



Welcome to Seattle Central!

We are glad you have chosen to join the diverse and dynamic student population of Seattle Central! Learning how to navigate our college efficiently and effectively will help you succeed. With that in mind, this handbook is designed to help you get through the exciting and sometimes confusing first quarter at your new school.

Whether you are here to pursue a transfer degree, change careers, or to get the skills necessary for a trade, this handbook will help you make connections for success. The **"7 Steps to Enrolling"** will give you an easy guide to the first resources you will need – even if you've already successfully enrolled.

Once you have decided on your particular path here at Seattle Central, there are a few sections of the handbook to keep in mind:

- **"Grades and Transcripts"** gives you an overview of the college's grading system and some of the non-traditional grading options that are available.
- **"Preparing for Classes"** contains all of the important information you need just before classes start.
- **"Student Services & Campus Resources"** details many of the different options you have for support and assistance as you progress through your education.
- **"Graduating & Transferring"** is the section which details the things you need to know as you prepare to finish your time here.

It is also worthwhile to take a look through the **"College Policies,"** **"Student Conduct,"** and **"Campus Safety & Security"** sections to get a sense of what to do when something goes wrong. If you do find yourself in need of a way to formally file a complaint, the **"Student Complaint Process"** describes the steps you should take. Seattle Central is committed to supporting its diverse student body. The faculty and staff here will do everything they can to make sure your experience is encouraging and inclusive.

If you want to get more involved with the campus environment and community, the **"Student Leadership"** section is a great place to start. It overviews many of the involvement opportunities available to you, but it is also a good idea to visit Student Leadership (above the bookstore) to meet current student leaders and get more information about other possibilities which are available. We have a variety of clubs, committees, and events which enhance your educational experience here on campus.

However you decide to approach your educational experience, the Seattle Central Student Handbook should serve as a guide and lead you toward the resources, services, and knowledge you need to make things you want happen!

Best Wishes,
Seattle Central Student Leadership



Mission Statement

Seattle Central Community College promotes educational excellence in a multicultural urban environment. We ensure opportunities for academic achievement, workplace 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; and a safe, healthy and barrier free learning environment.

DIVERSE

We value basic, general, professional-technical, and continuing education; different cultures, races, lifestyles, and learning styles; and collaborative learning and decision making.

INNOVATIVE

We practice a holistic model of student growth and learning; alternative teaching and learning methods; and technology based instruction and services.

RESPONSIVE

We promote programs to reflect and anticipate community needs; an international focus in curricula and services; integration of general and professional-technical education; and assessment and continuous improvement.

Demographics

ABOUT US

Seattle Central Community College is located on Capitol Hill, a vibrant slice of Seattle life. We are an educational home for our students, a leadership incubator for our community and an economic catalyst for our state. Since 1966, the college has served the higher education and workforce training needs of more than 500,000 students. Seattle Central provides college transfer courses, professional/technical programs, and an array of short-term certificate options.

SEATTLE CENTRAL FACTS & DEMOGRAPHICS

STUDENTS

42%	Transfer
32%	Workforce-Professional/Technical
19%	Basic Skills
7%	Developmental
12,789	Total (state funded)
450	Running Start
1,604	International Contract
665	Worker Retraining
27.2	Median age [years]
56%	Female
44%	Male
2%	Disabled
44%	Attend full-time
10	Median quarterly credit load
24%	Received financial aid
18%	African American
1.1%	American Indian/Alaska Native
17%	Asian
11%	Hispanic
5%	Multi-racial
0.5%	Native Hawaiian/Pacific Islander
4%	Other
43%	White

DEGREES AND CERTIFICATES AWARDED

643	Associate degrees
118	Certificates
79	High School Completion/GED
837	Total
40%	Degrees/certificates awarded to students of color
514	Transfers to WA public 4-year institutions

EMPLOYEES

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

(Data from 2010)

OUR HISTORY

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

To accommodate the dramatic increase in Seattle's population caused by the Alaskan Gold rush of the 1890's, Broadway High School was built in Seattle's Capitol Hill District and opened in 1902. Broadway High graduated many of Seattle's outstanding and prominent citizens and cultivated a reputation that continued even though its educational focus changed. In 1946, the high school completed its gradual transition to vocational training and adult education and was renamed 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.

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

SEATTLE CENTRAL LEARNING OUTCOMES ARE:

THINK

Analyze, create, and reflect to address and appreciate challenges and opportunities

COLLABORATE

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

COMMUNICATE

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

CONNECT

Apply knowledge and skills to solve problems

CONTINUE LEARNING

Self-evaluate and act to improve knowledge and skills

7 Steps to Enrolling

1 FILL OUT AN ADMISSION FORM

Seattle Central has open admissions. There are two ways to apply:

- Online at seattlecentral.edu/admissions
- In person at the Admissions Office, BE 1104

2 APPLY FOR FINANCIAL AID

Complete the online FAFSA application by visiting www.seattlecentral.edu/finaid. In addition to filling out the Financial Aid Form, there are other steps you must complete in order to apply for financial aid. Please see the "Financial Aid" section for additional information. Financial aid is limited; apply early.

3 TAKE PLACEMENT TEST OR SUBMIT COLLEGE TRANSCRIPTS

All new students 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.

4 TAKE THE START NEW STUDENT ORIENTATION

In order to register for classes or see an advisor, new students will need to complete the START New Student Orientation. START Orientation is designed for new students to Seattle Central to prepare them as they enter their first quarter of enrollment. Contact Admissions to sign up for an in-person START Orientation. For online START Orientation, see <http://seattlecentral.edu/start>.

5 MEET WITH AN ADVISOR

Academic Advising is integral to Seattle Central's mission and is important to every student's academic success. Academic advisors work primarily with transfer students to help interpret the Associate of Arts or Science degrees. Students who need information about college transfer degrees should schedule an appointment with an academic advisor. Professional-technical students should schedule an appointment with the Workforce Education Manager (see page 9).

6 REGISTER FOR CLASSES

Students may register for classes online or in person. To register online, visit: seattlecentral.edu/sos. To register on campus, submit a class registration form to the Registration office.

7 PAY THE CASHIER

Once you have enrolled in classes, students will need to pay their tuition and fees at the Cashier's window or on the web. Tuition and fees are due within seven business days from the date you first register for classes or by the first day of school, whichever comes first. Students will be dropped for non-payment if tuition is not received within the established timeline.

STEP
1

Admissions

Seattle Central has open admission.

There are two ways to apply:

- Online at seattlecentral.edu/admissions
- In person at the Admissions Office (BE1104)

To use credits from other schools, students need to submit an official transcript and complete an incoming transcript evaluation form. Evaluations are specific to each program of study.

If you are unsure of your program of study, meet with an advisor or counselor before completing a request form. It can take up to 8 weeks to complete the entire evaluation process.



SEND YOUR TRANSCRIPTS TO:

Seattle Central
Community College
Office of Admissions
1701 Broadway
Seattle, WA 98122

ADMISSIONS

Room: BE1104
Phone: 206.934.5450
admiss@seattlecolleges.edu

Mon 8:00am–4:30pm
Tue 8:00am–6:30pm
Wed-Fri 8:00am–4:30pm

Financial Aid

To help students reach their educational goals the Financial Aid Office helps them apply for grants and work-study. Pick up a Financial Aid Application Guide at the Financial Aid Office or online (www.seattlecentral.edu/finaid).

HELPFUL TIP FROM STUDENT LEADERS

Remember to apply early for financial aid. No one wants to worry about paying for classes during the first week of the quarter.

HOW IT WORKS

Apply at www.fafsa.ed.gov. Be certain to complete the application according to the instructions given on the site.

ELIGIBILITY

- Students must be citizens, or eligible non citizens.
- Obtained a High School Diploma or GED certificate.
- Enroll in a certificate or degree program with at least one academic year in length and take the required coursework.
- If male, be registered with the Selective Service.
- Not owe a refund or repayments of prior financial assistance or have a student loan in default at other colleges attended.

WHAT TO KNOW

- Students must apply for each school year they attend.
- Applications are processed in the order received.
- Students must enroll and complete the minimum number of credits specified for the type of aid they receive.
- Students are required to make satisfactory academic progress in their chosen course of study.
- If a student withdraws from school or drops more than the number of credits required to maintain aid, they may owe a repayment on/ or become ineligible for future financial aid funds.
- If they plan to attend classes Summer Quarter, they must complete and submit a separate Summer Quarter financial aid application.

WHEN TO APPLY

All application documents must be accurately completed and delivered to the Financial Aid Office by the published deadline date. For exact dates see the Deadline section of the Consumer Information brochure available at each campus. It is recommended that students begin this process as soon as possible.

Students need to apply only once each school year, but they must reapply every year of attendance. Applications are processed in the order received. Late applicants must plan to pay for their own tuition by the tuition deadline and purchase their own books so that they are ready to begin class on the first day of school. Aid will be disbursed later in the quarter to eligible, late-aid applicants.

NOTIFICATION

Students are emailed a financial aid notification letter which includes conditions of the award. Awards are available on the Financial Aid Student Portal. It is important to read the award notice carefully. Students are also notified by letter if they are ineligible for financial aid.

- To check financial aid status, access the Student Portal for Financial Aid online at www.seattlecentral.edu/finaid.

DISBURSEMENT OF FUNDS

Financial aid grants and tuition waivers are first applied to tuition and fees charged at cashiering. Any remaining balance of grants and loans is disbursed to the student through Higher One*. Work-study awards are disbursed through a payroll check every two weeks as the money is earned.

FINANCIAL AID OFFICE

Room: BE1104
 Phone: 206.934.3844
 Fax: 206.934.3819
scccfinancialaid@seattlecolleges.edu
seattlecentral.edu/finaid

HOURS

Mon	8:00am-4:30pm
Tues	8:00am-6:30pm
Wed	8:00am-4:30pm
Thurs	8:00am-4:30pm
Fri	8:00am-4:30pm

FIRST TWO WEEKS OF EACH QUARTER

Mon-Fri 8:00am-6:30pm*

* 4:30-6:30pm for in-office assistance only

For more information visit:
www.seattlecentral.edu/finaid

*seattlecollegescard.com

STEP
3

Placement Testing

All new students 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. For math, the courses must have been completed within the last three years. There is a fee for the placement test. The Testing Center is available for testing on a walk-in basis during scheduled test times.



The Testing Center works closely with the Disability Support Services counselor. Based on the counselor's recommendation, reasonable accommodations can be provided to students with documented disabilities through Seattle Central's Disabilities Support Services. Accommodations can include a private room, additional testing time, readers, scribes or an ASL interpreter.

Arrangements can be made by contacting the counselor at 206.934.4183.

TESTING CENTER

Room: BE1106
Phone: 206.934.6344
Fax: 206.934.3224
seattlecentral.edu/testing

HOURS

Mon	8:00am-4:30pm
Tues	8:00am-6:30pm
Wed-Fri	8:00am-4:30pm

STEP
4

START New Student Orientation

The START Orientation is designed to help new students before they begin their first quarter at Seattle Central. Taken either in person or online, the START Orientation must be completed before students can register for classes or meet with an advisor. After the orientation, students will have the opportunity to speak with the appropriate advisor and discuss their first quarter plans.



HELPFUL TIP FROM STUDENT LEADERS

Choose the in-person orientation to meet student leaders. We will help you get a better feel for the campus and connect you with resources that will help you to succeed.

START ORIENTATION WILL:

- Introduce you to educational opportunities here at Seattle Central
- Train you in the use of online registration and schedule planning
- Introduce you to current student leaders and advisors
- Provide basic Seattle Central policies and procedures
- Activate your PIN, allowing you to register for classes.

To take the START in person, contact the Admissions Office:

Room: BE1104
Phone: 206.934.4068
admiss@seattlecolleges.edu

To take START online:
www.seattlecentral.edu/start

STEP
5

Advising

Academic advising is integral to Seattle Central's mission and is important to every student's academic success. Academic advisors work primarily with undecided and transfer students to help interpret the Associate of Arts or Science degrees.

WHAT CAN THE ADVISING CENTER DO FOR YOU?

- Interpret requirements for transfer degrees
- Help develop an educational plan
- Interpret COMPASS test results
- Assist with schedule planning

DO YOU HAVE TO MAKE AN APPOINTMENT?

The Advising office offers both appointments and drop-in advising.

Drop-in, first-come, first-served:

- Appointments are scheduled for 30 minutes.
- The first week of each quarter is drop-in only.
- Mon, Thurs. 1:00-4:00pm
- Tues 9:00am-12:00pm

*Times subject to change..

WHEN SHOULD YOU SEE AN ADVISOR?

Students are encouraged to meet with an advisor quarterly, to receive assistance choosing classes and developing an academic plan. It is strongly recommended to meet with an advisor during non-registration periods (Weeks 3-7), as there is often more availability for appointments. Students intending to transfer to four-year colleges and universities are encouraged to meet with an advisor near or at 45 credits to create a long-range plan and receive important transfer and graduation information.

HELPFUL TIP FROM STUDENT LEADERS

It is vital that you meet with an advisor early in your educational career!

IF YOU WANT TO COMPLETE A WORKFORCE OR PROFESSIONAL-TECHNICAL PROGRAM, SHOULD YOU SPEAK WITH AN ADVISOR?

No. If you're interested in a workforce program, attend an information session or make an appointment with the Workforce Education Manager at **scccfwf@seattlecolleges.edu** or go to room **BE1102 C7, (206) 934.4188**.

COLLEGE TRANSFER CENTER

The College Transfer Center provides services to all registered Seattle Central Community College students who want to explore potential 4 year colleges and universities in pursuit of a Bachelor degree. The Transfer Center assists students as they learn about transfer opportunities in their field of study and help with the application process. for the selected schools.

To facilitate the exploration process, the Transfer Center arranges individual visits from 4 year college and university admissions representatives and coordinates two large transfer fairs per academic year. Throughout each quarter the College Transfer Coordinator facilitates several workshops designed to educate students about the transfer process.

There are two computers available to help students conduct college and university searches, complete online applications and write personal statements. The College Transfer Coordinator is available to answer questions and provide support throughout the transfer process

ADVISING

Room: BE1102D
Phone: 206.934.4068
advisorcentral@seattlecolleges.edu

HOURS

Mon 8:00am-4:30pm
Tues 8:00am-6:30pm
Wed-Fri 8:00am-4:30pm

COLLEGE TRANSFER CENTER

HOURS
Mon 8:00am-12:00pm
Tues 9:00am-6:30pm
Wed 9:00am-4:30pm
Thu 8:00am-12:00pm
Fri 8:00am-4:30pm

Registering for Classes

Students can attend class after they have officially registered and paid necessary fees.

STUDENT ONLINE SERVICES

seattlecentral.edu/sos

- Plan your schedule
- Look up your schedule
- View the quarterly class schedule
- Register online (Online Registration Tutorial)
- Check your registration appointment time
- Waitlist inquiries and updates
- Pay for courses online
- Get your grades (unofficial transcript)
- Get your Degree Audit
- Check your Financial Aid status
- Hope Scholarship tax credit information
- Change your PIN
- Change your contact information
- See updated instructor names

HELPFUL TIP FROM STUDENT LEADERS

Classes fill up quickly. Register as soon as you can to ensure you get into the classes you need.

NON-MATRICULATED STUDENTS

Students who have not gone through the admissions process and are enrolling in only one day or evening course for 5 credits or less.

Non-matriculated students can register without an appointment between the hours of 8am-4 pm on the same day as new students. If you are not a U.S. Citizen, bring your Permanent Resident Card with you.

Note: Non-matriculated students cannot enroll in English, math or natural science courses, access Web registration, receive financial aid or earn a degree/certificate. Prerequisite course requirements indicated in the class schedule or the catalog must be fulfilled. It is the student's responsibility to ensure that the prerequisites are met. Students may be asked to withdraw from class if the prerequisite requirements have not been met. Requests to withdraw will be subject to the tuition refund determined by the college refund policy.

WEB REGISTRATION

Web registration hours are 5am-11pm, seven days a week, during web registration dates. Currently enrolled students will begin registering the seventh week of the current quarter. All currently enrolled students will be assigned a registration appointment time. The registration appointment time is the official time assigned to you to register and the earliest time that you can access online registration. If you don't register at that exact time, you can still access online registration from that time forward.

Students can check this time at www.seattlecentral.edu (click Student Online Services). If you're not given a time, ask the Registration office for help. Registration priority is based upon total cumulative credits earned at Seattle Central.

1. LOG ON TO SEATTLECENTRAL.EDU

- Click on Student Online Services

2. SELECT REGISTER ONLINE

- Key in your Student ID number and PIN then select the quarter.
- Click on Register, answer the questions and click on continue

3. CHOOSE YOUR CLASSES

- On the schedule screen, enter your item numbers under Add/Drop (up to 5 items at a time).
- When you're sure that the item numbers are complete and correct, click on Submit Add/Drop. A box will appear on screen for you to key in a 5-digit entry code (if needed).
- Your classes and fees information will appear in the Schedule box.
- Click the Change Credits button and select the number of credits you want. (This box will only appear for variable-credit classes.)
- Check the messages and follow the instructions if there were errors (i.e., if the class is already full) or there was a block (i.e., flag on record or entry code required).
- Click on finish

4. MAKE A PAYMENT

Tuition and fees are due within seven business days from the date you first register for classes or by the first day of school, whichever comes first. If you register on or after the first day of the quarter, tuition is due at the time of registration. Students will be dropped for non-payment if tuition is not received within the established timelines. Check the academic calendar for the Fall Quarter tuition deadline.

5. PRINT OUT YOUR RECEIPT

This gives you a copy of your class schedule, amount due and a record of the transaction.

Registration & Attendance Policies

ATTENDANCE

Students are officially registered after they have paid fees. Instructors may not allow a student to attend their class if the student's name is not on the official class roster. Students who are officially enrolled in credit classes must be in attendance or communicate with the instructor no later than the first scheduled class. Students who are absent without prior approval of the instructor or the division/department chair may be withdrawn by the college.

NOTE: Students should not assume that they have been dropped if they have not attended class on the first day. This procedure is usually implemented only when there are other students waiting to enroll in that class.

Audit students must register for the course(s) they want to audit and pay full fees. An N grade will be recorded on the student transcript. It is the student's responsibility to consult with the instructor regarding class requirements. After an N is issued, the course may be repeated only once.

CANCELED CLASSES

To request a refund and withdraw from courses (including canceled courses) an add/drop form should be submitted to Registration. Students may withdraw using the Web prior to the start of the quarter. Please keep all receipts for proof of transactions.

DROPPING/WITHDRAWALS

To avoid any potential problem in meeting their educational goals, students are strongly encouraged to meet with their instructor before dropping any classes. Please refer to the important dates online at www.seattlecentral.edu for withdrawal deadlines. Although students may not officially withdraw from a class after the eighth week, regardless of their academic status, they have the option to contract with their instructor for an I (incomplete grade), or NC (no credit).

WAITLIST

The waitlist feature offers students a fair, consistent method of enrolling 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 (see tuition fees and refund page). If you have not been enrolled via the automated process by the first day of the quarter, go to the class to obtain an instructor's signature if possible. Bring signed Add/Drop form to the registration office for processing. The last day to register is on the 10th day of the quarter and tuition is due immediately. Web registration hours are 5a.m. to 11p.m., seven days a week, during web registration dates.

LATE REGISTRATION/ SCHEDULE CHANGES

Students are always encouraged to begin classes on the first day. However, online registration, in open classes (except math classes), continues through the third day of the quarter. After the third day, an instructor's signature is required to add a class. A late fee of \$10 per credit will be assessed for any class added after the 10th day of the quarter.

NOTE: Math classes require course instructor's signature from first day and a visit to Registration is required to drop a math class.

INTRA-DISTRICT REGISTRATION

Returning students may register at their regular campus for a course at any Seattle Community College Campus. In most cases, you may register online if you have already applied for admission or through your home campus. Seattle Community College District does not provide tuition reduction for concurrent enrollment with non-SCCD colleges.

REGISTRATION OFFICE

Room: BE1104
Phone: 206.934.6918
www.seattlecentral.edu/sos

REGULAR HOURS

Mon 8:00am-4:30pm
Tues 8:00am-6:30pm
Wed-Fri 8:00am-4:30pm

See Glossary for common registration terms.

SPECIAL HOURS

1st & 2nd week of each quarter
Mon-Thu 8:00am-6:30pm
Fri 8:00am-4:30pm

Paying for Classes

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. For a current table of tuition rates and fees, please visit www.seattlecentral.edu/tuition

PAYING TUITION AND FEES

Tuition and fees are **due within seven business days from the date you first register** for classes or by the first day of school, whichever comes first. If a student registers on or after the first day of the quarter, tuition is due at the time of registration. Students will be dropped for non-payment if tuition is not received within the established timeline. Tuition may be paid via Visa, MasterCard, American Express or Discover using the web at www.seattlecentral.edu. Payment can also be made in person by cash, check, money order or credit card. Checks returned because of stop payment will be charged a fee, and the student will be immediately withdrawn from all courses.

TUITION PAYMENT PLAN

Don't have money to pay your tuition all at once? Join our new online payment plan e-cashier and start budgeting for your education today. The sooner a student starts, the lower their monthly payments will be. Seattle Central is pleased to offer this payment plan from Nelnet Business Solutions to provide students with a low cost option for budgeting tuition and fees. It is not a loan program; therefore, you have no debt. There is no interest and there is no credit check.

For more information, visit www.seattlecentral.edu/tuition

Simple steps to Enroll in the Payment Plan:

- Go to www.seattlecentral.edu/sos
- Click under Pay for Classes

REFUNDS

Refunds result from a student withdrawing from the college.

Refunds are made in accordance with the quarterly schedule dates, and include a processing fee. No refunds are given to anyone dismissed for disciplinary reasons or to those who do not follow the official withdrawal procedures. This policy does not apply to non-credit classes, contract or self-support courses. Allow 2-3 weeks to process a refund.

Fall, Winter, and Spring Quarter Refund Deadlines

- 100% Withdrawal from classes due to cancellation by the college.
- 100% Before the first day of the quarter or the last day students can register online, whichever comes first (less \$6.00 fee).
- 50% From the 8th day through the 20th calendar day of the quarter.
- 0% After the first 20 calendar days of the quarter.

Please note: Students who stop attending classes without processing an Add/Drop form in the Registration office will forfeit all claims to credit or refunds. For classes that do not follow the regular college quarter calendar refunds are applied on a timetable as established above and pro-rated to the standard quarter length.

RESIDENCY

For state-supported class tuition purposes, a state resident is a U.S. citizen or one who has permanent resident immigrant status, refugee-parolee status, or conditional entrant status. For residency one must also have established a residence in Washington State primarily for purposes other than education 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 began, or is a financially dependent student. If the student is financially dependent, one or both of the parents or legal guardians need to have maintained a domicile in Washington State for at least one year immediately prior to the first day of the quarter. For more information on residency and non-residency determinations please see the online definitions at: www.seattlecentral.edu/policy.

CASHIER'S OFFICE

Room: BE1104A
Phone: 206.934.3879
www.seattlecentral.edu/sos

HOURS

Mon-Fri 8:00am-4:30pm
Tues 8:00am-6:00pm



Scholarships

Scholarships are often an integral part of how those without the personal means to pay for school fund their education. They serve as one of the tools helping students to overcome the financial challenges they face while pursuing a higher education.

SEATTLE CENTRAL FOUNDATION

Seattle Central scholarships are available for students in college transfer programs and students in professional/ technical programs. Hundreds of new, returning, and transferring Seattle Central students are awarded scholarships each year through the Seattle Central Foundation. One application is all it takes for you to be eligible for dozens of scholarship opportunities. What better way to help pay for your education at Seattle Central and beyond? Check the Foundation's web page <http://seattlecentral.edu/wp/foundation> for scholarship requirements and deadlines.

Room: BE4180 scccfoundation@seattlecolleges.edu
Phone: 206.934.5491 <http://seattlecentral.edu/wp/foundation>

OTHER SCHOLARSHIPS

Scholarship information is also available in the Career Services Center. The Career Services Center receives scholarship announcements and applications from many outside sources. They usually start to arrive in October and continue through April. These applications are for the following academic year. We encourage students to check the the Career Center frequently for new information. Scholarships for specific majors or interests, high school seniors, minorities and special populations are in binders and separated by deadline dates. Staff is available to help students use the resources and assist with scholarship applications and personal statements.

Room: BE1102E sccccareerresources@seattlecolleges.edu
Phone: 206.934.4383 <http://seattlecentral.edu/careercenter>

HELPFUL TIP FROM STUDENT LEADERS

Get involved on campus to enhance your scholarship applications! Student Leadership offers many involvement opportunities. Visit us above the bookstore to learn more!

Books and Identification Cards

Books

The Seattle Central Bookstore serves the campus community by providing required textbooks, supplies and educational support materials as well as other merchandise that meets the needs of our diverse population.

To avoid the long lines that occur during the first week of classes, students should purchase their books during the two weeks prior to the start of classes each quarter. Students can also avoid the lines by ordering their books from the Bookstore's website: <http://seattlecentral.bncollege.com>.

Required textbooks are arranged by class. Many textbooks are available for rent, with an average savings of 50% off the purchase price. Additional savings are possible by taking advantage of the many electronic books the bookstore offers. Used books are another affordable alternative.

Returns and exchanges are honored during the first week of classes with receipt. At the end of the quarter the bookstore runs a buyback program for students with a current ID. Not all used books are eligible. Ask at the bookstore for details.

Students are encouraged to follow SCCC Bookstore on its Facebook page for alerts on flash sales, campus events, contests and giveaways: facebook.com/seattlecentralbooks.

TEXTBOOK ALTERNATIVES

The Books For Sale Board, located across from BE1110, lists textbooks for sale by students at the end of the quarter. To sell books on this board obtain a "Book for Sale" form in Student Leadership (above the bookstore).

The Associated Student Council Book Fund purchases textbooks to place on hold in the library for free use by all students. Students are always welcome to make suggestions for new titles with the librarian.

BOOKSTORE

Phone: 206.934.4148
Location: 2SAC250
email: scccbookstore@seattlecolleges.edu
www.seattlecentral.bkstore.com

HOURS

Mon-Thurs 8:00am-5:00pm
Fri 8:00am-4:30pm

Identification Cards

Photo identification cards are strongly advised for new students registering for credit bearing classes at Seattle Central. There is a charge of \$5.00 for this ID card, payable to the Cashier located in the Registration office lobby. Students must show valid identification to obtain a student ID.

ID cards are required to check out materials from the library, to obtain proof of registration for classes, to gain access to computer labs, to get service at student offices, and to gain access to the Mitchell Activity Center. Student ID cards may also provide you with community discounts.

STUDENT IDENTIFICATION NUMBER

Students will be assigned a Student Identification number (SID) upon applying to the college. This number can be used to register for classes, access grades and schedules, pay tuition, and many other administrative purposes. It is not listed on your ID card, so be sure to keep it in a secure location.

ID CENTER

Room: BE1104
Phone: 206.934.4425
www.seattlecentral.edu/idcenter

HOURS

Mon 8:00am-4:00pm
Tues 8:00am-6:00pm
Wed-Fri 8:00am-4:00pm

PERSONAL IDENTIFICATION NUMBER

All students are assigned a six digit Personal Identification Number (PIN) after completing their initial registration process. The PIN is used for inquiry functions and should be changed by the student to something memorable and secure.

College Transfer Degrees & Bachelor of Applied Behavioral Science

DIVISION	CONTACT INFORMATION
ALLIED HEALTH 206.934.4349 BE3210	
BASIC & TRANSITIONAL STUDIES 206.934.6964 BE3122	
BUSINESS, INFORMATION TECHNOLOGY & CREATIVE ARTS (BITCA) 206.934.3830 BE5166	
HUMANITIES & SOCIAL SCIENCES 206.934.4164 BE4128	
SCIENCE & MATHEMATICS 206.934.3859 SAM110	
SEATTLE CULINARY ACADEMY 206.934.5424 BE2120	
APPLIED BEHAVIORAL SCIENCE 206.934.3178 BE3122	
WORKFORCE EDUCATION 206.934.4950 BE4180	

ASSOCIATE OF ARTS (AA-DTA) TRANSFER DEGREE

The AA-DTA is a 90 credit transfer degree that fulfills general education (core) requirements for many four-year colleges and universities. The AA-DTA offers flexibility for students pursuing a wide variety of majors and areas of study.

AA-DTA INCLUDES:

Intermediate Algebra Proficiency

Demonstrate proficiency in intermediate algebra by passing MATH 098 with a 2.0 minimum grade or pass an approved college level math course.

Basic Skills – 15 credits

- 10 credits, English Composition
- 5 credits, Quantitative/Symbolic Reasoning

Distribution – 45 credits

- 15 credits required in each of the three distribution areas: (1) visual, literary and performing arts; (2) individuals, cultures and societies; and (3) the natural world.
- Within each distribution area, students are required to take courses from at least two different disciplines.

Electives – 30 credits

- Must include at least 15 credits of academic/college transfer courses.
- A maximum of 15 credits of restricted electives are allowed.

A.A. Special Requirements

These are not additional credits but are taken as part of basic skills distribution or electives. They include communication, global studies, U.S. Cultures, and minimum 8 credits of integrated studies.

ASSOCIATE OF SCIENCE TRANSFER (AS-DTA) DEGREE

The AS-DTA is a 90 credit transfer degree that fulfills general education (core) requirements for many four-year colleges and universities. The AS-DTA is designed for students wishing to pursue a degree in the sciences.

In addition to the AS-DTA, Seattle Central offers two other AS Transfer degrees:

- **AS-Option One:** Biological sciences, environmental sciences, chemistry, geology, earth sciences.
- **AS-Option Two:** Focus of study in engineering, computer science, physics, atmospheric science.

Seattle Central offers two-year degrees that give a solid foundation for transferring to a four-year college or university. We also offer professional and technical training programs that prepare you for a high-demand career, and a bachelors degree which prepares students for immediate work in the Human Services fields.

HELPFUL TIP FROM STUDENT LEADERS

Always check with the Admissions Office at your transfer school to see how your credits will transfer.

TO RECEIVE A TRANSFER DEGREE:

- Completion of at least 90 applicable credits with a 2.0 cumulative GPA are needed
- At least 15 credits must be earned from Seattle Central Community College

WHAT IS THE DIRECT TRANSFER AGREEMENT?

The transfer agreement ensures that a student who completes an Associate in Arts degree (or other designated direct transfer degree) at a public community college in the State of Washington will have satisfied all or most of the lower division general education (or core) requirements at the various baccalaureate institutions. The transfer student who has earned a degree covered by the guidelines will generally have junior level standing (90 quarter credits or 60 semester credits) at the receiving institution.

Students who transfer within these agreements must still meet individual admissions requirements for each baccalaureate institution and the prerequisites for major, minor and professional programs. The DTA does not guarantee admission to the baccalaureate institutions.

DIRECT TRANSFER AGREEMENT SCHOOLS

- Bastyr University
- Central Washington University
- City University
- Cornish College of the Arts
- Eastern Washington University
- Gonzaga University
- Heritage College
- Northwest University
- Pacific Lutheran University
- Saint Martin's University
- Seattle Pacific University
- Seattle University
- The Evergreen State College
- Trinity Lutheran College
- University of Washington (Seattle, Tacoma, Bothell)
- Washington State University (Pullman, Tri-Cities, Vancouver)
- Western Washington University
- Whitworth University

BECOME A TEACHER

Seattle Central offers several opportunities for students who want to become teachers.

Associate in Elementary Education (AEE-DTA/MRP) Transfer Degree

The AEE-DTA is a 90-credit transfer degree that fulfills general education (core) requirements for many four-year colleges and universities. The AEE-DTA is designed for students interested in teaching elementary and middle school (grades K-8.) The degree program also connects students to resources and opportunities related to the teaching field.

Associate in Math Education (AME-DTA/MRP) Transfer Degree

The AME-DTA is a 90-credit transfer degree that fulfills general education (core) requirements for many four-year colleges and universities. The AME-DTA is designed for students interested in teaching mathematics at the secondary school level (grades 9-12.)

Seattle Central to the UW: Future Teachers for America

Seattle Central has teamed up with the University of Washington to offer support and resources to students who are traditionally underrepresented in the field of education. This program is for those students interested in transferring to the University of Washington to earn their teaching degree.

SEATTLE CENTRAL BACHELOR OF APPLIED SCIENCE

The Bachelor of Applied Science Program offers a substantive human services bachelor's degree for direct service practitioners. It is designed for students with an Associate of Applied Science two-year degree in social and human services, early childhood education, interpreting or a related degree. Applications are accepted for fall and winter quarter entry. A minimum 2.5 cumulative GPA is required for application; however, acceptance into the program is competitive.

Phone: 206.934.3101

Room: BE3220

www.seattlecentral.edu/BAS

Professional-Technical Programs

BUSINESS INFORMATION TECHNOLOGIES & CREATIVE ARTS

Application Support

Three quarter certificate or five to six quarter A.A.S. degree. Students learn software applications and how to support users. Classes prepare students for Microsoft Office Specialist exams.

Business Information Technology

Three quarter certificate or six quarter A.A.S. degree. Real world office skills such as customer service, management and professionalism are taught along with IT skills.

Database Administration & Development

Four quarter certificate which trains students to organize data, install database management software, create and secure databases and design database driven applications.

Network Design and Administration

Four quarter certificate or three quarter certificate for Cisco, 5-6 quarter A.A.S.-T degree. Students learn to design, evaluate and manage systems such as local and wide area networks and other data communications systems.

Programming

Four quarter certificate or 5-6 quarter A.A.S.-T degree. Trains students to write, test and maintain computer programs with an emphasis on object-oriented design and mobile application development.

Web Design

Four quarter certificate or 5-6 quarter A.A.S.-T degree. This evening program trains students to create graphics, design navigational elements and structure content to produce user friendly web sites.

Web Development

Four quarter certificate or 5-6 quarter A.A.S.-T degree which combines programming, web design and using databases to produce websites.

Mobile Product Development

Four quarter certificate which prepares students to develop applications for the most popular mobile platforms.

Apparel Design

Six quarter A.A.S. degree with classes in fashion, computers, design, color and sewing. This program prepares students to work in the apparel manufacturing and design industry.

Commercial Photography

Six quarter A.A.S. degree equips students with technical knowledge, creative vision and business acumen to be successful professional photographers.

Graphic Design & Illustration

Six quarter certificate or seven quarter A.A.S. degree which combines traditional computer based instruction in professional design, illustration and typography.



CULINARY**Culinary Arts**

Six quarter certificate or seven quarter A.A.S. degree. Chef instructors transform students into chefs by teaching culinary theory and management, combined with the real life experience of preparing meals for two restaurants.

Specialty Desserts & Breads

Five quarter certificate or six quarter A.A.S. degree. Students learn a combination of traditional and cutting edge curricula in the classroom and in a state of the art baking lab.

ALLIED HEALTH**Dental Hygiene**

Seven quarter A.A.S.-T degree which includes theory, lab, business and health courses, and clinical practice at Central's state of the art dental facility.*

Nursing

Six quarter A.A.S.-T degree which includes science courses, lab skills, nursing theory and hands-on clinical practice at area hospitals. The program prepares students to take the NCLEX exam and work as registered nurses.*

Opticianry

Seven quarter A.A.S. degree. Opticians design and fit eyewear and contact lenses. Students get real world experience in the campus optical shop.*

Respiratory Care

Seven quarter A.A.S. degree. Learn to evaluate, treat and care for patients with breathing disorders. Class and lab instruction is combined with clinical experience.*

Surgical Technology

Three quarter certificate. Surgical technologists assist surgical teams in medical operations. Students learn science, medical terminology and surgical skills in lab and clinical settings.*

*Upon completion of these programs, students are eligible to take their licensing exams.

SOCIAL & HUMAN SERVICES**Chemical Dependency**

Four quarter certificate. Graduates will train to practice in direct service positions in Washington State licensed chemical dependency facilities.

Child & Family Studies

Four quarter certificate or six quarter A.A.S. degree. Preparation for employment working with children and their families in childcare, preschools, school age care and education and social services

Social & Human Services

Six-quarter A.A.S. degree. Train to work in human service occupations or prepare for a BA degree in human services, counseling or social work.

MARITIME**Marine Deck Technology**

Three quarters plus an at sea internship. On board experience plus classes in nautical science, computation and communication prepares students for a career in the maritime industry.

Marine Engineering Technology

Three quarters plus an at sea internship. Combines shipboard experience, engineering and computation to train students to become professional mariners.

WOOD TECHNOLOGY**Carpentry**

Four quarter certificate or five or more quarter A.A.S. degree. Students prepare for employment in the home construction, remodeling and light commercial construction trades with hands-on shop learning.

Cabinetmaking

Five quarter certificate or six quarter A.A.S. degree. The combination of technical information with practical shop application prepares students for careers in cabinetmaking and fine woodworking.

Marine Carpentry

Six-quarter certificate or eight-quarter A.A.S. degree. Students work in a boat shop environment repairing and building both wood and fiberglass boats.

See page 16 for department contact information.

Grading & Transcripts

STANDARD GRADING SYSTEM

The Seattle Community Colleges use a numerical grading system. Numerical grades may be considered equivalent to letter grades as follows:

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

Many programs and individual course sequences require a minimum of a 2.0 grade in order to continue with additional courses or studies. Be sure to know the specific requirements for your courses, program or college transfer major. Consult with your advisor or counselor. Grade point average (GPA) is determined by dividing total points earned by total credit hours attempted.

NON-TRADITIONAL GRADING OPTIONS

The following letter grade options are not universally accepted by other institutions and could jeopardize the transferability of courses and financial aid status. See your advisor.

S-Satisfactory With Credit

Used for individual progress, clinical, and skill development courses. This symbol is not used for college transfer courses numbered 100 and above, except designated pass/fail courses as approved by the Office of Instruction.

I-Incomplete

Indicates that the student performed at a passing level, completed most of the course requirements, and intends to make up the missing work. An Incomplete is given only at the discretion of the instructor when the student has attended regularly, done satisfactory work, and furnished satisfactory proof to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

Coursework must be completed during the following quarter, excluding Summer Quarter. If the student fails to remove the I by completing the coursework in the specified time period, the I will remain on the transcript. The instructor must file a written statement of reasons for giving the Incomplete, listing a description of the work which the student will need to do to remove it, with the dean of the division in which the course is offered. If the student elects to repeat a course rather than make up the work, the I will remain on the transcript. The grade earned will compute in the GPA; after receiving an I in a course, a student may repeat that course only once.

N-Audit

To audit a course means to register for and attend class without receiving a grade or credit. An N grade, rather than credit, is recorded on the transcript. Students must officially register to audit a course. Registration for an N may be made until the end of the second week of the quarter without the instructor's signature or the end of the eighth week (sixth week of Summer Quarter) with the instructor's approval and signature.

Students are responsible for consulting with the instructor regarding class requirements. After an N is issued, the course may be repeated no more than once. If the instructor's requirements for an N are not satisfied by the student during the course, the instructor may issue an NC (No Credit) symbol. Students changing their status from audit to credit or credit to audit must make official changes within specific deadlines.



NC-No Credit

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

W-Official Withdrawal

This grade will be recorded and will remain on the student's transcript. After a W is issued, the course may be repeated no more than once.

Y-Ongoing Course

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

GRADE ERRORS OR CHANGES

Report grade errors or grade changes immediately to the Registration office. Grade errors reported after two consecutive quarters may not be changed. Students are encouraged to consult with their instructors before initiating a grade review process as outlined in the complaint procedure. After a course grade has been assigned, supplemental or additional class work will not be accepted for the purpose of changing that grade except in the case of an I (incomplete) grade. Students must complete the coursework as directed by the instructor during the following quarter (excluding Summer Quarter).

TRANSCRIPTS

Official, sealed transcripts are required by other institutions when students transfer. Official transcripts (a copy of a student's permanent academic record) may be requested in writing from the Registration office of the college where the classes were taken or online through the National Student Clearinghouse. Cost is \$4.50 per copy and requires two working days for processing. In compliance with the Family Educational Rights and Privacy Act of 1974, transcripts will be released only upon written request. Students can get an unofficial transcript at no cost, via Student Online Services at the college website. Transcripts will not be released if students have not fulfilled all financial obligations to the college.

Graduating & Transferring

GRADUATION PROCESS

Students nearing graduation are encouraged to review graduation requirements with an advisor, faculty coordinator or division counselor. After it is determined that the student will complete the coursework required, **it is the student's responsibility to apply for the award at the registration office.** Applications are available in the Registration office, Advising office and division offices. Upon approval, the award will be issued. (Students must refer to their program of study for requirements on specific certificates and degrees.) Students should apply to graduate the quarter before intending completion.

Transfer-In Credits and Graduation: Students must apply to have their transfer credits evaluated no later than one quarter prior to applying for graduation.

GRADUATION REQUIREMENTS

Transfer Degrees

To earn a degree within the Seattle Community College District, a student must complete at least 90 credits and have a minimum cumulative grade point average of 2.0. At least 15 credits must be earned at the Seattle Community College granting the degree.

Professional-Technical Programs

Students in a professional-technical program should refer to their program requirements.

Note: With approval of the dean, students may elect to graduate either under the catalog in effect at the time they complete the graduation requirements or under the provisions of an earlier official catalog, provided that (a) not more than five years have elapsed since the student first enrolled under that earlier catalog and (b) the courses required for completion are still offered. The dean may make suitable substitutions in cases where courses are no longer offered. Students are advised that if they graduate under an earlier catalog some current transfer requirements of four-year institutions may not be satisfied. Students are advised to contact the transfer institution for current requirements.

COLLEGE TRANSFER CENTER

The College Transfer Center provides services to all registered Seattle Central Community College students who want to explore potential 4 year colleges and universities in pursuit of a Bachelor degree. The Transfer Center assists students as they learn about transfer opportunities in their field of study and with the application process for their selected schools.

To facilitate the exploration process, the Transfer Center arranges individual visits from 4 year college and university admissions representatives and coordinates two large transfer fairs per academic year. Throughout each quarter the College Transfer Coordinator facilitates several workshops designed to educate students about the transfer process.

There are 2 computers available to help students conduct college and university searches, complete online applications and write personal statements. The College Transfer Coordinator is available to answer questions and provide support throughout the process.

COLLEGE TRANSFER CENTER

Room: BE1102F
Phone: 206.934.5469
SCCCtransfercenter@seattlecolleges.edu

HOURS

Mon	8:00am-12:00pm
Tues	9:00am-6:30pm
Wed	9:00am-4:30pm
Thu	8:00am-12:00pm
Fri	8:00am-4:30pm



FIVE STEPS FOR A SUCCESSFUL TRANSITION TO A FOUR-YEAR SCHOOL

- 1 Explore different majors, interests and careers
 - 2 Search for colleges that offer your major
 - 3 Create a long-range plan with an academic advisor
 - 4 Gather application materials and attend transfer planning workshops
 - 5 Get your applications ready for deadlines
-

ACADEMIC RECOGNITION

Students are recognized for outstanding academic achievements through the Dean's List or President's List awards at the college they are currently attending. These awards are posted to the student's official academic transcript.

- **Dean's List:** Students must have 10 or more credits per quarter at the college they are currently attending and a 3.5 quarterly GPA.
- **President's List:** Students must have accumulated 30 or more credits at the college they are currently attending and have a 3.8 or higher cumulative GPA.

PHI THETA KAPPA ACADEMIC HONOR SOCIETY

Phi Theta Kappa International Academic Honor Society recognizes outstanding students who have achieved a 3.3 GPA and 12 college level credits at two-year public and private colleges. Phi Theta Kappa offers students the chance to serve their campus and community while developing leadership skills. In addition to these benefits, Phi Theta Kappa members have access to scholarship opportunities which are not available to non-members. Each of the Seattle Community Colleges has a Phi Theta Kappa chapter and offers membership to students whose academic work meets the organization's standards. These awards are posted to the student's official academic transcript.

Student Services & Campus Resources

Student Resources & Support, Student Development and Student Enrollment Services are the three departments which make up Seattle Central's Student Services. Many of the programs which fall under these three departments have already been discussed in other sections of the handbook, and many more will follow in this section. All of these Seattle Central staff members are committed to helping students succeed. Their programs reflect the attention and support they give to our student body.

STUDENT RESOURCES & SUPPORT

- Advising and Transfer Center
- TRIO/Student Academic Assistance
- Career Services Center
- College Success Program
- Financial Aid
- Veterans Affairs

STUDENT DEVELOPMENT

- Student Leadership
- Disability Support Services
- Student Support Programs
- M. Rosetta Hunter Art Gallery
- Mitchell Activity Center
- BE Learning Center
- Information Central

ENROLLMENT SERVICES

- Admissions
- Registration & Records
- Running Start
- Testing Center
- Workforce Advising

STUDENT HELPDESK

Phone: 206.934.6320
Room: BE1105
Hours: Mon-Thu 9am-6pm
Fri 9am-5pm
Sat 9am-1pm
Summer hours will vary
scccstudenthelpdesk@seattlecolleges.edu

The Student Helpdesk is located inside the Information Central Office. IT Services staff members are there to answer technology questions relating to student computer use on campus. They can help with issues such as how to find login names, how to register and pay for classes online and how to access online services for general information. Students may request help by email, phone or in person during office hours.

COMPUTER CENTER

Phone: 206.934.4194
Room: BE3148
Hours: Mon-Thu 7am-10pm;
Fri 7am-6pm;
Sat 9am-6pm
Summer hours vary
Closed during breaks

The Computer Center is available to all Seattle Central students and has PC and Macintosh computers. Current Seattle Central enrollment and a thumb drive are required. Students without computer experience are encouraged to enroll in one of the MIC 102 introductory short courses. Lab staff members are available to assist with use of technology but cannot act as tutors.

COPY CENTER

Phone: 206.934.5419
Room: BE 3105A
Mon-Thurs 7:30am-7:30pm
Fri 7:30am-4pm

The Copy Center provides copying services for students, faculty and staff. It is equipped with self-service machines, and employees are available to assist in copying, selling blue books, scantrons, envelopes, transparencies and course packets.

HELPFUL TIP FROM STUDENT LEADERS

The lines for printers can get long, so make sure you have plenty of time.



COLLEGE SUCCESS PROGRAM

Phone: 206.934.3168
Room: BE1102D5
www.seattlecentral.edu/collegesuccess

The College Success Program seeks to diminish barriers to higher education that confront former foster youth. The program provides drop-in personal guidance and navigation services throughout a student's college experience, from application to successful completion. The program provides social events and recognition as well as guidance connecting with experts in financial aid, career and academic planning, the learning support network, financial planning, student academic assistance, emergency assistance, employment, transfer application and advocacy. There is no age or previous academic experience requirements; the program is open to current foster youth and everyone that has aged out of the foster care system.

CAREER SERVICES CENTER

Phone: 206.934.4383
Room: BE1102E
Hours: Mon-Thu 8am-5:30pm
www.seattlecentral.edu/careercenter

All services offered by the Career Services Center are free to students and job seekers. The center offers advising and planning to assist individuals to explore interests, personality, skills and values and how they relate to career planning. Services include career assessment and planning, job search advice, scholarship, resume and cover letter assistance.

CONTINUING EDUCATION

Phone: 206.934.5448
Room: BE1140
Hours: Mon-Thu 8am-6:30pm;
Fri 8am-4:30pm
www.seattlecentral.edu/wp/continuinged

The Continuing Education Program is composed of non-credit classes and is designed to offer a wide range of courses at reasonable cost. Continuing Education focuses on lifelong learning needs for personal enrichment, training and development.

CHARLES H. MITCHELL ACTIVITY CENTER

Phone: 206.934.6315
Room: MAC314
Hours: Mon-Fri 8am-8pm;
Sat-Sun 10am-4pm
www.seattlecentral.edu/mac

The Charles H. Mitchell Activity Center (MAC) provides an environment that offers diverse activities to the campus and the general community to promote healthy lifestyles, wellness and recreational programs. With facilities ranging from racquetball courts to a running track and yoga rooms, it is the perfect place to get your daily workout. If you want a more directed health plan the MAC gives access to personal trainers, massage therapy, nutrition counseling and organizes free drop-in fitness classes as well as the quarterly Health and Wellness Institute. If you prefer exercise as a social endeavor the MAC also works with the Tournaments and Games Team, a Student Leadership board, to host health weeks, guest speakers, sports activities and tournaments for the student body.

COOPERATIVE EDUCATION

Phone: 206.934.6998
Room: BE1103
www.seattlecentral.edu/coop

Cooperative Education is a "work for credit" program offered to students enrolled in college transfer or workforce education programs. Students earn academic credit for jobs, paid or unpaid internships, or volunteer service in the community. Cooperative Education is a coordinated effort among the student, the employing organization, and the college. It provides students with an opportunity to improve existing skills or learn new skills applicable to future employment, and earn college credit.

COUNSELING SERVICES

Phone: 206.934.3851

Counseling services at Seattle Central include educational, career and personal counseling. The primary goals of counseling are student retention and access facilitation. Counselors teach students strategies to develop critical thinking skills, set academic goals, develop skills for employment, engage in lifelong learning, maintain personal wellness, and interact in a diverse environment. Counselors work in divisions throughout the college.

Types of counseling:

- Personal Counseling
- Career Counseling
- Academic Counseling
- Crisis Intervention
- Disability Support Services

Room & Hours: Check at www.seattlecentral.edu/counsel for the list of counselors, contact information and office hours.

My Counselor is:

Email:

Phone:

Room #:

DISABILITY SUPPORT SERVICES

Phone: 206.934.4183
(V/TTY)

Room: BE1112

Hours: Mon-Fri 8am-4:30pm

Disability Support Services provides accommodations and services to students with documented disabilities who require or need additional support in order to achieve equal access to education. Our counselors provide one on one support and advising, meeting with students to determine any accommodations needed to allow students to meet course standards. Accommodations include such assistance as extra time for tests, sign language interpreters, shared class notes and course readings in alternative formats. Disability Support Services fosters a sense of community where students have an opportunity to fully participate in all aspects of campus life.

DINING OPTIONS

The Atrium cafeteria is open from 7:30am-3pm. Monday-Thursday and until 2:30pm on Friday. The Atrium features a variety of cafeteria-style food, including a breakfast menu, burgers, pizza, beverages, salads, sandwiches and snacks.

The Buzz Espresso Stand by the Broadway entrance welcomes students, employees and visitors to the campus with espresso, coffee and smoothies. It is open from 7am-8pm (Mon-Thurs) and until 2:30pm on Friday. Student prepared pastries, including specialty desserts and breads, are also available for purchase in The Buzz pastry case during most of the quarter. The Buzz serves over 75,000 cups per year.

Square One Bistro

Hours:
Fall, Winter Spring Quarters
Mon CLOSED
Tue-Fri 11:15am-12:45pm

Summer Quarter
Tue-Thu 11:15am-1:00pm
Fri CLOSED

Square One Bistro offers a quick and casual meal in the sky lit atrium or in our cozy bistro. Dine on fresh market salads, daily house made soups and chowders and wood fired pizzas. We feature fresh pasta, local seafood and pasture raised meat and poultry. Got a sweet tooth? Enjoy a Caffe Vita espresso and a treat from our Specialty Desserts & Breads Department.

One World Dining

Hours
Fall, Winter Spring Quarters
Mon CLOSED
Tue-Fri 11:15am-12:45pm

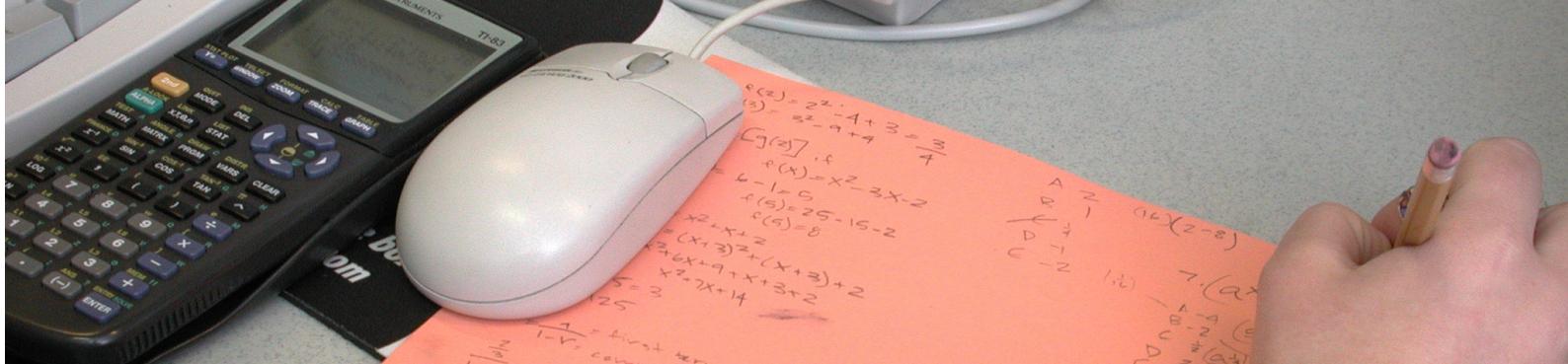
Summer Quarter
Mon-Thu 11:15am-12:45pm
Fri CLOSED

With global influences including traditional European, Pan Asian, Middle Eastern, Latin American and Pacific Northwestern, our One World Restaurant offers seasonally focused dining using local and sustainable ingredients in each of our artfully prepared dishes. You can also experience firsthand how your meal is prepared in our state of the art European exhibition style kitchen. One World is connected to our Private Dining Room, the perfect place to host working lunches, meetings, or small celebrations for up to 30 people. Advanced reservations are required for parties of six or more. If you would like to make reservations please contact us at 206.934.5424.

Pastry Case

Operated by our Specialty Desserts & Breads students, the Seattle Culinary Academy pastry case at the Buzz offers something different and delicious every day.

Please note that summer hours for all food service outlets may vary.



LEARNING SUPPORT NETWORK

Mission Statement

The Learning Support Network provides high quality academic support to Seattle Central's diverse student population in order to: improve comprehension, increase competence, instill confidence, and promote success.

Connect. Learn. Grow

The Learning Support Network (LSN) services are free to all current students. Our trained tutors provide one on one appointments, walk in and online support in a rich environment to connect, learn and grow.

Learn more at:
[www.seattlecentral.edu/
 learningsupportnetwork](http://www.seattlecentral.edu/learningsupportnetwork)

Writing Center

Phone: 206.934.0972
 Room: BE4151
 Hours: Mon 1pm-4pm
 Wed 1pm-4pm
 Fri 1pm-4pm

The Writing Center supports students and faculty by providing one on one tutoring in all phases and aspects of writing, including:

- Writing, grammar and research workshops
- Applications and personal statements.
- Sharing faculty resources

BE Learning Center

Phone: 206.934.0972
 Room: BE2102
 Hours: Mon-Thu 9am-8pm
 Fri 9am-5pm
 Sat 9am-3pm

The BE Learning Center provides one-on-one learning support and a quiet area for personal studying. To get help at this Center, please make an appointment to guarantee your spot. We also serve walk-ins on a first-come, first-served basis whenever tutors don't have prior bookings. Appointments can be made up to one week in advance. To make an appointment, please come to the second floor of the main BE building to room BE2102. Visit the BE Learning Center for help with:

- Humanities
- Writing
- Business
- Accounting
- Economics
- Languages
- ASL/ITP
- Culinary Arts
- Apparel Design

Science and Math (SAM)

Learning Centers
 Phone: 206.934.3858
 Room: SAM100
 Hours: Mon-Fri 9am-6pm

The SAM Learning Centers provide support for students in all Science and Math classes on a drop-in basis. Visit the SAM Learning Centers for help with:

- Science & Math Learning Center [all STEM classes] (SAM100)
- Biology Learning Center (3rd floor Bio Lab)
- Chemistry Learning Center (4th floor Chem Lab)

Math Path

Phone: 206.934.3858
 Room: SAM102
 Hours: Mon-Thu 1pm-5pm

The Math Path provides learning support to students enrolled in pre-college math. Faculty and student peer tutors work together to model and foster successful math learning. Visit the Math Path for help with:

- Math081
- Math084
- Math085
- Math098
- or Math 91/92/136

Student Academic Assistance (TRIO)

Phone: 206.934.3852
 Room: BE1102B1
 Hours: Mon-Fri 8am-4:30pm
[www.seattlecentral.edu/
 academic-assistance](http://www.seattlecentral.edu/academic-assistance)

Student Academic Assistance, a TRIO program funded by the U.S. Department of Education, promotes academic success and transfer to 4 year colleges and universities. Eligible students are first generation and/or low income, alumni of foster care, students with disabilities, and veterans. Additionally, students must be planning to transfer and must demonstrate academic need for services. These services include academic and transfer advising, short term personal counseling, and visits to in state colleges and universities. TRIO also provides one on one and group tutoring, supplemental ESL and Math 084 sessions, and counselor facilitated personal growth and study skills workshops and individualized sessions. Please visit the Student Academic Assistance office to see if you qualify. Visit the Learning Center for help with:

- Math
- Biology
- Chemistry
- Physics
- Languages

DISTANCE EDUCATION/ E-LEARNING

Phone: 206.934.4060
Room: BE1140
[www.seattlecentral.edu/
distance](http://www.seattlecentral.edu/distance)
distance@seattlecolleges.edu

Distance education courses are flexible and you can choose when and where you study. Whether the course is online over the Internet, by correspondence or via video or DVDs, you can learn at the times convenient to you. As a distance education learner you can take courses for college credit and apply them to your degree or certificate, and/or enroll in courses that interest you while improving your knowledge and skills.

INTERNATIONAL EDUCATION PROGRAMS

Phone: 206.934.3893
Room: BE1113
Hours: Mon-Fri 8am-4:30pm
[www.seattlecentral.edu/
international-education](http://www.seattlecentral.edu/international-education)

International Education Programs helps international students with student visas understand and navigate 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. International Education Programs also assists students interested in Study Abroad opportunities offered by the college and the district.

LIBRARY AND MEDIA SERVICES

Circulation 206.934.4050
Reference 206.934.5421
Media 206.934.4053
Room: BE2101
www.seattlecentral.edu/library

The library offers a wide range of information resources and services. Resources include collections of books, ebooks, periodicals, DVDs, CDs, online databases, and Internet access. Study rooms, photocopiers, media equipment, wireless laptop computers and open lab computers are also available. Students may connect their own computers to the Internet via wifi. Librarians teach information research credit courses and workshops and provide reference services for those seeking individual research help. Online reference assistance is available 24/7.

M. ROSETTA HUNTER ART GALLERY

Phone: 206.934.4379
Room: BE2116
Hours: Mon-Fri
9:30am-3:30pm;
Tues-Wed 5pm-7pm
[www.seattlecentral.edu/
artgallery](http://www.seattlecentral.edu/artgallery)

Serving the Seattle Central community since 1992, the gallery features displays that contribute toward the educational and cultural activity on campus. The gallery enhances the academic goals of the college by providing learning opportunities for entire classrooms of students that the conventional classroom cannot. Additionally, the gallery presents activities such as guest lectures and poetry readings that reflect, acknowledge, appreciate, promote, and serve the college's multicultural population.

MULTICULTURAL SERVICES

Room: BE1103A5
Phone: 206.934.4085

Multicultural Services promotes institutional responsiveness to the needs of students of color and students of diverse cultural backgrounds, and provides leadership for the development and implementation of services, programs, projects, and curriculum that promote diversity, equality, and social justice at Seattle Central Community College. The office collaborates with other college departments and divisions on retention and student success projects and activities, supports the teaching and learning of diversity and disseminates information on diversity resources for students, faculty, and staff. Programs such as the annual Students of Color Conference, which supports critical thinking, leadership skills and social justice activism, also helps new and returning students to access college support services and introduce them to "college success skills." Multicultural Services also outreaches to and connects with off campus constituencies in the surrounding region and throughout the state.

NOTARY PUBLIC

Currently there is one Notary Publics at Seattle Central. He is located in the Financial Aid Office. Faculty, Staff, and students may request his services.

Tony Diaz (206) 934.4147
antoniodiaz@seattlecolleges.edu

STUDENT INSURANCE

Information about insurance can be obtained in the Student Leadership office. Students enrolled in six or more credit hours per quarter are eligible to enroll in an insurance plan.



SERVICE LEARNING

Phone: 206.934.6997
Room: BE1103
[www.seattlecentral.edu/
service-learning](http://www.seattlecentral.edu/service-learning)

Service Learning is an educational program combining community involvement with academic instruction and is linked to specific classes as either a requirement or an option. Course assignments and final grades are determined by the faculty of the linked course. Advantages of Service-Learning include the opportunity to enhance understanding of course content, build experience for a resume', explore career options, and earn college credit. Please contact the Service Learning department for more information.

INFORMATION CENTRAL

Location: BE1105
Phone: 206.934.4030
Mon-Fri 8:00am-4:30pm
infocentral@seattlecolleges.edu

Our Motto:

Students helping students navigate college.

Our Mission:

As Information Central Ambassadors and Volunteers, we strive to provide the highest possible service to students, staff and the community. We are professionals who take the time to listen, investigate and help others navigate college. Information Central is a place to share knowledge and participate in the learning process.

What we do:

Information Central Ambassadors and Volunteers enhance the work of all other programs at Seattle Central. We provide accessible, knowledgeable staff to answer questions, make referrals and direct inquiries to appropriate offices. In addition to staffing our office, we facilitate START New Student Orientations, coordinate Welcome Back Days each quarter to provide new and returning students with general information and organize the poster process on campus.

Please stop by and let us know how we can serve you!



TRANSPORTATION

Phone: 206.934.6932
Room: BE1143
Hours: Mon-Thu 8am-4:30pm
www.seattlecentral.edu/transportation

The Transportation Services office is here to help you. Drop by the office or visit the website for information, forms and more.

Public Transit

Seattle Central is well served by excellent bus service. Metro routes 8, 9, 10, 11, 43, 49 and 60 provide direct access to the campus on Broadway and E. Pine. The school offers a bus pass, but don't forget to check the metro website for more information and to compare rates for your particular location.

Student Parking

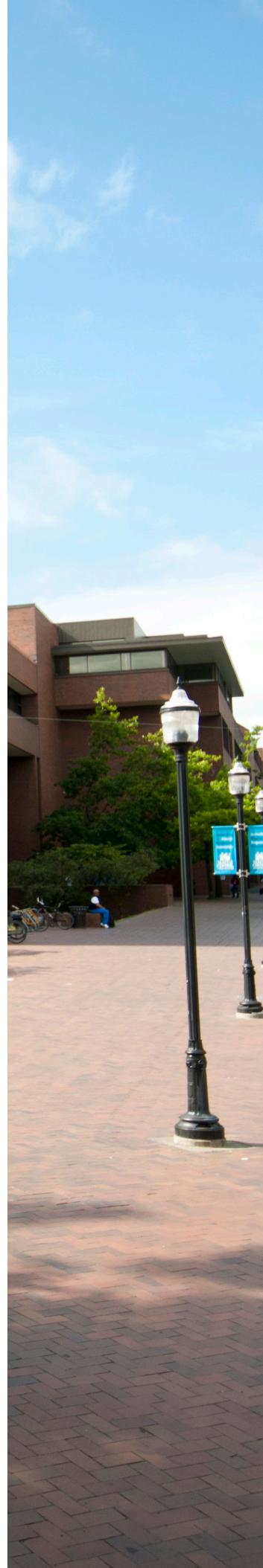
Parking is extremely limited at Seattle Central and in the Capitol Hill area. Two types of parking permits are available to students: daytime (all day) and evening permits. **The daytime permit is limited to those students who reside outside a 5 mile perimeter from the main campus. The daytime student permits are offered on a first come, first served basis only to eligible students.** In Fall 2013 students must visit the Transportation office in BE1143, and must have registered and paid for all classes before purchasing the parking permit. Beginning Winter 2014 the permits will be available for sale online. The evening permit is available for students attending classes beginning at noon and throughout the evening. Purchase evening permits directly at the campus cashier.

Student Carpools

Student carpools are required to register with Transportation Services. A student carpool is defined as three or more registered, paid students commuting together for at least 50% of the carpool's longest individual commute distance. **The student carpool permit is only offered to those students who reside more than 5 miles from campus. Permits are available on a first come, first served basis to eligible students only.** A student carpool permit is required. Availability of parking space and permits is not guaranteed.

Bicycles and Motorcycles

Students riding bicycles and motorcycles can park free on campus. No permit is required, but all bicycles and motorcycles must park in the designated areas.



STUDENT SUPPORT PROGRAMS

Room: FA202
Phone: 206.934.3854
Hours: Mon-Fri 8:30am-5:00pm

Student Support Programs helps students achieve their education and career goals through the following programs:

Child Care Assistance Program

Funding, information, and referral resources are available to students desiring child care assistance while attending school. Our Parent Resource Group is focused on networking and support, resource sharing, and informative quarterly events.

Emergency Fund Program

Some emergency funding is available for students requiring emergency assistance in special circumstances.

Women's Programs

Information about a variety of community resource assistance is available to all students (male and female.) Through weekly lecture series, campus fairs, and other events, we provide information as well as a voice and community around gender concerns.

Workforce Programs

Workforce helps adults quickly retrain into high wage, high demand careers. Workforce Programs provides funding for tuition, books, supplies, fees, and in some cases, WorkStudy positions to assist students who meet the program requirements.

- Worker retraining opportunities are provided for students who receive or have exhausted unemployment benefits, are "displaced homemakers," veterans or formerly self-employed.
- Basic Food Education & Training Program (BFET) is available to students receiving federally issued Basic Food Benefits.
- The WorkFirst Program is available to students on Temporary Assistance for Needy Families (TANF).
- The Opportunity Grants Available to low income adults pursuing an approved program. Students may receive funds to cover tuition and mandatory fees up to 45 credits and up to \$1000 for books and supplies per academic year.

VETERANS AFFAIRS

Room: BE1104
Phone: 206.934.4147
www.seattlecentral.edu/veterans

The Veterans Affairs 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 have received a Vietnam Service Medal.

To Receive Benefits:

Contact the Veterans Affairs Office prior to the beginning of the academic quarter. If you are transferring from another school or have completed applications through the Veterans Administration you should still contact the office to ensure all application requirements have been met.

Student Leadership

STUDENT LEADERSHIP MISSION STATEMENT

Student Leadership facilitates leadership development and supports student involvement creating connections for student success.

Student Leadership supports a mix of activities and programs which create an atmosphere of opportunity for students to develop and practice organizational and leadership skills in a nurturing learning environment. The broad range of student activities provide a stimulating environment which enhances personal growth and fosters social and professional development. Student boards, councils, clubs, and committees provide a wide variety of outstanding leadership opportunities for Seattle Central students.

Involvement Opportunities

STUDENT ORGANIZATIONS AND CLUBS

Getting involved in a student organization is an excellent way to enhance your education at Seattle Central. There are clubs serving a wide variety of interests. Student organization members can gain experience and skills in event planning, public speaking, publicity and marketing, and more. Student organizations are a good way to make friends with other students who share similar interests, to explore your campus and to build your community. For a complete list of student organizations on campus, or more information on how to get involved, visit the Student Leadership office above the bookstore.

Room: SAC357

Phone: 206.934.3165

STUDENT ORGANIZATIONS RESOURCE COUNCIL

The Student Organizations Resource Council (SORC) is a team of students who facilitate the organization and orientation of Seattle Central's club life. SORC helps clubs access the information, resources, and training available to them through Student Leadership. SORC reviews student organization funding requests, and organizes the Seattle Central Interclub Council. SORC members organize a Student Involvement Fair every quarter for the student body at Seattle Central to learn about the diverse Seattle Central Student Organizations and to inform the student body on how to form their own clubs.

Room: SAC357

Phone: 206.934.3165

ASSOCIATED STUDENT COUNCIL

The Associated Student Council (ASC), the official student government of Seattle Central is responsible for representing student interests to the college administration. The ASC facilitates the organization of a broad range of student committees that work to address issues and concerns and promote services that enhance students' experience at Seattle Central. The ASC consists of six student executives chosen through a rigorous peer selection process annually, and six associates who can apply throughout the year to work on specific projects. 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.

Room: SAC356

Phone: 206.934.4057

COLLEGE ACTIVITIES BOARD

The College Activities Board (CAB) is a team of students who develop and organize multicultural events and activities on campus that celebrate the diversity of our community, promote student involvement, and foster collaboration among student organizations. CAB members gain hands on experience in all aspects of event planning including booking, promoting, and management. Clubs at Seattle Central can also request event planning assistance from CAB. CAB members also serve as Seattle Central student ambassadors and staff several committees responsible for specific events throughout the year.

Get in touch to get involved!

Room: SAC355

Phone: 206.934.6335



TOURNAMENTS AND GAMES TEAM

Tournaments and Games Team (TAG Team) is a team of students who organize and facilitate recreational activities that promote student involvement, fair play and physical activity. The team works under the aegis of Student Leadership in conjunction with the Mitchell Activity Center (MAC) to promote the many health and wellness resources available at the MAC to all Seattle Central students. The activities offered include basketball, soccer, table tennis, billiards, guest speakers, free massage, and free nutrition counseling.

Room: MAC 151

Phone: 206.934.6315

GLOBAL ENGAGEMENT TEAM

The Global Engagement Team (GET) is a team of students that work together to provide local activities, events, and other opportunities for involvement to students at Seattle Central. GET works to maximize interaction between local and international students, coordinates the Conversation Partners language exchange program, assists in orienting international students, collaborates with other student groups, and provides valuable leadership opportunities that enhance the international student experience.

Room: MAC314

Phone: 206.934.0971

STUDENT WEBSITE AND PUBLICATIONS TEAM

The Student Website and Publications (SWAP) Team is a group of students who develop and maintain an independent student magazine, the Central Circuit, both online and in print. The Central Circuit serves as a voice for the collective body of Seattle Central students, striving to keep them informed and engaged with student life while serving as a platform for student expression, from creative writing and art to opinion pieces and campus news and events. SWAP is committed to fair, accurate, and inclusive reporting.

Room: BE4108

Phone: 206.934.0943

COLLEGE OUTREACH AND RECRUITMENT TEAM

The College Outreach and Recruitment Team (CORT) is a team of students who promote and recruit all community members to Seattle Central. CORT members represent Seattle Central at off campus events such as community festivals, national college fairs, and high school panels. CORT provides prospective students with guided campus tours and information presentations to visiting groups, sharing their Seattle Central student experiences.

Room: NP107 and NP1124

Phone: 206.934.3898

PHI THETA KAPPA

Phi Theta Kappa is the International Academic Honor Society of the Two-Year College. The members of Seattle Central chapter, Alpha Chi Zeta, promote Phi Theta Kappa's mission to recognize and encourage the academic achievement of two-year college students and to provide opportunities for individual growth and development.

Phone: 206.934.2829

HELPFUL TIP FROM STUDENT LEADERS

Come visit us above the bookstore to learn about all the involvement opportunities available to you and get involved early!

STUDENT LEADERSHIP

(Above the Bookstore)

Room: SAC350

Phone: 206.934.6924

www.seattlecentral.edu/stu-lead

HOURS

Mon-Fri 8:00am-4:30pm

Summer Hours:

Mon-Thurs 8:00am-4:30pm

Training and Recognition

STUDENT DEVELOPMENT TRANSCRIPT

The Student Development Transcript (SDT) is an official way to record and verify extracurricular involvement and accomplishments at Seattle Central. Students involved in clubs, committees, Student Leadership boards, and various other learning experiences outside of the classroom complete the quarterly SDT activity documentation sheet. This sheet captures the dates and times of any meetings, training, event planning, service, and ambassador related activities in which students lead and/or participated in. Students submit the quarterly sheet to Student Leadership and it is formally recorded in their personal Student Development Transcript record.

Each quarter they continue to add information about their involvement and accomplishments. In just a few quarters they'll begin to build a bank of information that will formally document their extracurricular and leadership achievements. They can request their official Student Development Transcript to enhance their applications for four-year institutions, scholarships, and employment. Get involved and take advantage of this valuable service. To get more information, visit the Student Leadership Office above the bookstore.



LEADERSHIP INSTITUTE

Drop-in training sessions every Tuesday at 2:00pm in MAC210 are open to all students. The sessions are facilitated by various Seattle Central staff members and members of the Seattle community. The sessions cover essential leadership topics such as time management, individual core values, and listening skills. For a schedule, please visit the Student Leadership Office above the bookstore.

HELPFUL TIP FROM STUDENT LEADERS

Take advantage of these drop-in training sessions! Look at the schedule of workshops early in the quarter and decide which ones you want to attend.

HDC120: INTRODUCTION TO LEADERSHIP THEORY AND PRACTICE

Course Item Number: 3978
Tuesdays/Thursdays
12:00pm-1:30pm

This seminar-style course is designed to provide a context in which to develop concrete organizational leadership, presentation and communication skills sufficient to participate in leadership on campus or in a community. The course will provide a foundation of knowledge about institutional structure using Seattle Central as a model, exploring the mission and goals and studying the organization. Assigned reading and class discussion will assist students to elevate their understanding of contemporary leadership theory and practice. The text, *Leaders Companion*, is a collection of readings that address some of the main dynamics shaping leadership in a society of equals.

WEDNESDAY NOON LECTURE SERIES

Women's Programs offers a Wednesday Noon Lecture Series that is free and open to all students and the public. The series features presentations on a wide range of global perspectives on women in other cultures; such as, the oppression of women through the lack of medical services and absence of educational opportunities, as well as the increased opportunities for women resulting from global connectedness and use of technology. Local speakers address topics that increase awareness of needs and resources pertinent to the women in our community. Community members are encouraged to attend the lecture series. Students also have the option to earn college credit for attending the lecture series. If you wish to obtain credit register for HDC 190: Women in Society.

For more information on these courses please contact the Student Leadership Office, above the bookstore.



Committees

WHAT IS A COMMITTEE?

Committees are groups of individuals working together on a particular project or issue, sometimes as part of a larger group. There are many Seattle Central college-wide committees that request student participation as well as committees comprised only of students. Some meet every week and others may meet just once a quarter. The majority of committees in search of members are listed here.

HELPFUL TIP FROM STUDENT LEADERS

Every single governing committee on campus has a student representative. Join a committee because even with limited time, you can make a meaningful impact on your campus.

MINIMUM QUALIFICATIONS TO SERVE ON A STANDING COMMITTEE:

- Must currently be enrolled as a Seattle Central student;
- Must be available to attend committee's regularly scheduled meetings.
- Must be able to make the commitment to attend committee meetings on time and be prepared.
- Must conduct yourself in a courteous and professional manner even in group dynamics when you may have strong opinions.
- Must take responsibility to present information about your committee to the Seattle Central campus community, if necessary.

LIST OF SEATTLE CENTRAL STANDING COMMITTEES:

ASSOCIATED STUDENT COUNCIL COMMITTEES

ASC Selection Committee: This committee will recruit new members for the ASC for the next council year. This committee will also recruit members to review applications and conduct student interviews.

ASC Book Committee: The mission of this committee is to identify expensive books that will be used by many students and purchase Library reserve copies as a way of assisting students who lack the funds for textbooks.

Issues and Concerns Board: This committee serves as a guiding resource to address and seek resolution of issues and concerns for the student body of Seattle Central. Convened by the ASC Issues and Concerns Executive, the committee meets weekly to assist students with questions or problems and refer them to the appropriate campus resource for assistance.

Service and Activities (S&A) Budget Sub-Committee: Chaired by the ASC Finance Executive, the committee includes up to six other students that meet all year to award Service and Activity Fund awards. The S&A funds that this committee allocates help support various student services.

Student Legislative Committee: This committee serves as the information hub and task force assigned to all Washington State budgetary issues that affect higher education funding and organizes actions as needed in order to ensure the student voice is represented.

Student Success Committee: This committee serves as a student task force focused on connecting students with resources that encourage and promote student success, development and well-being. This group evaluates various needs of the student body and works on innovative projects that seek to enhance the overall college experience.



COLLEGE ACTIVITIES BOARD COMMITTEES

Creative Series Committee: This committee works with the College Activities Board to help decide the films chosen to be shown on campus. This committee also organizes the annual Seattle Central Film Festival.

Multicultural Events Committee: This committee involves a variety of students in the planning and production of events that celebrate the multicultural diversity of the Seattle Central Student Body. Some of these events include Dia de los Muertos, Lunar New Year, Black History Month, Women's History Month and more.

Activities Committee: This committee works to organize activities that promote fellowship on campus. Some of these activities, often organized in collaboration with clubs, include the annual Halloween costume contest and games, Valentine card making, Earth Week celebrations and poetry readings. The Annual Seattle Central Unity Fair is also organized by this committee.

STUDENT WEBSITE AND PUBLICATIONS TEAM COMMITTEES

Central Circuit Photography Subcommittee: A group of students with their own semi-professional or professional cameras that are designated photographers for *Central Circuit* articles.

Central Circuit Writers and Reporters Subcommittee: Anyone who wants to write or report for *Central Circuit* is welcome to join this committee. We will be hosting workshops on news writing with a charge to get your work published.

Web Committee: This committee works to keep the web up to date, post material, add supplemental material to the website that print does not show, create a web design that is unique and within the standard of the *Central Circuit* and professional journalism.

CAMPUS-WIDE COMMITTEES

College Council: The College Council is a representative body that advises the President on behalf of the entire college community on vital matters that are of the highest importance to the college such as Seattle Central's mission, values, goals, resource allocations, student success and achievement, and institutional evaluation and effectiveness. The CC will have two student members each year.

Emergency Safety Committee: This campus wide committee addresses safety and emergency planning issues on campus. Members will monitor and review safety and health practices campus-wide, educate the campus community regarding safety issues, and assist in correcting identified unsafe practices or conditions.

Publications Board: This group is comprised of the ASC Executive of Communication, staff, faculty and students to address publishing issues which may arise for the Seattle Central student publications, protect publications from censorship, investigate charges of libel, uphold the Newspaper Code of Ethics, and mediate any charges of misconduct.

Sustainability Committee: This committee works with college administration to examine and improve sustainable practices on campus and to educate the Seattle Central Student Body about the environmental and philosophical concept of sustainability.

Tech Fee Committee: This committee, comprised of five students and four staff, meets Fall & Winter quarters to accept and review requests for funds provided by the Universal Technology Fee. These funds are allocated to computer technology that provides the greatest possible service to the greatest number of students.

For more information about joining a Seattle Central Committee visit the Student Leadership Office above the bookstore.

Student Complaints Process

The Seattle Community College District has developed policies and procedures that are generally set forth in the Washington Administrative Code (WAC) chapter WAC 132F.122 (370.10.70) to be used for the processing and disposition of complaints about campus employees. These procedures are designed to respect the rights and dignity of both the complainant and the respondent in the resolution of the problem. Students' rights are carefully protected to ensure that students do not suffer retaliation from articulating a problem or filing a formal complaint.

There are numerous resources available to assist students to resolve problems or complaints that may arise in class or on campus.

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. You may make an appointment (206.934.3840) to meet for assistance and advice before taking any other steps or anywhere in the process where you feel the need for advice or support.

DIVISION & DEAN CONTACT INFORMATION

ALLIED HEALTH
206.934.4349
BE3210

BASIC & TRANSITIONAL STUDIES
206.934.6964
BE3122

BUSINESS, INFORMATION TECHNOLOGY & CREATIVE ARTS (BITCA)
206.934.3830
BE5166

HUMANITIES & SOCIAL SCIENCES
206.934.4164
BE4128

SCIENCE & MATHEMATICS
206.934.3859
SAM110

SEATTLE CULINARY ACADEMY
206.934.4386
BE2120

APPLIED BEHAVIORAL SCIENCE
206.934.6964
BE3122

WORKFORCE EDUCATION
206.934.4950
BE4180

STEPS TO A SOLUTION

STEP #1.

The person you are having the problem with is always the best person to talk to first.

We strongly 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 you are uneasy about how to approach the subject, any of the following people, (in addition to the complaints officer) can advise and assist you:

- Your division counselor is an excellent resource to assist you. Call 206.934.3851 for information about counselors.
- The Women's Programs Director, 206.934.3854, and the Human Resources Officer, 206.587.4125 V/TDD, can provide information and guidance about sexism and sexual harassment.
- The Multicultural Services Director, 206.934.4085, can assist you with concerns about racial discrimination.

STEP #2.

The individual dean for the program or division in which you are experiencing a problem can often be very helpful in negotiating between you and the employee to resolve differences or find a solution to the problem.

- If your conversation with the instructor or staff member does not result in a satisfactory response, or if there is some reason that makes it inappropriate to speak with the employee, the next step is to make an appointment to speak with the employee's supervisor. Normally this will be the dean of the division or program.
- See the Division and Dean Contact Information box on the left.
- You will be encouraged at this point to write an Advocacy Request, clearly explaining your complaint or problem, identifying evidence and describing the resolution that you seek. (The campus complaints officer can assist in identifying the appropriate supervisor and advise students in the presentation of their Advocacy Request.)
- The division dean will investigate the issues articulated in the Advocacy Request and make a serious attempt to achieve a mutually satisfactory solution to the problem.

STEP #3.

The purpose of filing a formal complaint with the student complaints officer is to provide due process to both parties in the solution of a problem or complaint that a student has been unable to resolve or settle informally.

FORMAL COMPLAINTS PROCESS

The complaints officer will guide the student through all the appropriate steps.

- The steps and the timeline in the formal complaints process will vary somewhat depending on the situation.
- Formal complaints must be addressed, in writing, to the campus complaints officer. It is advisable to meet with the complaints officer to discuss the matter prior to writing your letter. It is important that your written complaint is clear and well organized, that the situation is explained in detail, and that you include all supporting materials and documentation.
- 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 required to respond in writing about your complaint to the complaints officer within 10 instructional days of receiving the letter.
- If the written response does not resolve the complaint, the complaints officer will call the parties together for a conference where they 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.

APPEAL PROCESS

If the complaint is not resolved at the conference, the student may ask the complaints officer to request an administrative review by the Vice President of Instruction and Student Services.

STUDENT CONDUCT

The Student Conduct Officer addresses complaints about the behavior or conduct of another student on campus. The following pages include more information regarding the Student Conduct Code. 206.934.6946

Student Conduct

STUDENT CONDUCT PROCEDURES

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

Student Responsibility

Any institution serving thousands of people must have rules, policies, and procedures protecting and supporting a cooperative educational 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 the civil authority.
- When these areas are violated and a simple means of resolution is attempted and unsuccessful, conduct proceedings may begin.

Washington State

Administrative Code WAC 132F-121-110

All examples of misconduct are behaviors that the campus may impose sanctions upon. For a full description of student misconduct refer to the Washington Administrative Code, WAC 132F121-110.

- Academic dishonesty, including cheating and plagiarism.
- Forgery, alteration, or misuse of documents and false statements.
- Disruption of instruction, research, administration, and other district activities.
- Physical or verbal abuse, harassment of any person on district property.
- Theft, damage, or possession of district or personal property.
- Failure to comply with direction of district employees or identify oneself to persons when requested.
- Participation in activity which unreasonably disrupts the normal operations of the district.
- Possession or use of any device or substance which can inflict bodily harm or damage property.
- Hazing of any type.
- Possession, consumption, or being under the influence of alcohol, or selling any such drug or substance.
- Possession, consumption, or being under the influence of narcotic drugs or controlled substances, or selling any such drug or substance.
- Obstruction of free flow of pedestrian or vehicular movements on district property or at a district activity.
- Conduct which is disorderly, lewd, or obscene.
- Breach of peace, or aiding, abetting, or procuring a breach of the peace.
- Discriminatory action against a student or district employee because of race, color, national origin, mental / physical disability, gender, sexual orientation, age, creed, or religion.
- Sexual harassment of a student or district employee.
- Stalking and other harassment of a student or district employee.
- Smoking inside a campus building or smoking where smoking is prohibited.
- Theft or other misuse of computer time or other electronic information resources of the district.
- Unauthorized entry onto or into district property.
- Abuse or misuse of any procedures relating to student complaints or misconduct.
- Operation of any motor vehicle on district property in an unsafe or threatening manner.
- Violation of any other district rule, requirement, or procedure.
- Violation of any federal, state, or local law, rule, or regulation.
- Encouraging or assisting another person to commit any act of misconduct.

Disruptive Persons

If a student or other person on the campus is disruptive please call Campus Security at 206.934.5442 for assistance. When students enroll at Seattle Central 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 obligations 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 Student Conduct Officer. On these occasions when you are involved with a student who has violated the code you may refer them to the Vice President of Instruction and Student Services. To refer various codes of conduct complete a Student Conduct Incident Report. They are available through the Student Conduct Officer. Phone: 206.934.6976 www.seattlecentral.edu/counsel/fac_stuconduct

Disciplinary Sanctions

One or more of the following sanctions may be imposed by the Student Conduct Committee or the Vice President of Instruction and 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.
- Reprimand: A notice warning the student that further misconduct will result in serious disciplinary actions. There shall be no appeal from a reprimand.
- 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 specific (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.
- 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 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.
- Summary Suspension: Temporary suspension of all or specific 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 of the public, including the district community.

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.

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 warnings. It is at times necessary to impose disciplinary sanctions upon a student and / or precede with formal misconduct proceedings. The varieties of conclusions or sanctions are:

- The case may be dismissed if the facts do not support the accusations.
- The case may be dismissed after whatever counseling and / or advice may be appropriate.
- Student Conduct Officer may impose sanctions directly.
- The case may be referred to the campus Student Conduct Committee for appropriate action. The student will be notified of this referral in writing.

Division Counselor

Counselors are there to help with course planning and success in classes, but also with personal problem-solving and solutions to common and uncommon problems students face everyday. Seattle Central has policies to protect the physical and mental health of the students, staff, and faculty members.

Find your division counselor at www.seattlecentral.edu/counsel

College Policies

ENVIRONMENT, PHYSICAL SAFETY AND BEHAVIOR

1. Campus Security Offices

Students should use the same caution as they would in any public place in taking care of their personal safety and personal belongings. Campus safety and security office provides helpful information for the campus community. Call 911 for serious emergencies.

2. Safety & Security

Students are obligated to respect the rights of others and to refrain from any actions endangering the health, safety and welfare or property of others. Students are expected to comply with the policies, procedures and regulations approved by the Board of Trustees and with Washington state and federal regulations.

3. Campus Crime Data

Statistics on criminal incidents, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, are available at college safety/security offices, as well as on individual campus websites. For the last three years, campus crime data, along with general information, is provided by the Office of Postsecondary Education of the U.S. Department of Education: wwwope.ed.gov/Security.

4. Alcohol & Drugs

Alcohol and drugs are prohibited. The district prohibits 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. To provide a healthy, safe, and secure working and learning environment, each employee and student of the Seattle Community College District is expected to be in an appropriate mental and physical condition to perform assigned duties and fully participate in the learning process. Seattle Community College District Policy 249 (Drug Free Workplace), and resources for students and employees who need assistance with substance abuse problems, are outlined in a brochure available on each campus and at www.seattlecolleges.edu/policies.aspx. National Institutes of Health provide a list of drugs and their dangers and effects: <http://www.nida.nih.gov/drugpages.html>.

5. Firearms

The possession of firearms on campus is not allowed.

6. Sexual Harassment

The Seattle Community College District is committed to providing a working and educational environment that is free from sexual harassment of any kind. It is not tolerated at any District institution. All employees and students have the right to a working and educational environment free from sexual harassment. This institution defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Employees and students are encouraged to report their concerns or complaints about sexual harassment. Retaliation against any individual for making a complaint about or cooperating in a sexual harassment investigation is not permitted. Student complaints regarding sexual harassment shall be processed in accordance with District Policy and Procedure 419.

7. Smoking

Smoking is prohibited indoors, and within 25 feet of the entrance to any public building, per Washington state law.

8. Disciplinary Action

Disciplinary action will be taken against students who violate standards of conduct established by the college. If informal procedures do not resolve the issue, formal committee proceedings may be initiated.

REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Alternative Telephone Access

People who are deaf, hard of hearing, deaf blind or speech disabled may access the colleges through free communication services provided by the Washington Relay Service:

- TTY text-telephone: 7-1-1 or 1-800-833-6384
- Voice carry-over (VCO): 1-800-833-6386
- Hearing carry-over (HCO): 1-800-833-6388
- Speech-to-speech (STS): 1-877-833-6341

Disability Support Services Offices

Disability Support Services Offices provide physical and programmatic accommodations to persons with documented disabilities. This is carried out within the overall goals and mission of the Seattle Community Colleges Policy and Procedure 387 Reasonable Accommodations for Students with Disabilities. Legal Authority: U.S. Americans with Disabilities Act (P.L. 93 112) and RCW 49.60. To be eligible for disability related services, students must have a disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities

(walking, standing, seeing, speaking, hearing, sitting, breathing, and taking care of oneself). On each 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 community college courses, programs, counseling, activities, and facilities. Disability Support Services provides or arranges a variety of auxiliary services to the community college, such as sign language interpreters, assistive technology, exam modifications, and academic assistance. Auxiliary requests such as Brailling or books on tape are to be requested at least 6 weeks in advance. There may be a delay in services with less notification. Request for interpreting services with less than four weeks notice for ongoing classes can result in delayed services. At least 3 business days are required for special requests/one time services and at least a week's notice for high profile events. The Disability Support Services Office offers consultation to faculty, staff, and classified employees of the college for the purpose of designing accommodations that provide equal access to otherwise qualified students regardless of age, gender, race, or sexual orientation. See www.seattlecolleges.edu/adacs.aspx.

EQUAL OPPORTUNITY

The Seattle Community College District is committed to the concept and practice of equal opportunity for all its students, employees, and applicants in education, employment, services and contracts, and does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, Vietnam-era or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or presence of any physical, sensory, or mental disability, except where a disability may impede performance at an acceptable level. In addition, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons with disabilities. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator.

STUDENT RECORDS

1. Confidentiality of Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99)* is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Information about Seattle Community Colleges students is collected, maintained, and used to meet the college's educational objectives. Students are protected against improper disclosure of their records. These rights begin the first day of class and extend to all former students. *Amended in November 1996 by the Improving American Schools Act of 1994.

2. Student Rights and Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1.The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record, as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of a right to a hearing.
3. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted or is assigned to provide a service instead of using College employees or officials (such as an attorney, auditor, collection agent, or a clinical, intern, or extern site); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. In addition, upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

3. Disclosure of Student Directory Information

The College may disclose limited directory information unless a student affirmatively submits a written notice to the Registrar's Office requesting his/her directory information not be released.

4. Student Identification Numbers

Student identification numbers are used in college transactions. Students are assigned individual student identification numbers (SID numbers) for use in college transactions such as web-based services and other student services. To comply with federal laws, the colleges are required to ask for the student's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Colleges use the SSN/ITIN to report American Opportunity Tax Credit or Lifetime Learning tax credit, to administer state-federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. Pursuant to state law (RCW 28B.10.042) and federal law (Family Rights and Privacy Act), the college will protect the student's SSN from unauthorized use and/or disclosure. If a student does not submit a SSN/ITIN, the student will not be denied access to the college; however, the student may be subject to civil penalties.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

IMMUNIZATION POLICY

Seattle Central Community College does not currently require verification of vaccinations but encourages students to observe recommendations by the Seattle King County Public Health Department. Visit <http://www.kingcounty.gov/healthservices/health/communicable/immunization/adults.aspx>

to find immunization schedules and recommendations for adults, as well as vaccine preventable disease fact sheets and vaccine information. Individual programs may have specific requirements; contact your program office for more information.

OFFICIAL POLICIES & PROCEDURES RELATING TO STUDENTS

Student Rules in the Washington Administrative Code

The official rules for students at the Seattle Community Colleges can be found in the Washington Administrative Code, Chapter 132F-121 WAC - Student Activities, Rights and Discipline.

District Policies Relating to Students

Seattle Community College policies may be viewed at www.seattlecolleges.edu/policies.aspx. Every reasonable effort has been taken to ensure the accuracy of this information. However, readers are encouraged to contact the individual Student Services departments for further information.

Campus Safety & Security

The Department of Safety and Security has a well trained and courteous, non commissioned staff which provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community.

The staff is comprised of the Director, Sergeant, Emergency Communications Officer, seven full time Officers and two part time Officers. All of the staff has received training in basic CPR and emergency response for major incidents. The Department of Safety and Security acts as the first responder for all criminal incidents, provides general patrol of campus facilities and property, investigates collisions and manages traffic safety and parking, coordinates emergency planning, and provides crime prevention programs. The department responds to all reports of fire and /or medical aid working in support of the Seattle Fire Department.

In addition, the Department of Safety and Security assists 911 emergency personnel in responding to emergency situations involving but not limited to the following: fires, medical assistance, and natural disasters. Please help us in continuing to do so by reporting all criminal activity, accidents, or injuries to the Campus Security Office at **206.934.5442**. Students who are aware of any possible safety issues at Seattle Central Community College should not hesitate to contact the safety committee by contacting the security office. Depending upon the circumstances or situation, one or more of the following methods of communication listed to the right may be used to alert our campus community of an emergency situation.

INCLEMENT WEATHER INFORMATION

In cases of closure due to weather related emergencies such as snow, a decision and announcement regarding closure will be made by the Seattle Central President and Public Information Office. Each college in our district acts independently in the case of bad weather. Hence, the North campus may close while Seattle Central remains open.

Remember: Seattle Central is OPEN unless you hear otherwise from one of the sources below:

- Campus Alerts: <https://alert.seattlecolleges.edu>
- On the Seattle Central website: <http://seattlecentral.edu>
- <http://www.schoolreport.org>
Click on the "college" tab at the left and then on Seattle Central Community College.
- Seattle Central closure line: 206.934.5464 (934.KING).
This is a dedicated line that has been set up for the college (including students).
- Radio and TV news: All major radio and television stations regularly announce closures or delays, which they pick up from the school report website.
- Facebook: <http://seattlecentral.edu/facebook>

PUBLIC SAFETY

Room: BE1108
Phone: 206.934.5442

www.seattlecentral.edu/security

Safety Notes

EMERGENCY E-MAIL AND TEXT MESSAGING

Seattle Central Community College has the ability to send emergency campus alerts via e-mail and text messaging; cell phones must be equipped with a text messaging feature in order to receive emergency text alerts. Students who have not already signed up for this important safety warning feature please do so now by going to the following link. <https://alert.seattlecolleges.edu/LogIn.aspx>

WORD OF MOUTH

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

PA SYSTEM

When safe to do so, Seattle Central Community College will utilize its PA system to announce that an active emergency or lockdown has been issued. Seattle Central Community College will also use its PA system to announce the all clear from an active incident.

LOST AND FOUND

Lost and Found is located inside the Campus Security Office located in the Broadway Edison building room BE1108. The main entrance for the Campus Security Office is located at 1701 Harvard Avenue. If you would like to check for lost items it's always best to stop by in person. However, if you are unable to stop by in person please feel free to call the Public Safety Department and Security at 206.934.5442. Someone will be glad to assist you in checking for lost items.

EXERCISE REASONABLE CAUTION ON CAMPUS

- Remember, you are in an urban environment within a large city. Please act accordingly and responsibly in preparing for your personal safety and security.
- Do not share personal information with strangers or people you have just met either in class or on campus.
- Do not bring personal records to school with you unless absolutely necessary.
- Do not become complacent. Stay alert at all times.
- Avoid walking alone; try to stay in pairs or groups, especially at night.
- Make sure that family and trusted friends know your school schedule and any changes that may take place during the school year.
- Do not leave personal items unattended such as backpacks, cell phones, books, or clothing. If you leave items unattended, expect them to be stolen.
- Park in well lit areas. Call security for an escort if your vehicle is parked on the campus.
- Do not leave personal belongings in your vehicle where they can be seen by others. Place all belongings in the trunk of your vehicle if possible.
- Make note of all exits in case of emergency evacuations, or you need an escape route.

BUILDING EVACUATION AND ASSISTANCE PROCEDURES

All persons shall move towards the nearest marked exit in safe orderly fashion. If the exit is blocked move to the next nearest marked exit. All faculty, staff, and students with disabilities are encouraged to file an emergency status card with the Department of Campus Safety and Security. If you have special needs during any emergency impacting your work or study areas, the emergency status card will ensure that your needs are met. In the event of an emergency all persons should observe the following evacuation procedures:

- 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.
- 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. 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.

HAZARDOUS MATERIAL LEAKS, SPILLS, OR ACCIDENTAL RELEASE

For spills, leaks, or accidental release of gasses requiring special training, procedures or personal protective equipment (PPE) that are beyond the capabilities of present personnel, immediately take the following actions if safe to do so and time permits.

- Immediately notify affected personnel and evacuate the contaminated area.
- Close all door(s) leading to contaminated area.
- Pull the nearest fire alarm if evacuation is necessary.
- Call 911 to report the incident.
- Anyone contaminated by leak, spill, or release should wash off contamination; remain in the vicinity, and give his/her name to the emergency personnel on site. If needed, first aid should be started immediately.
- Do not try to contain or clean up leaks, spills, or accidental releases unless you have been trained in proper methods to do so. If caught in smoke please take the following steps:
 - Drop to the floor and crawl toward an exit.
 - Stay as low as possible.
 - Take shallow breaths through your nose using a shirt or towel as a filter. If someone is trapped inside the building please take the following steps:
 - Notify emergency personnel on site or call 911.
 - Call the Campus Security Office at 206.934.5442.
 - Give the exact location of the person(s) trapped in the building and the reason(s) they are having trouble evacuating.
 - During the evacuation process; please follow Seattle Central Community College's building evacuation procedures as well as the procedures for evacuation of mobility impaired persons.

SHELTER IN-PLACE

The following events may necessitate a Shelter-In-Place to be activated:

- accidental hazardous material release (lab or science area)
- airplane crashes nearby
- chemical plant accident
- rupture of a pipeline
- truck hauling chemicals crashes
- train hauling chemicals crashes
- terrorist attack (biological, chemical, or radiological).

The ideal location to go to if there is an emergency that calls for shelter in-place is an interior room above ground level; chemical agents tend to be heavier than air and settle at ground level. Find a room with the least amount of windows. Try to find a room that has a hard phone line directly from the wall. Please keep in mind that during an emergency event local phone lines may not work due to damage or a high volume of calls; texting may be a better option at that point. Once in an appropriate location shut and lock all windows and doors. This will create a tighter seal reducing the amount of seepage into the room. If needed, cover mouth and nose with a wet cloth for added protection.

Call 911 and let them know exactly where you are in the building, when it is safe to do so. Call the Campus Security Office at 206.934.5442. Include floor level and room number when relaying information to emergency personnel.

FIRE PROCEDURES

If you discover a fire please take the following steps:

- Manually activate the nearest fire alarm pull station.
- Immediately exit the building and close door(s) behind you if it safe to do so and time permits.
- Move to a safe distance of 500 feet or more.
- Tell others in that area there is a fire.
- Do not use elevators, all elevators will return to the main floor and become inoperative.
- Call 911 when you have reached safety.
- When answering questions by for emergency operators or personnel, answer all questions calmly and in complete detail.
- When safely out of the danger zone, call the Campus Security Office at 206.934.5442 for further assistance.

If you are trapped during a fire please take the following steps: Wet and place cloth material around and under the door to prevent smoke from entering. Close as many doors as possible between you and the fire. Be prepared to signal someone outside. Do not break any glass barriers until absolutely necessary as smoke may be drawn into the room.

If caught in smoke please take the following steps:

- Drop to the floor and crawl toward an exit.
- Stay as low as possible.
- Take shallow breaths through your nose using a shirt or towel as a filter.

If someone is trapped inside the building please take the following steps:

- Notify emergency personnel on site or call 911.
- Call the Campus Security Office at 206.934.5442.
- Give the exact location of the person(s) trapped in the building and the reason(s) they are having trouble evacuating.
- During the evacuation process; please follow Seattle Central Community College's building evacuation procedures as well as the procedures for evacuation of mobility impaired persons.

EARTHQUAKE

The following problems can occur due to earthquakes electrical power outages, natural gas pipeline outages, water line damage, sewer line damage, roadway damage, bridge damage, telephone line damage, and computer line damage. The following guidelines may enhance your ability to stay safe during an earthquake.

Indoors

- **Stop** - To minimize injuries, do not run during an earthquake, running is the most common cause of injury during an earthquake.
- **Drop** - Make sure that your head is not the tallest thing in the room.
- **Cover** - Get under a desk, table, or counter top to protect yourself from falling objects.
- **Hold** - Whatever you are under, hold on to it tightly to keep it situated over your head for protection until the shaking stops.

If there are no tables or desks available, simply drop to floor against an interior wall and cover your neck and head with your hands and arms for protection while avoiding all windows, mirrors and tall furniture.

If there is no wall available, try to get between or beside large objects such as a row of chairs or large piece of furniture. Make sure that you are lower than the object you are next to or between.

Science Laboratory

If you are in a laboratory during an earthquake and electrical damage has occurred, DO NOT light candles or other flames as they could ignite an explosion. If safe to do so and time permits, please take the following steps if possible.

- Turn off lights and unplug all electrical equipment not protected by a surge protector.
- Secure all experiments and shut off research gasses.
- Store all chemicals in their original locations.
- Fully open all fume hoods, if this is not possible or natural ventilation is inadequate, evacuate the laboratory immediately until power is restored.
- If it is unsafe to complete these tasks safely and orderly evacuate the building.

After Shaking Stops

- Check yourself and others for injuries and move toward the nearest exit or alternate and move to a safe outside distance.
- If you see or know of someone having trouble evacuating and it is unsafe for you to help. Please notify emergency personnel on site or call 911. You may also call the Campus Security Office at 206.934.5442. Make sure to give the exact location(s) and the reason(s) why they are having trouble evacuating.

Once Outdoors

- After evacuating the building; do not leave the area/ campus without reporting your status to your instructor, building coordinator or fire/ floor warden.
- Go to your nearest campus mass assembly area for more information and critical updates.
- Keep fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Maintain a safe distance from the affected areas or buildings including utility poles and live power lines.
- Do not hinder or interfere with emergency personnel on site except to give them pertinent information regarding safety or damage.
- In the event that an evacuation is necessary; please follow Seattle Central Community College's building evacuation procedures as well as the procedures for evacuation of mobility impaired persons.

CRIME IN PROGRESS*

If you become aware of criminal activity or workplace violence including intimidation, threats, physical attack or property damage please take the following action:

- Call 911 if immediate danger exists. Provide your location and a description of the criminal, assailant or suspicious individual such as height, weight, sex, race, approximate age, clothing, weapon(s), if any, and direction and/or method of travel.
- When it is safe to do so, call the Campus Security Office at 206.934.5442 for further assistance. If you are in a building or nearby area when a shooting occurs please use your own discretion and decision making abilities to enhance your chances of survival. The following procedures are only guidelines that may help you survive an active shooter incident.
- If safe to do so, leave the building or area as quickly and safely as possible. Do not run in a straight line, use a zigzag pattern. If you are unable to leave, go to an area that can be locked or secured.
- Do not attempt to apprehend or interfere with the criminal or assailant.
- If needed, immediately leave the area if danger exists or seek cover behind a locked or secured door.
- If the criminal or assailant flees the scene in an automobile, note the license plate number, make, model and color of vehicle.

*Please see the Seattle Central Community College Department of Campus Safety and Security website for full details <http://seattlecentral.edu/security>.

BOMB THREAT

If a bomb threat is taken by phone please take the following actions:

- Record any information regarding the bomb threat and have it available for the police when they arrive.
- If your phone has a display, copy the number or letters on the window display.
- The most crucial information you can obtain from the caller is detonation time, location, and appearance of the bomb.
- Don't hang up. Have someone call 911 from another phone.
- Give the phone number and location of the phone that received the bomb threat.
- When safe to do so, call the Campus Security Office at 206.934.5442 for further assistance.

If a suspicious object or package is found please take the following actions:

- Do not touch or move suspicious object, or package.
- Call 911 immediately.
- When safe to do so, call the Campus Security Office at 206.934.5442 for further assistance.
- Campus Safety & Security and/or other emergency personnel will evacuate the immediate area and stop anyone from entering the area where the object or package is located.

ACCIDENT REPORTS

A campus accident report must be submitted to the Department of Campus Safety and Security 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. If the injury is received by an employee or 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 appropriate procedures must be followed so the injured employee's benefits can be initiated immediately. 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 or personal health insurance any medical costs incurred must be paid by the individual. A campus accident report must still be submitted. Questions related to campus liability regarding an injury will be forwarded to the Campus Security Office.

Glossary

Academic Load: The total number of credit hours for which a student is registered in one quarter.

Academic Year: The period compromised of fall, winter, and spring quarters. Summer quarter is separate from the standard academic year.

Advisor: An Academic Advisor is an individual who helps students plan course work depending on the requirements of their program and specific educational goals.

Associate of Arts Degree: This is a 90-credit community college transfer degree consisting of a general Associate of Arts Degree, Associate of Elementary Education Degree, or Associate of Math Education Degree. This requirement fulfills the general education requirements for most fouryear degrees in the 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 four-year university or college.

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 occupation field.

Audit: Students attending classes as a listener or auditor without the obligation of doing the required work and without receiving credit. Tuition 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. Seattle Central Community College offers a bachelor's degree in Applied Behavioral Science.

Certificate: Some of the Technical and Professional programs lead to an AAS degree, others to an occupational certificate. These certificate programs consist of primarily occupational training.

Class Schedule: Publication containing information on the courses, times, and sections to be offered.

Counselor: A person trained in psychology that 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: For the majority of courses the number of credits offered equals the number of hours in a class per week.

Cumulative Grade-Point Average:

A student's GPA average is 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 degrees that a two year college has defined as meeting the guidelines that enable you to transfer with priority admission to a Washington four-year college or university.

Educational Plan: Working with an advisor, students develop an educational plan using degree planning sheets and considering factors such as course sequences, personal timelines, four-year 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.

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

Full-Time / Part-Time Student: A full-time student is defined as being enrolled in at least 12 credits by Veterans Services, Financial Aid, Social Security, and International Studies. Anything less than 12 credits is considered part-time.

Grades: can be found via Student Online Services at seattlecentral.edu/sos. Allow one week from the end of quarter for posting.

Interrupted Students: A matriculated student who has not registered in credit classes for two quarters or less. Students need to contact registration office to reactivate an online registration appointment.

Item number: This 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.

Liberal Studies: The general education courses in the humanities, mathematics, 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.

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 degree at Seattle Central. Advisors in advising may do unofficial evaluations.

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. Pick up the form and return it with the instructor's signature to room BE1104B.

Personal Identification Number (PIN): PINs are used for all inquiry functions. All students are assigned a PIN after completing their initial registration. For security reasons, we recommend you change your PIN on a quarterly basis.

Prerequisites: 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.

Student Identification Number (SID): Your SID was 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.

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

Work-Study: Work-study allocations are typically based on a student's financial needs awarded through the Financial Aid Office.

Tuition: Students who expect to pay any tuition other than the resident or nonresident rate (i.e., any kind of waiver) must come to the Division of Registration and Records, Room BE1104B, to provide the appropriate documentation for the waiver. Workforce Education students registering for more than 18 credits also need to come to the Division of Registration and Records, Room BE1104B, prior to paying tuition.

Variable credit classes: If the class is being offered for a range of credit amounts, for example 1-15 credits, Web registration will register you for the maximum amount of credits being offered. To change the credit amount, you first must register for the class, once registered click the **-change credit box-** (this box only appears for variable credit classes).

Workforce Education Students:

A matriculated student who has been accepted into a specific Professional/Technical program.

Directory

DEPARTMENT	PHONE	LOCATION
Administration Center	206.934.5417	BE4180
Admissions	206.934.5450	BE1104
Advising Center	206.934.4068	BE1102D
Allied Health Division	206.934.4347	BE3210
Apparel Design Program	206.934.3830	BE5166
Applied Behavioral Science	206.934.6900	BE3220
Basic & Transitional Studies Division	206.934.4180	BE3122
BE Learning Center	206.934.0972	BE2101
Bookstore	206.934.4148	2SAC250
Business Office	206.934.4190	BE4180
Business, Information Technologies & Creative Arts Division (BITCA)	206.934.3830	BE5166
Career Services Center	206.934.4383	BE1102
Cashier's Office	206.934.4108	BE1104
Charles H. Mitchell Activity Center	206.934.6315	MAC314
Chemical Dependency Program	206.934.6900	BE3220
Child and Family Studies Program	206.934.3270	BE3220
College Success Program	206.934.3168	BE1102
College Transfer Center	206.934.5469	BE1102
Commercial Photography Program	206.934.3830	BE5166
Continuing Education	206.934.5448	BE1140
Computer Center	206.934.4194	BE3148
Cooperative Education/Internship Program	206.934.6998	BE1103
Copy Center	206.934.5419	BE3105
Counseling Services	206.934.6946	(see p.26)
Dental Hygiene Program	206.934.4186	BE3210
Disability Support Services (V/TTY)	206.934.4183	BE1112
Distance Education/eLearning	206.934.4060	BE1140
Financial Aid Office	206.934.3844	BE1104
Foundation Office	206.934.5491	BE4180
GED Preparation	206.934.4180	BE3122
GED Testing	206.934.6344	BE1106
Graphic Design Program	206.934.3830	BE5166
High School Completion Program	206.934.5450	BE1104
Humanities & Social Sciences Division	206.934.4164	BE4128
ID Center	206.934.4425	BE1104
Information Central	206.934.4030	BE1105



DEPARTMENT	PHONE	LOCATION
International Education Programs	206.934.3893	BE1113
Library & Media Services	206.934.4050	BE2101
Lost and Found (Security)	206.934.5442	BE1108
M. Rosetta Hunter Art Gallery	206.344.4379	BE2116
Mainstay Program	206.934.3813	NP101
Math Path	206.934.3129	SAM102
Multicultural Services	206.934.4085	BE1103
Nursing Program	206.934.4347	BE3204
Opticianry Program	206.934.4322	BE3210
Outreach & Recruitment Services	206.934.3898	NP107
Workforce Education	206.934.5475	BE4180
Public Information Office	206.934.5407	BE4180
Registration Office	206.934.6918	BE1104
Respiratory Care Program	206.934.4347	BE3210
Running Start Program	206.934.3820	BE1102
Science & Math Division	206.934.3858	SAM110
Science & Math Learning Centers	206.934.3858	SAM100
Seattle Culinary Academy	206.934.5424	BE2120
Seattle Maritime Academy	206.782.2647	Off Campus
Seattle Vocational Institute	206.934.4950	Off Campus
Security Office	206.934.5442	BE1108
Service Learning Program	206.934.6997	BE1103
Social & Human Services Program	206.934.6900	BE3220
Student Academic Assistance (TRIO)	206.934.3852	BE1102
Student Complaints Officer	206.934.3840	SAC350
Student Leadership	206.934.6924	SAC350
Student Support Programs	206.934.3854	FA202
Surgical Technology Program	206.934.4347	BE3210
Teacher Training/Education Programs	206.934.3895	NP304
Testing Office	206.934.6344	BE1106
Transcripts	206.934.3805	BE1104
Transportation Services	206.934.6932	BE1143
Veterans Affairs Office (V/TTY)	206.934.4147	BE1104
Women's Programs	206.934.3854	FA202
Wood Construction	206.934.5460	Off Campus

Notes