SEATTLE CENTRAL COLLEGE

SELF-PACED STUDENT HANDBOOK

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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 Self-Paced office at dislrn@seattlecolleges.edu

Land Acknowledgement

On behalf of Seattle Central College, I acknowledge the land on which we stand today as the traditional home of the Coast Salish people, the traditional home of all tribes and bands within the Duwamish, Suquamish, Tulalip and Muckleshoot nations. Without them, we would not have access to this gathering and to this dialogue. I ask that we take this opportunity to thank the original caretakers of this land who are still here.

Equal & Equitable Opportunity

Seattle Central College is committed to the concept and practice of equal & equitable opportunity for all its students and employees in education and employment, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, veteran status, political affiliation or belief, citizenship/immigrant status, or presence of any physical, sensory, or mental disability.

Statement from the President & Civic Engagement Resources: *https://www.seattlecentral.edu/about/leadership/campus-civic-engagement*

TERMS OF ENROLLMENT

Students who only wish to enroll in Self-paced courses and are not attempting to earn a degree or certificate are registered as "**Non-Award Seeking**" 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 a degree at Seattle Central, credits may also be taken in other modalities such as on-campus, online, or hybrid. Students must matriculate if they wish to earn a degree from Seattle Central College. To matriculate, students must show transcripts indicating completion of English 101 and college level Algebra and meet with an Advisor to determine a degree path.

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

TIME LIMITATIONS

Minimum and Maximum Completion Time

1. Students have up to 6 months to complete a Self-Paced course.
2. Students will receive a Y or NC (see *Grading System*) grade if they do not withdraw within 4 weeks of enrollment or do not complete the course on time.
3. Final grades cannot be posted to a transcript before the end of the original enrollment quarter.

Couse Completion Date

Information on your course completion date is located in the **GRADES** module in Canvas. This can be found in the Course Information module.

Calculating your Start Date

➤Locate your Course Completion date in the Canvas Grades module.
➤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.

DROPPING & REFUNDS

There are ❷ ways to drop a course and receive a refund:

1. email a Drop request to the Self-paced office: dislrn@seattlecolleges.edu
   OR
2. drop online at http://seattlecolleges.edu/elearning/ by requesting a **SCHEDULE CHANGE**. *Be sure to keep the date and underline documentation of your drop.*

A drop and full or partial refund of tuition can be given only during the first 4 WEEKS after the enrollment date. All textbook and supplemental materials and other course fees are non-refundable.

First deadline

100% REFUND - If application for refund is made 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 after the first 2 weeks but before 4 WEEKS 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 4 WEEKS of enrollment.

EXTENSIONS

ELIGIBILITY

Students in good standing may receive an addition 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 (located in the GRADES module of Canvas), submit the EXTENSION REQUEST FORM (on the next page). Be sure to include your *name, ctcLink number* and *course* on your request.

You will receive confirmation of your extension and new course completion date in the **Grades** module in Canvas. All extensions are 90 days (3 months) from your original course completion date. **Only ONE extension per course is allowed.**

EXCEPTIONS/ SPECIAL CIRCUMSTANCES

If you have not completed half the course, but still want to apply for an extension, you must submit a letter explaining, in detail, why you 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 condition affecting at least 45 days of activity
2) military deployment

   *Students are still required to pay the extension fee.

EXTENSION REQUEST FORM

SEATTLE CENTRAL COLLEGE ❖ SELF-PACED COURSE

❶ Students are only allowed **ONE** extension of 90 days/course.

❷ To be eligible, students must have *completed half of the course*.

❸ There is an extension fee of **$50.00 per course**.

❹ Complete the highlighted areas on this form & email it to the Self-paced office.

❺ Forms are due on or before your course completion date
Due dates are located in the Grades module of Canvas.

Send this form to:
dislrn@seattlecolleges.edu
Or
Seattle Central College – Self-paced Extension
1701 Broadway, BE1140
Seattle, WA 98122

➤ *If you are not qualified for an extension, but still want to apply, send an email stating your extenuating circumstances to the Self-paced office.*

NAME: _____ **ctcLink ID:** _____

EMAIL: _____

COURSE(S): _____ : _____

EXTENSION FEE: $ _____

Once your extension has been approved, you will receive an email confirmation with instructions on how to pay online in ctcLink.

CASHIER NOTE - Deposit to GG/ Quarter: _____

OBTAINING TEXTBOOKS

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.**

https://www.bkstr.com/seattlecentralstore/home
1710 Broadway, Seattle, WA 98122

You may also order/rent your textbook from any online bookstore.

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 uploaded in Canvas.

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

3. **Do <u>not</u> 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 and comments are viewed in the Grades module of Canvas.

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

- Final grades/Transcripts will not be available until **after** the end of the initial quarter you are enrolled.

- 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: https://seattlecentral.edu/enrollment-and-funding/enrollment-and-admissions/registration/records-and-transcripts/official-transcripts

- Students are responsible for making sure their final grade is posted to their transcript. You can check online at: https://wa062.ctclink.us/

TRANSCRIPT* DEADLINES

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.

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

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

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 take exams.

FACULTY WILL <u>NOT</u> 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.

GRADING, PLAGIARISM & HONOR SYSTEM

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

A	4.0-3.9		C+	2.4-2.2
A-	3.8-3.5		C	2.1-1.9
B+	3.4-3.2		C-	1.8-1.5
B	3.1-2.9		D+	1.4-1.2
B-	2.8-2.5		D	1.1-1.0
			F	0.0

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). Students may also request an NC by submitting the NC request form on the following page.

HONOR SYSTEM & PLAGIARISM

It is expected that each student will prepare his or her own assignments and that any assignments submitted will be the sole work of the student. Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information, will not be tolerated. Violation of these rules will be considered misconduct under the student code WAC 132–F–120v110. Students suspected of misconduct will forfeit all fees and credit will be denied.

Seattle Colleges Policies & Procedures: https://seattlecentral.edu/about/policies-and-procedures

"Plagiarism" means using others' work as though it were your own. When you quote from the textbook word for word, be sure to 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 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 attempting to have someone else take an exam for you. It is important that each student make sure the work turned in represents their 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. Students suspected of misconduct will minimally receive a failing grade on the assignment/exam and possibly receive a failing grade in the course or be referred to the Dean of Students.

➔ For more information about plagiarism and how to avoid it: www.plagiarism.org

SEATTLE CENTRAL COLLEGE
SELF-PACED COURSE
REQUEST FOR NO CREDIT (NC) GRADE

Student Name:

ctcLink Number:

Course Name:

Item Number:

Instructor:

Quarter & Year:

I understand that an No Credit grade:

1. is a final grade and may not be changed.
2. will not be used in computing a student's G.P.A.
3. may be regarded by some colleges or universities as an indication of unsatisfactory progress.
4. allows the student to repeat the course only once.
5. might mean loss of benefits or status if receiving financial aid, veteran benefits, or attending on an F1/M-1 visa.
6. must be requested before the final exam or final assignment.

I have read and understand the conditions specified for the granting of an NC grade.

Student's Signature:

Date:

SUBMIT IN BY EMAIL OR MAIL TO: DISLRN@SEATTLECOLLEGES.EDU
SEATTLE CENTRAL COLLEGE - SELF-PACED 1701 BROADWAY BE1140 SEATTLE WA 98122

OFFICE USE ONLY:

Grade in Access _____   Grade on Transcript _____

LIBRARY, IT and ctcLINK RESOURCES

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. 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 Self-paced office.
Library hours and information: (206) 934-4318

The link to the Seattle Central library is: http://libguides.seattlecentral.edu/library
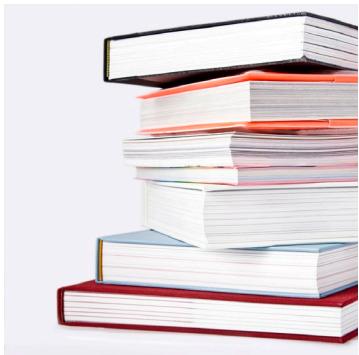
Virtual Libraries on the Internet are also a valuable resource for information. The following are a few suggestions of on-line Virtual Libraries:

https://www.spl.org/ Seattle Public Library

http://www.ipl.org/ Internet Public Library

https://www.loc.gov/ Library of Congress

Remote Access to Computer Labs for Students

https://itservices.seattlecolleges.edu/access-computer-labs-campus
Students can remotely log into computer labs from off-campus and use the software on these computers as if they were there in person. Available computer labs include specialty software computer labs and a subset of open lab/general use computers.

CTC Link

Seattle Colleges (North, Central, and South) uses ctcLink to help you better manage your entire college experience 24/7 from your mobile device, laptop, or home computer.

To learn more, go to the **ctcLink for Students** web page at:
seattlecolleges.edu/ctclink/ctclink-students.

DISABILITY SUPPORT SERVICES

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

The **Accessibility Resource Center (ARC)** provides equal access to students with documented disabilities and acts in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

The ARC mission is to foster a sense of community where students have an opportunity to fully participate in all aspects of campus life. The ARC office provides accommodations for students with a disability. We set up accommodations such as:

- Extra time on tests
- Sign Language interpreters
- Shared class notes
- Course readings in alternative formats

Before you can obtain services, you need documentation of your disability. Schedule a meeting with the Accessibility Resource Center to discuss appropriate services.

Voice/TDD (206) 934-4183
WA Relay Service Voice: 1.800.833.6384

https://seattlecentral.edu/campus-life/student-support-and-services/disability-support

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.*

STUDENT INQUIRIES

Students requiring additional information should direct all inquiries to:

Seattle Central College
Self-Paced Program
1701 Broadway, BE1140
Seattle, WA 98122

✉ DISLRN@seattlecolleges.edu
🌐 https://seattlecentral.edu/programs/elearning

Seattle Central Campus Phone Numbers:

Admissions	(206) 934-4180
Advising	(206) 934-4068
Bookstore	(206) 934-4148
Information Center	(206) 934-3800
Library	(206) 934-4041
Registration	(206) 934-6918
Transcripts	(206) 934-3805

SEATTLE CENTRAL MAP AND HOURS
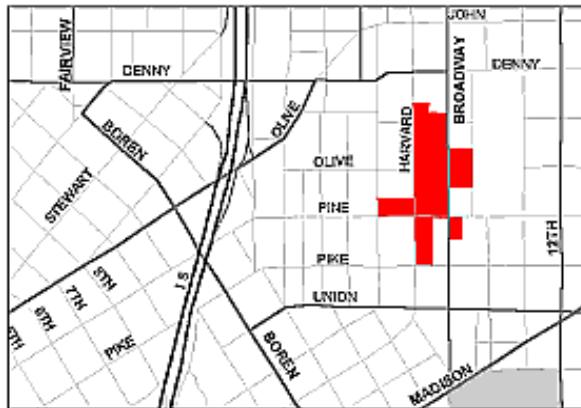
From I-5 Northbound

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 Self-Paced HOURS are as follows:

FALL, WINTER, SPRING

Monday	8:00 am to 4:30 pm	Thursday	8:00 am to 4:30 pm
Tuesday	8:00 am to 4:30 pm	Friday	8:00 am to 4:30 pm
Wednesday	8:00 am to 4:30 pm	Sat/ Sunday	CLOSED

SUMMER
Days/Hours vary – email for updates   dislrn@seattlecolleges.edu

CHANGE OF NAME/ADDRESS

Students are responsible for informing Seattle Central College of their 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 online at the ctcLink student portal:
https://wa062.ctclink.us/

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.

For more information on the Seattle Colleges Policies and Procedures visit:
https://seattlecentral.edu/about/policies-and-procedures

Month 1_____

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	Do you have your Textbook yet? If not, purchase this week.				
WEEK 2					
WEEK 3	Submit at least one lesson by week 3.				
WEEK 4					

Month 2_____

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 5					
WEEK 6					
WEEK 7					
WEEK 8					

Month 3_____

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 9	Complete the midterm (*if applicable*) by the end of this month.				
WEEK 10					
WEEK 11					
WEEK 12					

Month 4_____

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 13					
WEEK 14					
WEEK 15					
WEEK 16					

Month 5

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 17					
WEEK 18					
WEEK 19					
WEEK 20					

Month 6

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 21	Complete final papers and exams this month.				
WEEK 22					
WEEK 23					
WEEK 24	Apply for Extension if needed. Page 7 in Student Handbook				

Optional Month 7

WEEK 25					
WEEK 26					
WEEK 27					
WEEK 28					

Optional Month 8

WEEK 29					
WEEK 30					
WEEK 31					
WEEK 32					

Optional Month 9

WEEK 33	Complete final papers and exams this month.				
WEEK 34					
WEEK 35					
WEEK 36					

TITLE IX AND COMPLAINT PROCESS

Title IX

Seattle College District has a zero-tolerance policy on sexual harassment, discrimination, sexual violence, rape, bullying, or hazing. Please see District Policy and Procedure 419 for our process on investigating and responding to reports of sexual harassment and sexual discrimination. If you have experienced sexual harassment or discrimination, sexual violence, or bullying, or are aware of an incident involving these violations, report it immediately to the Human Resources Department at Seattle Central:
(hr.central@seattlecolleges.edu 206.934.4017, BE 4180)
Or to the District Compliance Officer (Jennie Chen at 206.934.3873, *jennie.chen@seattlecolleges.edu*).

Student Complaint process

The Dean of Student Development is the designated campus complaints officer and is available to meet with students to discuss issues, devise problem-solving strategies, and if necessary, guide them through the formal complaints process. Make an appointment (206.934.3840) to meet for assistance, support and advice. *For more information: https://www.seattlecentral.edu/campus-life/student-support-and-services/student-rights-and-responsibilities/complaint-process*

BIRST: Bias Incident Response Support Team

A Bias Motivated Incident is an action in which a person or group is intentionally targeted and subjected to harassment because of their actual or perceived disability; race, ethnicity, or national origin; religion; sexual orientation, and, for the purposes of this plan, sex, gender, gender identity, and gender expression, but the offense does not rise to the level of a crime. Any person, including Seattle Central College students, faculty, staff, and visitors, who witnesses, becomes aware of, or is subject to bias-based expression should immediately report the incident.

Reporting Options

1. Seattle Central Safety and Security 206-934-5442
2. Submit an online report via the Seattle Central Bias Incident Report Form *https://cm.maxient.com/reportingform.php?SeattleColleges&layout_id=6*
3. Office of EDI *Edi-mcs.Central@SeattleColleges.Edu*