someone to unwanted sexual attention; attempting to coerce someone into a sexual relationship; punishing or threatening to punish someone for refusing to comply; engaging in conduct which has the purpose or effect of interfering with someone's performance or creating an intimidating, hostile or offensive environment.

All college employees have an obligation and professional responsibility to avoid behaviors which intimidate students and damage their ability to learn. In the community college setting students may be peers of faculty and staff members in terms of their age and life experience. Personal relationships which might be appropriate in other circumstances are wrong when they occur between a faculty or staff member and any student for whom s/he has a professional responsibility (such as grading or advising). Even when both parties have consented to a personal or dating relationship, it is the faculty/staff member, by virtue of his or her status and power, who will be held accountable for unprofessional behavior.
WHO CAN I TALK TO ABOUT THE PROBLEM?

VICE PRESIDENT OF STUDENT DEVELOPMENT the Vice President of Student Development is responsible for immediately initiating investigations regarding complaints about sexual harassment where a student is complaining against another student. The Vice President of Student Development is also responsible for investigating violations of the code of conduct by students. The Vice President’s office at Seattle Central Community College may be reached at 587.3851.

DEPARTMENT ASSOCIATE DEAN when students have a complaint about an instructor or other employees of the division, they may choose to report it to the department/division Associate Dean.

STUDENT COMPLAINTS OFFICER 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 Student Complaints Officer is the Associate Dean of Student Leadership and may be reached at 587.6924.

DIVISION COUNSELOR counselors are there to help not only with course planning and success in classes, but also with personal problem-solving and solutions to common and uncommon problems students face everyday.
OTHER POLICIES

Seattle Central has put into place policies to protect the physical and mental health of the students, staff, and faculty members.

SCCC SMOKING POLICY

No smoking is permitted inside Seattle Central Community College buildings. This includes: hallways, classrooms, offices, restrooms, the Atrium, and all other areas except authorized smoking areas. Designated Smoking areas are located on some designated outside balconies on the third, fourth, and fifth floors. Some of the entrances to the college have been designated as smoke free to ensure the health and comfort of all.

SCCC DRUG POLICY

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

Students who violate this policy will be disciplined. Depending on the seriousness of the violation, this could include expulsion. Federal funds and/or educational grants may also be jeopardized. Disciplinary action will be handled by VP of Student Development.
SAFETY PROCEDURES

Follow these procedures in cases of crime, bomb threat, hazardous materials leaks, fire, earthquake, or serious injury. Notify Campus Security at 587.5442 of any serious hazards or injuries. In the event of major damage or disruption, the Campus Security Office will announce and implement evacuation procedures. Do not return to an evacuated building unless directed to do so by public safety personnel. This is how to interpret the emergency alarm signals: Pre-signal-intermittent sounding of the horns—No evacuation. (The area of the alarm is being investigated.) Building evacuation—continuous, uninterrupted sounding of the horns All clear—three short soundings of the horns or verbal notice from emergency personnel.

IN CASE OF FIRE

1. Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.

2. Dial 911 (dial 9 first if using a campus phone) and state the problem. State where in the building (which floor, north or south end, room number, etc.) the emergency exists. State the number you are calling from and, if possible, have someone stay close to that number until aid arrives. If possible send a runner to meet and guide arriving emergency crew.

3. Next, call the Campus Security Department at 587.5442 (dial 5442 if using a campus phone). Give your name, location, telephone number, and location of fire.

4. If the fire is small, you may wish to fight it with a fire extinguisher or a building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
5. If the fire is large, very smoky, or rapid-spreading, evacuate the building immediately. Inform others in the building who may not have responded to the alarm to evacuate immediately. If the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops. Walk, do not run, to the nearest stairway exit. If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, go to the nearest stairway landing or smoke tower, shout for help and wait there until help arrives. Consultation about these procedures is available from the Disability Support Services Office.

6. When fire alarms sound, do not use elevators. An elevator may become inoperative and you may be trapped. Give assistance to (help carry, if necessary) all disabled persons in using the stairs.

7. Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by public safety personnel.

8. Notify either public safety personnel or fire fighters on the scene if you suspect someone may be trapped inside the building.
CRIME IN PROGRESS

1. Do not attempt to apprehend or interfere with the criminal except if necessary to protect yourself.

2. If safe, take time to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name (if known). All this is of the utmost help to the investigating officers. If entering a vehicle, note the license number, make and model, and color.

3. Call Campus Security at 587.5442. Give your name, location, and department. Advise them of the situation, and remain where you are until contacted by an officer.

4. In the event of civil disturbance, continue as much as possible with your normal routine. If the disturbance is outside, stay away from doors and windows.

5. Do not interfere with those persons creating the disturbance, or with law enforcement authorities on the scene.

6. In case of any theft, property damage, or minor injuries, submit a campus accident report to the Campus Security Office.
BOMB THREAT

1. Bomb threats usually occur by telephone.

2. The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Ask questions: Where is the bomb? What kind is it? What will make it go off, and when? Listen for distinctive voice characteristics or noises in the background.

3. Call the Campus Services/Security Department 587.5442. Give your name, location, and telephone number. Inform them of the situation, including any information you have.

4. Inform your instructor, supervisor or department head.

5. Campus authorities will be responsible for the building’s evacuation.

6. If you should spot a suspicious object, package etc., report it to Campus Security. Under no circumstances should you touch it, or move it in any way.

7. If instructed to evacuate, move a safe distance away from the building (a minimum of 100 yards). If inclement weather conditions exist, you may move to another building a safe distance away. Do not re-enter the evacuated building until instructed that it is safe to do so by public safety personnel.
HAZARDOUS MATERIALS LEAKS/SPILLS

HAZARDOUS MATERIALS ARE: FLAMMABLE, TOXIC, CORROSIVE, OXYGENIC, CRYOGENIC

If a gas cylinder or other chemical container should spill or begin leaking, and if, in the judgment of the persons responsible for such materials, this presents any danger to themselves or other building occupants, the following steps should be taken:

1. Confine the fumes or fire by shutting the room door.
2. Sound the building fire alarm so evacuation can begin.
3. Call Campus Security at 587.5442. Give your name, department and location of the emergency.
4. Evacuate to a safe area at least 500 feet away from the building. Do not return to the building until instructed that it is safe to do so by public safety personnel.
5. Suspected gas leaks or suspicious odors should be reported to the Campus Security at 587.5442, or dial 911.

EARTHQUAKE

1. If indoors, stay there. Get under a desk or table or stand in a corner or a doorway, away from windows.
2. If outdoors, get into an open area away from trees, buildings, walls and power lines.
3. If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay in your vehicle until the shaking is over.
4. If in a high-rise building, stay away from the windows and outside walls. Get under a table. Do not use elevators.
5. If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.
6. After the shock subsides, get out of doors, well clear of buildings and trees.
DISRUPTIVE PERSONS

If a student or other person is disruptive, call Campus Security at 587.5442 for assistance. When students enroll at Seattle Central Community College, they assume the obligation to observe standards of conduct which are appropriate to the college’s pursuit of its educational objectives. It is assumed that the students will conduct themselves as responsible members of the college and the community.

When a student does not carry out his/her obligation to comply with district and campus rules, misconduct may have occurred. Misconduct is defined by Seattle Community College District as that which adversely affects the institution’s pursuit of its educational objectives. According to WAC 132F-120-110, misconduct for which the campus may impose sanctions is defined and handled by the Vice President of Student Development. On these occasions when you are involved with a student who has violated the code you may refer them to the VP of Student Development. To refer to various codes of conduct, complete a Student Conduct Incidence Report (available through the VP of Student Development or call 587.6976).

SERIOUS INJURY

1. Do not move a seriously injured person unless there is a life-threatening situation (i.e., falling debris, fire or further danger).
2. Dial 911 (dial 9 first if using a campus phone) and state the problem. State where in the building (which floor, north or south end, room number, etc.) the emergency exists. State the number you are calling from and, if possible, have someone stay close to that number until aid arrives.
3. Next, call the Campus Security Department at 587.5442 (dial 5442 if using a campus phone). Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc.
4. Return to the victim, administer first aid, and keep the victim as calm and comfortable as possible.
5. Remain with the victim until campus security arrives.
EVACUATION OF DISABLED

All disabled faculty, staff and students are encouraged to file an emergency status card with the Campus Services/Security Department. If you have special needs during any emergency impacting your work or study areas, the emergency status card will insure that your needs are met. In event of an emergency, occupants of wheelchairs and other persons should observe the following evacuation procedures:

1. All persons shall move toward the nearest marked exit. As a first choice, the wheelchair occupant or person with mobility impairment may use the building elevators, but never in the case of fire or earthquake.

2. As a second choice, when a wheelchair occupant or person with mobility impairment reaches an obstruction such as a staircase, he/she should request assistance from others in the area.

3. If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor, or on the stairway or landing. He/she should continue to call for help until rescued. Persons who cannot speak loudly should carry a whistle or have other means of attracting the attention of others. Rescue personnel, fire and police, will first check all exit corridors and exit stairwells for trapped persons.

NOTE: It is suggested that the wheelchair occupant or person with mobility impairment prepare for an emergency ahead of time by instructing a classmate or professor on how to assist him/her in case of emergency.
ACCIDENT REPORTS

A campus accident report must be submitted to the Campus Security office, Room BE1131, within 24 hours of the accident regardless of the severity of the injury. The term “accident” applies to any personal injury. Accident reports are not required for illnesses unless injuries result from a seizure (falling, striking an object, etc.).

If the injury is received by an employee or a work-study student during their working hours, they are covered by Washington State Industrial Insurance. Any injured employee who requires the care of a physician or hospital must advise the physician or hospital and an industrial insurance form will be initiated immediately.

The industrial insurance form is filled out by the employee at the time of the first treatment and is then completed by the physician who then forwards the form to the employer. At SCCC, the Campus Safety Office completes the form on behalf of employer and forwards the final copies to the Department of Labor and Industries in Olympia. This procedure must be followed so the injured employees benefits can be initiated immediately. Any verbal or written communications received by a divisional office relative to an injured employee must be sent immediately to the Campus Security Office.

There has existed a misconception regarding injuries to students and visitors. The campus does not have a “special fund” to pay medical expenses for on-campus injuries received by students or the visiting public. If such a person receives an injury and does not have school insurance (information on this is available from the Student Leadership Office) or personal health insurance, any medical costs incurred must be paid by the individual. A campus accident report must still be submitted.

Questions relative to campus liability regarding an injury will be forwarded to the Campus Security Office at 587.5442, BE1131.
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For more information and this year’s film schedule, contact
T.J. Elston at 587.6924.
ACADEMIC LOAD: The total number of credit hours for which a student is registered in one quarter.

ACADEMIC YEAR: The period comprised of fall, winter and spring quarters. Summer quarter is separate from the standard Academic Year.

ADVISOR: A faculty member or academic advisor in the Advising Center who helps students plan course work depending on the requirements of your program and specific educational goals.

ASSOCIATE OF ARTS DEGREE: This is a 90-credit community college transfer degree. This degree fulfills the general education requirements for most four-year degrees in arts and sciences.

ASSOCIATE OF SCIENCE DEGREE: Associate of Science transfer degrees are designed to allow students to complete many of the prerequisite math, science, and general education courses required for those considering a major in science, math, or a health profession at a fouryear university or college. SCCC offers a general Associate of Science degree as well as Associate of Science Option One and Option Two. Students should consult with an advisor to learn about these options and to help them determine which degree will best serve their needs.

ASSOCIATE OF APPLIED SCIENCE DEGREE: This degree prepares students for employment through training, technical and related skills, and instruction in academic subjects appropriate to the occupational field.

AUDIT: Students attending classes as a listener or “auditor” without the obligation of doing the required work and without receiving credit. Tuition, however, is the same as that of credit classes.

BACHELOR’S DEGREE: The academic title granted by four-year colleges and universities upon the successful completion of (usually) four years of prescribed study (including the courses completed at a community college). This degree is sometimes called the “baccalaureate” degree.
CERTIFICATE: Some of the Technical and Applied Studies programs lead to an AAS degree, others to an occupational certificate. The certificate programs consist primarily of occupational training; whereas, the degree program consists of occupational courses, as well as a variety of other courses called “support courses.”

CLASS SCHEDULE: A publication containing information on the courses, times and sections to be offered.

COUNSELOR: A person trained in psychology who helps students solve problems, become more knowledgeable about themselves, set goals and make decisions relative to their personal, social, educational and vocational concerns.

COURSE WAIVER: A student may be excused from enrolling in a required course on the basis of a high placement test score, previous acquisition of the skills taught in the course, a passing score on a challenge test or other reasons. Division policies vary relative to the granting of credit for “waived” courses.

CREDIT/CREDIT HOUR: The words “credit” and “hour” are often used synonymously. For the majority of courses, the number of credits offered equals the number of hours in a class per week for that course. (A five-credit course requires five hours in class each week.) NOTE: Your tuition is based on the total number of credit hours you register for, but you receive credit on your transcript only for the number of credit hours in which you receive a passing grade.

CUMULATIVE GRADE-POINT AVERAGE: A student’s grade-point average based on the total number of honor points earned and the total number of quarter hours attempted.

CURRICULUM: The group of courses required for a particular degree or certificate.
**DIRECT TRANSFER AGREEMENT:** The associate degree(s) that a two-year college has defined as meeting the guidelines that enables you to transfer with priority admission to a Washington four-year college or university.

**EDUCATIONAL PLAN:** An education plan is a roadmap towards a college degree and an outline of the coursework required to complete an educational goal/program of study. Working with an advisor, students develop an educational plan using degree planning sheets and considering factors such as course sequences, personal timelines, fouryear admission deadlines/requirements, etc.

**ELECTIVES:** Courses which students “elect” to enroll as “free choice” courses, as opposed to “required” courses that the student must take to fulfill graduation requirements.

**FULL-TIME/PART-TIME STUDENT:** A full-time student is defined as being enrolled in at least 12 credits by Veterans’, Financial Aid, Social Security, and International Studies.

**HUMANITIES:** Includes courses in art, dance, drama, English, foreign language, humanities, music, philosophy 100 and speech. Liberal Studies: The general education courses in the humanities, mathematics, and natural sciences and social sciences.

**MAJOR:** An academic area of specialization chosen by the student.

**MATRICULATION:** The first registration following admission for students earning transfer credits, degrees, or certificates.

**PREREQUISITE:** The requirement(s) are that which must first be met before the student may enroll in a particular course or program. A prerequisite might be completing a given class before enrollment in a more advanced one, or taking a placement test and receiving a satisfactory score. It is imperative that you read the course description or program requirements in the catalog to learn of the prerequisites.

**PROFESSIONAL TECHNICAL STUDIES:** Includes courses, which prepare you for a job. These studies tend to be “terminal,” i.e., they are not intended to transfer to four-year colleges and universities, although there are some exceptions.
SClENCES, NATURAL: Courses in anatomy, astronomy, biology, chemistry, computer science, environmental science, general science, geology, health, oceanography, physics, physiology, engineering, and meteorology. In addition, one of the following may be used for distribution: physical anthropology and physical geography.

SOCIAL SCIENCE: The courses in anthropology, economics, environmental sciences (ENV 150), geography, history, international studies, philosophy, political science, psychology, social science and sociology.

SYLLABUS: An outline or brief statement of the main points of a text, lecture or course of study.

TRANSCRIPT: A copy of your academic record, showing courses completed, grades and credit earned. To be “official” it must be mailed by your former college directly to the Seattle Central Community College Records room or delivered by you, unopened, in an envelope that has been officially sealed by your former school.

TRANSCRIPT EVALUATION: Students transferring from another institution should have their transcripts evaluated to determine how many courses previously taken might be applied to their Seattle Central Community College requirements. Transcripts may be evaluated in the Registrar’s Office when working toward a Seattle Central Community College degree. Advisors in the Advising Center may do unofficial evaluations.

TRANSFERABILITY: Many community college courses transfer to four-year colleges. Many do not. It is your responsibility to determine which courses are transferable. As a general rule, Professional Technical courses do not transfer.

WORK-STUDY: The opportunity to earn part of your educational costs while attending college. Work-study allocations are typically based on your financial needs.
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