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Welcome

This information will help you successfully complete your course. If you have questions regarding any of these Policies and Procedures, contact the Distance Education office at (206) 934-4060 or dislrn@seattlecolleges.edu

Terms of Enrollment

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

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

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

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

Self-paced courses are not covered by financial aid and do not meet Federal requirements for loan deferment.
TIME LIMITATIONS

Maximum Completion Time

1. Students have 6 months (170 days) to complete a Self-Paced course.
2. Students will receive a Y or NC (see Grading System) grade if they do not withdraw within 30 days or do not complete the course on time.

Course Completion Date

Your course completion date is located in the Course Completion Information page. This can be found in the Course Information module.

Calculating your Start Date

➢ Locate your Course Completion date.
➢ Subtract 6 months from this date.

Plan Ahead

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

➢ Do not wait until the last day or week of your course to start submitting lessons. Instructors do not accept all lessons on the last day/week of your course.
➢ Do NOT submit all/half of your lessons at once. Your instructor may not accept more than 2 lessons per week.

Time Management Tips for Students

⊙ Find the Right Time: You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the morning, don't wait to do it until late at night.
⊙ Review Your Notes Every Day: Reviewing helps you reinforce what you've learned so you need less time to study before a test.
⊙ Become a Taskmaster: Give yourself a time budget and plan your studying accordingly.
⊙ Don't Waste Time Agonizing: Instead of agonizing and procrastinating, just DO it. Wasting time worrying about something that you're supposed to be doing is not productive, and can increase your stress.
There are 2 ways to drop a course and receive a refund:

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

OR

2. *drop online at [http://seattlecolleges.edu/elearning/](http://seattlecolleges.edu/elearning/) by requesting a SCHEDULE CHANGE.

A drop and full or partial refund of tuition can be given only during the first 30 days after the enrollment date. Your enrollment date can be calculated by subtracting 6 months from your course completion date (see page 3). All textbook and supplemental materials, including the handling fees are non-refundable.

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

**First deadline**

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

**Second deadline**

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

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

**ELIGIBILITY**

Students in good standing may receive an additional 3 months to complete their course. Extensions are granted when the student has completed half of the course (or close estimate).

**PROCEDURE**

On or before the Course Completion date, submit the EXTENSION REQUEST FORM (on the next page) OR write a letter requesting an extension. Be sure to include your name, student ID number and course on your request.

* All requests must include a payment of $50.00 per course.

You will receive confirmation of your extension and new course completion date, which is 90 days (3 months) from your original course completion date.

**EXCEPTIONS/ SPECIAL CIRCUMSTANCES**

If a student has not completed half the course, but still wants to apply for an extension, they must submit a letter explaining, in detail, why they were unable to complete the course*. If there is a medical reason, a doctor’s note must be submitted. Included in the note must be the dates you were unable do your course work. Your request is considered and you will either receive the extension or a reason for ineligibility.

The two reasons we usually grant extensions are:

1) medical
2) death in the family

*Students still need to pay the extension fee.
EXTENSION REQUEST FORM
SEATTLE CENTRAL COLLEGE
SELF-PACED COURSE

1. Students are only allowed **ONE** extension of 90 days.
2. To be eligible, students must have completed **half of the course**.
3. There is an extension fee of **$50.00** per course.
4. Complete this form and submit (mail or email) with payment.
5. Forms are due on or before your course completion date
   *Due dates are located in the Grades module of Canvas.*

corres@seattlecolleges.edu
Seattle Central College - Distance & eLearning Office
1701 Broadway, BE1140
Seattle, WA 98122

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

NAME: ___________________________________________ STUDENT ID#: ______________

EMAIL: __________________________________________________

COURSE(S): ____________________________________________

**PAYMENT METHOD**

☐ CHECK ENCLOSED, Check # __________

☐ CREDIT CARD: Visa Mastercard *(circle one)*

NAME ON CREDIT CARD: __________________________________________________________

CREDIT CARD #: ________________________________________________________________

EXPIRATION DATE: ______________________________________________________________

TOTAL CHARGE: _________________________________________________________________

_I understand the terms and qualifications for receiving an extension and authorize payment for the amount above:_

X __________________________

*Student signature*

For office use:
☐ In Canvas  ☐ In Access  ☐ Notes: ____________________________________________________
The course fee does not include the cost of textbooks or supplemental materials. Obtaining books for Self-Paced courses is the student’s responsibility. Textbooks and supplies may be purchased at the Seattle Central College Bookstore:

1) online: [http://seattlecentral.edu](http://seattlecentral.edu)
   (click on Bookstore under QUICKFIND)

2) in person

You may also order from any online bookstore.

Some textbooks may be RENTED. Visit these websites for details:
- [http://www.chegg.com/rent/](http://www.chegg.com/rent/)
- [http://www.booksprice.com](http://www.booksprice.com)
- [http://www.betterworldbooks.com](http://www.betterworldbooks.com)
- [http://www.collegebookrenter.com](http://www.collegebookrenter.com)

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

Follow these guidelines for submitting lessons:

1. Lessons are submitted in the SUBMIT LESSONS HERE module in Canvas.

2. Accepted file formats are .doc, .docx.  
   Note: You may submit a pdf. However, you will not be able to view faculty comments in this file format.

3. Do not submit more than two lessons per week unless otherwise noted. If you would like to submit more than two lessons per week, contact your instructor for permission.

4. Grades are viewed in the same module.

PLAN AHEAD!

Faculty will make every attempt to grade your lessons as quickly as possible. However, prompt service on lessons is not always possible between quarters and during summer months when staff and faculty are away from campus. It is the student’s responsibility to plan ahead to minimize delays during these periods.

EXAMINATIONS

Most exams will be non-proctored, at-home. This means you may take the exam at your convenience, without coming to campus or a proctored site.

Most exams are timed and open-book. See the EXAM INSTRUCTIONS module in Canvas for specific details.
FINAL GRADES & TRANSCRIPTS

Students who complete a FINAL EXAM will be notified of their final grade in approximately 1 to 2 weeks.

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

- Students may purchase an official transcript online: http://seattlecentral.edu/registration/transcripts.php

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

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<th>TRANSCRIPT* DEADLINES</th>
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<tr>
<td>If you need a grade by a specific date, you should allow about TWO WEEKS between the submission of the final lesson/exam and the recording of the grade on an official transcript.</td>
</tr>
<tr>
<td>We cannot guarantee the recording of a grade by a specific date.</td>
</tr>
</tbody>
</table>

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

| Enter the date by which you need the grade to be on your transcripts. |
| Subtract THREE weeks from this date. |
| (This is the date you should be completed with all lessons and exams.) |
| How many weeks from today is that date? |
| (This is your estimated time to completion course.) |

Don’t forget to keep track of your course completion date. This is the LAST DAY you may submit lessons and/or take exams.

FACULTY WILL NOT ACCEPT ALL THE COURSE WORK AT THE SAME TIME. GRADES CANNOT BE POSTED IN LESS THAN 2 WEEKS OR BEFORE THE END OF THE QUARTER YOU ARE ENROLLED.
Seattle Central College utilizes a numerical grading system. Numeric grades may be considered equivalent to letter grades as follows:

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

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

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

**Plagiarism**

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

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

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

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

➤ For more information about plagiarism and how to avoid it: [www.plagiarism.org](http://www.plagiarism.org)
Various library services are available for students enrolled in Distance Education courses. Seattle Central’s library has access to library materials from other libraries through an inter-library loan service. Distance Education students may be required to show their registration receipt each time they check out library materials at the Circulation Desk. You may also be asked to show a photo I.D. For additional proof of registration, students may request special enrollment documentation from the Distance Education office.

Library hours and information: (206) 934-4318

The link to the Seattle Central library is:
http://libguides.seattlecentral.edu/library

Virtual Libraries on the Internet are also a valuable resource for information. The following are a few suggestions of on-line Virtual Libraries:
http://www.ipl.org/
http://www.questia.com
http://lcweb.loc.gov/homepage/lchp.html
DISABILITY SUPPORT SERVICES

Students with documented disabilities who need course accommodations, have emergency medical information or require special arrangements for building evacuation should contact the instructor within the first two weeks of class.

DISABILITY SUPPORT SERVICES
Voice/TDD (206) 934-4183

The Disability Support Services Program is here to help you reach your educational goals. If you have a learning, emotional, or physical disability, you may want to take advantage of these services:

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

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

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

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

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

The above information was obtained from the Seattle Central College Student Handbook.
STUDENT INQUIRIES

Students requiring additional information should direct all inquiries to:

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

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

SCCC Campus Phone Numbers:

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

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

The Distance Education HOURS are as follows:

**FALL, WINTER, SPRING**
- Monday 8:00 am to 4:30 pm
- Tuesday 8:00 am to 6:30 pm
- Wednesday 8:00 am to 4:30 pm
- Thursday 8:00 am to 4:30 pm
- Friday 8:00 am to 4:30 pm
- Sat/ Sunday CLOSED

**SUMMER**
- Days/Hours vary – call for updates

(206) 934-4060
CHANGE OF NAME/ADDRESS

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

www.seattlecentral.edu/dept/sos.php

DISCLAIMER

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

Seattle College District VI reserves the right to make any changes in procedures without notice. In addition, the College District reserves the right to cancel courses or change fees at any time without notice.
### Month 1

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<thead>
<tr>
<th>Week</th>
<th>Monday</th>
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<th>Wednesday</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Do you have your Textbook yet? If not, purchase this week.</td>
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<td>Week 2</td>
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<td>Week 3</td>
<td>Submit at least one lesson by week 3.</td>
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<td>Week 4</td>
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### Month 2

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<td>Week 5</td>
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### Month 3

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<tbody>
<tr>
<td>Week 9</td>
<td>Complete the midterm (\text{if applicable}) by the end of this month.</td>
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<td>Week 10</td>
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<td>Week 11</td>
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<td>Week 12</td>
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### Month 4

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<td>Week 13</td>
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<td>Week 14</td>
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<td>Week 15</td>
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<td><strong>Month 5</strong></td>
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<td>WEEK 17</td>
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<td>WEEK 18</td>
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<td>WEEK 19</td>
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<td>WEEK 20</td>
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<td><strong>Month 6</strong></td>
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<td>WEEK 21</td>
<td>Complete final papers and exams this month.</td>
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<td>WEEK 22</td>
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<td>WEEK 23</td>
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<td>WEEK 24</td>
<td>Apply for Extension if needed. Page 7 in Student Handbook</td>
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<td><strong>Optional Month 7</strong></td>
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<td>WEEK 25</td>
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<td>WEEK 26</td>
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<td>WEEK 27</td>
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<td>WEEK 28</td>
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<td><strong>Optional Month 8</strong></td>
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<td>WEEK 29</td>
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<td>WEEK 30</td>
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<td>WEEK 31</td>
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<td>WEEK 32</td>
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<td><strong>Optional Month 9</strong></td>
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<td>WEEK 33</td>
<td>Complete final papers and exams this month.</td>
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<td>WEEK 34</td>
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<td>WEEK 35</td>
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<td>WEEK 36</td>
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STUDENT: The Distance Education office would appreciate your cooperation in completing this questionnaire. Your comments and suggestions will help us in our continuing effort in providing the best possible service. Thank you for your time.

SECTION I

Course ID: ___________________________ Date: ___________________________
(Example: BIO 150)

SECTION II (Please check only one answer and comment if applicable.)

1. Were the course objectives clearly stated?
   □ YES □ NO □ NA
   (Comment): ___________________________

2. Were the instructions for assignments clearly described?
   □ YES □ NO □ NA
   (Comment): ___________________________

3. Were your lessons returned to you within two weeks?
   □ YES □ NO □ NA
   (Comment): ___________________________

4. If you did not understand an assignment, was help available?
   □ YES □ NO □ NA
   (Comment): ___________________________

5. Did your assignments prepare you for the examination(s)?
   □ YES □ NO □ NA
   (Comment): ___________________________

6. What suggestions/comments do you have for the improvement of this course?
   ________________________________________
   ________________________________________

7. What did you like about this course?
   ________________________________________
   ________________________________________

8. What didn’t you like and why?
   ________________________________________
   ________________________________________

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

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

11. Overall, how would you rate your experience taking a Self-paced courses?
    □ Excellent □ Good □ Fair □ Poor
    ________________________________________
    ________________________________________

12. Any additional comments.
    ________________________________________
    ________________________________________

Mail or Email to: SCC Distance Education, 1701 Broadway BE1140, Seattle, WA 98122
    corres@seattlecolleges.edu