Programs of Study

Business and Office Technology

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Accounting	•	•	•		
Accounting Assistant*	•			•	
Accounting Clerk*	•				•
Administrative Assistant	•			•	
Administrative Office Management	•			•	
Administrative Secretary		•		•	
Business, General*	•	•	•		
Business Occupations*	•	•			•
Business and Software Applications		•			•
Certified Professional Secretary	•	•			
Chiropractic Assistant	•				•
Credit and Financial Management		•		•	•
Customer Service Representative	•			•	
Fashion Merchandising		•		•	
Financial Services/Teller	•				•
Front Office Professional	•				•
Information Processing*					
International Business		•			
Legal Administration	•			•	
Legal Administrative Assistant	•			•	•
Legal Information Processing	•				•
Legal Nurse	•				•
Legal Receptionist	•				•
Management*	•	•		•	•
Marketing	•				
Medical Office Insurance Clerk	•				•
Medical Office Receptionist	•				•
Medical Office Specialist	•			•	
Medical Transcription	•				•
Office Assistant*	•	•			•
Office Clerk	•				•
Office Information Systems	•			•	
Paralegal	•			•	•
Retail Management		•		•	
Small Business Management		•		•	

Communications

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Drama		•	•		
English	•	•	•		
Foreign Language:					
Chinese		•	•		
French		•	•		
German		•	•		
Japanese		•	•		
Russian		•	•		
Spanish	•	•	•		
Journalism	•	•	•		
Speech	•	•	•		

Computer Technology

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Administrative/Computer Specialist*		•		•	
Brief Computing-Software Applications		•			•
Computer and Network Support	•	•			•
Computer Forensics/Network Security		•			•
Computing-Software Applications		•			•
Information Technology		•		•	
Internet		•			•
Networking		•			
Network Engineer	•			•	•
Office Software Specialist	•			•	
Web Technologies:					
General Development	•			•	•
Web Development	•			•	

Environmental Sciences

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Agriculture	•		•		
Agriculture Technology	•			•	•
Small Equipment Repair Specialist	•				•
Spray Technician	•				•
Horticulture	•		•		
Florist	•			•	•
Greenhouse Nursery	•			•	
Landscape-Turf	•			•	•
Natural Resources:					
Forestry	•			•	
Parks and Recreation	•			•	
Soils	•			•	
Wildlife/Fisheries	•			•	
Water Resources	•			•	

Fine and Applied Arts

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Art (A.F.A.)		•	•		
Fine Arts (A.F.A. and C.F.A.)		•			
Graphic Design		•		•	
Interior Design		•		•	
Music		•	•		
Photography		•		•	
Web Design		•		•	

Health, Physical Education and Recreation

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Health	•	•	•		
Health/Fitness Technician		•		•	

Health Sciences

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Cardiovascular Technology:					
Invasive	•			•	
Noninvasive	•			•	
Dental Assisting	•			•	•
Emergency Medical Technician (Paramedic)	•				•
Health Information Technology	•			•	
Health Record Clerk	•			•	•
Health Unit Coordinator	•			•	•
Hearing Instrument Specialist		•		•	
Medical Assistant	•			•	•
Medical Laboratory Technician	•	•		•	
Nursing (RN and LPN)	•		•	•	•
Ophthalmic Dispensing	•			•	
Orthotic-Prosthetic Technician		•			•
Outpatient Medical Coder	•				•
Pharmacy Technician	•			•	•
Physical Therapist Assistant		•		•	
Respiratory Care	•			•	
Surgical Technology	•			•	
Vision Care Specialist	•				•
Vision Care Technology	•			•	

Human Services

Program	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Chemical Dependency Professional Studies		•		•	•
Early Childhood Education		•	•	•	•
Education Paraprofessional		•		•	•
Early Childhood Education Emphasis		•		•	•
General Education Emphasis		•		•	•
Special Education Emphasis		•		•	•
Gerontology Paraprofessional		•		•	•
Interpreter Training Program/Deafness		•		•	•
Social Services		•		•	

Industrial First Aid	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Industrial First Aid	•	•			

Library Media	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Library Technician		•		•	

Nondepartmentalized	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Government (Student)	•	•			
Guidance	•	•			
Military Science	•	•			

Occupational	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Multi-Occupational Trades	•			•	

Pre-Major	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Accounting	•	•	•		
Agriculture	•	•	•		
Anthropology	•	•	•		
Art	•	•	•		
Atmospheric Science (A.S.T.)	•	•	•		
Aviation/Airway Science			•		
Biological Science (A.S.T.)	•	•	•		
Business Administration	•	•	•		
Chemistry (A.S.T.)	•	•	•		
Chiropractic (A.S.T.)	•	•	•		
Computer Science (A.S.T.)	•	•	•		
Dental Hygiene	•	•	•		
Dentistry (A.S.T.)	•	•	•		
Drama			•		
Early Childhood Education			•		
Economics	•	•	•		
Education	•	•	•		
Engineering (A.S.T.)	•	•	•		
English	•	•	•		
Foreign Language	•	•	•		
Forestry	•	•	•		
Geology (A.S.T.)	•	•	•		
Health, Physical Education and Recreation	•	•	•		
History	•	•	•		
Horticulture	•	•	•		
Interior Design—Transfer Track			•		
Journalism	•	•	•		
Law	•	•	•		
Mathematics	•	•	•		
Medical Record Administration	•	•	•		
Medicine (A.S.T.)	•	•	•		
Music			•		
Nursing	•	•	•		
Oceanography (A.S.T.)	•	•	•		
Pharmacy (A.S.T.)	•	•	•		
Philosophy	•	•	•		
Physics (A.S.T.)	•	•	•		
Political Science	•	•	•		
Psychology	•		•		
Social Work	•				
Sociology	•	•	•		
Speech	•	•	•		
Veterinary Medicine (A.S.T.)	•	•	•		

Science and Mathematics	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Aviation/Airway Science			•		
Biological Science (A.S.T.)	•	•	•		
Biotechnology	•				•
Chemistry (A.S.T.)	•	•	•		
Computer Science (A.S.T.)		•	•		
Engineering (A.S.T.)		•	•		
Geology (A.S.T.)	•	•	•		
Mathematics	•	•	•		
Physics (A.S.T.)	•	•	•		

Social Science	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Anthropology	•	•	•		
Economics	•	•	•		
Education	•	•	•		
Geography	•	•			
History	•	•	•		
International Studies		•	•		
Philosophy	•	•	•		
Political Science	•	•	•		
Psychology	•	•	•		
Sociology	•	•	•		

Technical, Industrial and Service Occupations	SCC	SFCC	A.A. Degree	A.A.S. Degree	Cert./Diploma
Architectural Technology	•			•	
Automotive Collision and Refinishing Technician	•			•	
Automotive Machinist	•			•	•
Automotive Technology	•			•	•
Automotive Transmission/Transaxles	•				•
Brakes and Suspension	•				•
Electronics/Electrical	•				•
Engine Performance/Air Conditioning	•				•
Engine Repair	•				•
Toyota T-Ten	•			•	
Aviation Maintenance	•			•	•
Airframe Maintenance	•				•
General Aircraft Maintenance	•				•
Powerplant Maintenance	•				•
Baking: Professional Pastries and Specialty Cakes	•				•
Biomedical Equipment Technician	•			•	
Cabinetry, Basic and Advanced	•				•
Carpentry and Cabinetry	•			•	•
Civil Engineering Technology	•			•	
CNC Machine Technology	•			•	
Computer Assisted Drafting (CAD)	•				•
Corrections	•			•	
Cosmetology	•			•	
Esthetician	•				•
Manicurist	•				•
Cosmetology Cadet Instructor Program	•				•
Criminal Justice	•			•	
Culinary Arts	•			•	
Diesel/Heavy Duty Equipment	•			•	
Electrical Maintenance and Automation	•			•	•
Power Systems Maintenance	•			•	•
Electrical Trainee	•				•
Electrical Sales	•				•
Electronics Engineering Technician	•			•	•
Avionics	•			•	
Broadcast and RF Communications	•			•	
Computer and Data Communications	•			•	
Electronics Maintenance	•			•	
Maritime Specialist	•			•	
Fire Officer	•				
Fire Science Technology	•				
Heating, Ventilation, Air Conditioning and Refrigeration	•			•	
Hotel and Restaurant Management	•			•	
Hydraulic and Pneumatic Automation Technology	•			•	•
Industrial Mechanics*	•			•	•
Line Construction	•				•
Machine Shop Technology	•			•	•
Manufacturing Technology	•			•	
Mechanical Engineering Technology	•			•	
Professional Truck Driver Training	•				•
Telecommunications Officer	•				•
Welding and Fabrication*	•				•

*Programs available through selected Institute for Extended Learning centers. IEL centers offer many courses required for liberal arts transfer degrees and professional technical certificates and degrees. Students who enroll in credit programs provided by the IEL receive credit through Spokane Falls Community College or Spokane Community College, which are accredited by the Northwest Commission on Colleges and Universities. Ask for up-to-date information about programs offered by the IEL center in which you plan to enroll.

Campus Maps

Spokane Community College

1810 N Greene St
Spokane WA 99217-5399

Building Legend

1	Main
4	P. E. Office Annex
5	Walter S. Johnson Sports Center
6	Lair-Student Center
7	Science
8	Environmental Sciences
9	Health Science
10–13	Greenhouses
15	Administration and Student Services
16	Learning Resources Center
18	Automotive
19	Heavy Equipment
20	Bigfoot Child Care Center
23	Fire Science
24	Fire Tower
27	Science (new)
50	Max M. Snyder
111	Environmental Sciences Annex
115	Journalism
201	Maintenance and Custodial Offices
401	Maintenance Annex
406	Faculty Annex
408	Portable Classroom
410	Fitness Annex

Off-campus

Apprenticeship and Journeyman Training Center
2110 N Fancher Way
Central Receiving
3939 N Freya St
Hangar, Felts Field
5317 E Rutter Ave
Holley Mason Building
157 S Howard St, Suite 636
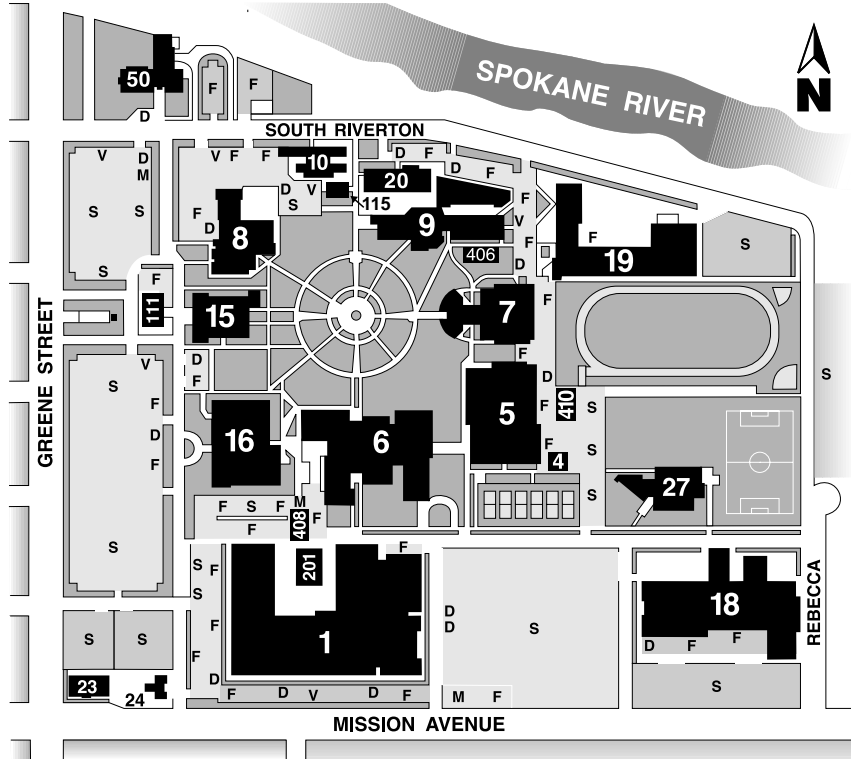
Campus Parking

S	Student	V	Visitors
F	Faculty	M	Motorcycle
A	Administration	D	Disability Parking

Spokane Falls Community College

3410 W Fort George Wright Dr
Spokane WA 99224-5288

Institute for Extended Learning

3405 W Fort George Wright Dr
Spokane WA 99224-5288

Building Legend

1	Administration
2	Library
3	Social Science
4	Business
5	Communications/Playhouse
6	Fine Arts
7	Gymnasium and Fitness Center
8	Chemistry and Life Sciences
9	**Institute for Extended Learning**
10	Warehouse/Maintenance Shop
11	Photography
12	Music Annex
13	Stadium/Physical Education Complex
14	Social Science
15	Music/Performing Arts
16	Human Services/Early Learning Center
17	Student Union Building (SUB)
18	Computing, Mathematics and Science
19	Technical Arts
25	Base Ball
26	Drama Storage
401	Music Modular
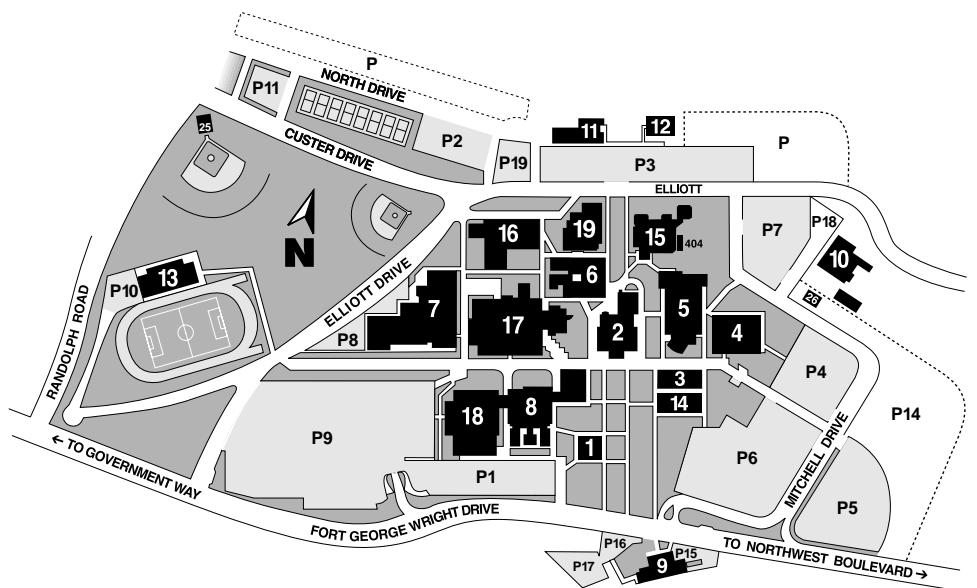
Campus Parking

P1 – P19

June 2005
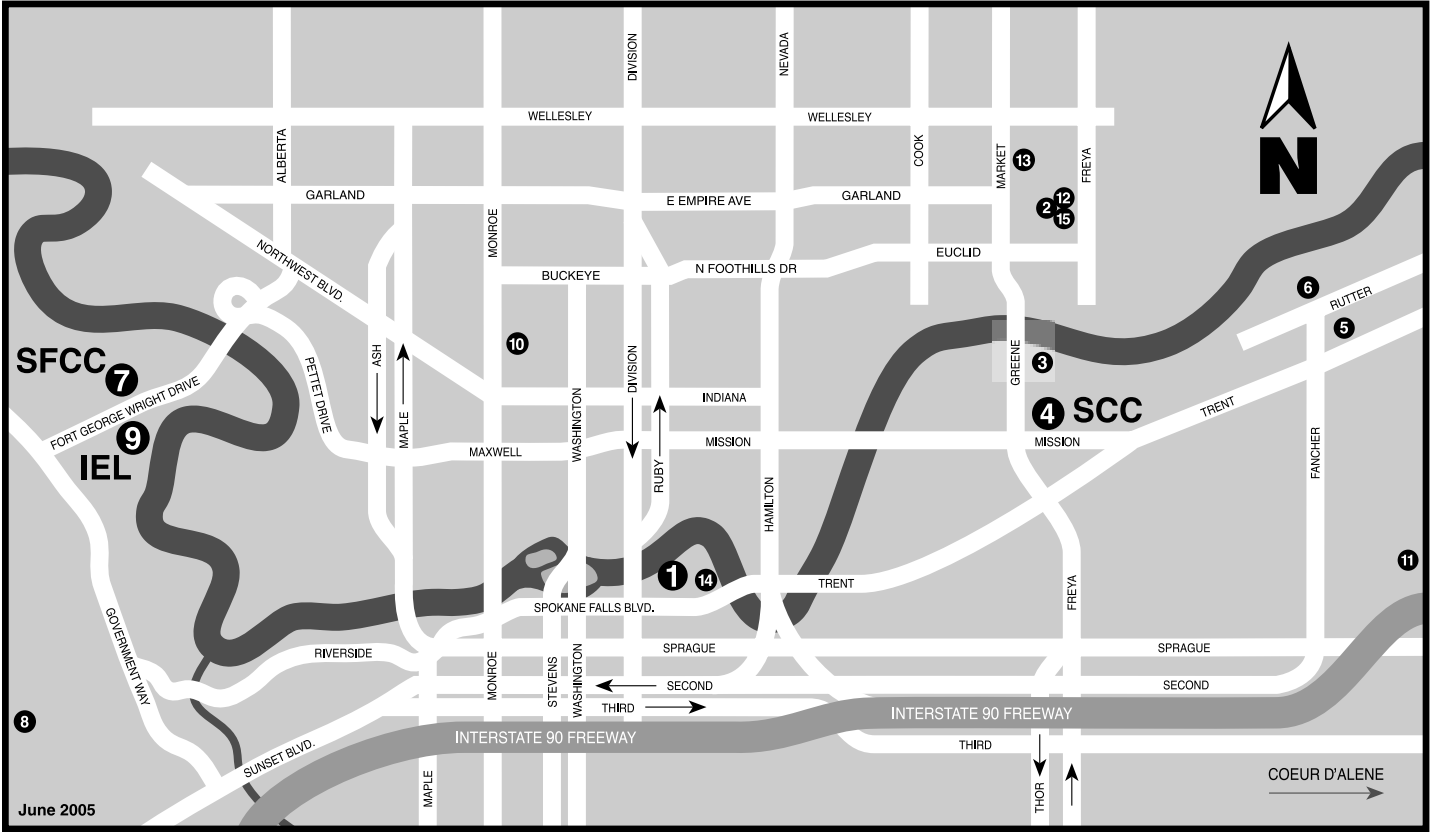
Community Colleges of Spokane Locations

1 DISTRICT ADMINISTRATION
501 N Riverpoint Blvd

2 Central Services and Telecommunications
Esmeralda Center
3939 N Freya St

3 Facilities, Information Systems, Mail Room
Max M. Snyder Building
2000 N Green St

4 SPOKANE COMMUNITY COLLEGE
1810 N Greene St

5 SCC Apprenticeship and Journeyman
Training Center
2110 N Fancher Way

6 SCC Aviation
Felts Field
5317 E Rutter Ave

7 SPOKANE FALLS COMMUNITY COLLEGE
3410 W Fort George Wright Dr

8 SFCC Aviation – Airway Science
Geiger Field
3608 S Davison Blvd

9 INSTITUTE FOR EXTENDED LEARNING
3305 W Fort George Wright Dr

10 Adult Education Center
Head Start/AEC
2310 N Monroe St

11 CenterPlace
Mirabeau Point
Spokane Valley

12 Head Start/Early Head Start/ECEAP
Esmeralda Center
3939 N Freya St
Visit www.iel.spokane.edu/ for center locations.

13 Hillyard Center
4410 N Market St

14 Small Business Development Center
665 N Riverpoint Blvd

15 Training and Education
Coordinating Center (TECC)
Esmeralda Center
3939 N Freya St

The following centers are located
outside the boundaries of this map.

Colville Center
985 S Elm
Colville

Fairchild Center
4 W Castle St Suite 108
Fairchild Center, FAFB

Newport Center
1204 W 5th St
Newport

North Pend O'rielle Center
208 Blackwell
Ione

Republic Center
Union Nugget Building
600 S Cook St
Republic

Whitman County Center
115 NW State Street, Suite 30A
Pullman

Legal Guidelines

ACCREDITATION

Washington Community College District 17 (Community Colleges of Spokane) includes Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning. Spokane Community College and Spokane Falls Community College are accredited by the Northwest Commission on Colleges and Universities. Many individual programs also are accredited by professional accrediting associations.

Community Colleges of Spokane operates under the jurisdiction of the Washington State Board for Community and Technical Colleges and are members of the American Association of Community Colleges and the Washington Association of Community and Technical Colleges.

Spokane Community College and Spokane Falls Community College are approved to participate in Federal Title IV, Washington State Financial Aid and Title 38 Veterans Educational Benefit programs. Students enrolled in eligible degree or certificate programs offered by the Institute for Extended Learning are approved as additional locations through the two colleges.

EQUAL OPPORTUNITY/NONDISCRIMINATION

Community Colleges of Spokane provides equal opportunity in education and employment and does not discriminate on the basis of race, color, gender, religion, creed, age, marital status, national origin, sexual orientation, disability or veteran status disability. The district complies with all Washington state antidiscrimination laws (RCW-49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA). Questions regarding Title IX, Section 504, equal opportunity, affirmative action, or the ADA can be directed to the CCS chief human resources officer at (509) 434-5037 or by email at hro@ccs.spokane.edu.

Community Colleges of Spokane has an open door policy. However, most courses and programs have prerequisites and some have limited enrollment and/or waiting lists. Additionally, some have special skill and ability requirements for participation. Information and assistance about these requirements are available by calling the appropriate Admissions Office (for Spokane Community College call 533-8130, for Spokane Falls Community College call 533-3500, and for the Institute for Extended Learning call 279-6000).

PUBLIC RECORD REQUESTS

The district's public records shall be in the charge and control of the public records officer designated by the district chancellor/CEO. The person so designated is the CCS chief financial officer, located in the Riverpoint One Building at 501 N Riverpoint Blvd.

Per WAC132Q-276, requests to examine public records must be made through the CCS chief financial officer in the Riverpoint One Building. Direct requests to departments will not be honored. Records are normally available for inspection from 8 a.m. to noon and 1 p.m. to 5 p.m. Monday through Friday (with the exception of holidays and a modified summer schedule). Call (509) 434-5273 for information.

DISCLAIMER

Information in this catalog is intended to provide an overview of the colleges. Academic requirements and procedures necessary for admission and graduation are included.

During the two-year period the general catalog is in circulation, there may be curriculum revisions and program changes, including changes in the quarters in which courses are offered or discontinuation of programs. Students are responsible for consulting the appropriate academic unit or advisor for more current and specific information.

All announcements in the catalog are subject to change without notice and do not constitute an agreement between the college and the student.

Limitation of Liability: The total liability of Community Colleges of Spokane for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to CCS for those classes or programs. In no event shall CCS be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

PROHIBITION AGAINST ALCOHOL AND UNLAWFUL DRUGS

As a recipient of federal grants and aid, Community Colleges of Spokane complies with the federal Drug Free Workplace Act and the Drug Free Schools and Communities Act. These acts prohibit the unlawful possession, use or distribution of alcohol and illegal drugs by students and employees on college property or at college activities, including those that occur off campus.

Student Services

Admission

ADMISSION REQUIREMENTS

GENERAL ADMISSION FOR HIGH SCHOOL GRADUATES, GED CERTIFICATE HOLDERS AND APPLICANTS 18 AND OLDER

Spokane Community College and Spokane Falls Community College have an "open door" admission policy that admits any graduate of a high school or any individual who holds a General Educational Development (GED) certificate.

Applicants who do not meet the above requirements, but who are at least 18 years of age, may be granted provisional admission by the college vice president or his/her designee. Admission in such cases is based on the applicant's level of general education as defined by ASSET or COMPASS assessment test scores that meet the Federal Financial Aid "ability to benefit" option.

Admission is granted on a "first-come, first-served" basis for as many students as the various programs can accommodate. Some programs may require satisfactory completion of certain prerequisites prior to admission or have special selection procedures so admission to the college does not guarantee acceptance in every program. Refer to specific programs of study for further information. Waiting lists do occur for programs in high demand.

It is important to begin the application process well in advance of the quarter for which admission is desired in order to allow time for processing the application. Each college has slightly different admission procedures and registration schedules. For more information or to request an application packet, please call, write or e-mail the college directly.

SPECIAL ADMISSIONS FOR STUDENTS UNDER AGE 18

Applicants between 16 and 18 may be admitted to a college if they are deemed able to benefit from the curricular offerings of the college. Enrollment is limited to college-level courses numbered 100 or above. This limitation does not apply to high school graduates or GED certificate holders. In order to determine a student's readiness for college-level courses, the student will be required to take a college placement test. The placement test that can be used is the ASSET or COMPASS test, which are administered at CCS. Generally, the student must place at the college-level in both reading and writing in order to be eligible for courses other than mathematics. To take mathematic courses, the student must place at the college level in mathematics. Admission may be to individual courses or to a program as determined by admissions officials.

This policy is intended to expand opportunities for younger, qualified students who may not be enrolled in Running Start or other local student enrollment option programs. For currently enrolled high school applicants, a release form for attendance at CCS identifying approved credit classes and signed by the student's high school principal must be submitted quarterly. The intent of this policy is not to replace or duplicate the functions of local public schools.

ADMISSION PROCEDURES

You may enter college at the beginning of any quarter (summer, fall, winter or spring). However, you should be aware that some programs of study may start only during certain quarters. Refer to specific programs of study for further information.

To apply for admission, the following should be on file in the Admissions Office of the college you plan to attend:

■ state of Washington Community College Application for Admission Form (obtained from a high school counselor or Admissions Office or the web site of the college),

■ official transcripts from other colleges are not required for admission but may prove beneficial for general advising purposes or to verify successful completion of intermediate-level algebra and English composition. Other college transcripts also may be used to verify courses, which may fulfill a prerequisite for another course or program at the CCS or to document courses the student wishes to use toward graduation.

WASHINGTON STATE COMMUNITY COLLEGE ADMISSIONS POLICY

In accordance with WAC 131-12-010, any applicant for admission to Washington State Community College District 17 shall be admitted when, as determined by the chief administrative officer or his/her designee, such applicant: is competent to profit from the curricular offerings of the college; would not, by his or her presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution; is 18 years of age or older; is a high school graduate; or has applied for admission under the provisions of a student enrollment options program such as Running Start or a successor program, or other local student enrollment options program.

Those students ages 16 through 18 who meet the provision of Title III—Adult Education Programs may enroll in certain adult basic education classes with a release from the common school district. Individuals admitted into such classes will be allowed to continue as long as they are able to demonstrate measurable academic progress.

This district does not desire to replace or duplicate the functions of the local public schools; however, persons may appeal for special admission on a course-by-course basis. Criteria for granting an appeal are: competence at an appropriate academic level and/or artistic or technical talent level, as well as ability to participate in an adult learning environment as determined by the college vice president.

ASSESSMENT AND PLACEMENT

While students attend college for a variety of reasons, most attend for the purpose of acquiring the knowledge and skills needed as preparation for entering a particular field of work, occupation or profession.

With this in mind, new and returning college students who have not been assessed (tested or advised) by SCC or SFCC within the last three years will participate in an assessment program designed to select classes for proper placement and college success.

The assessment process includes an evaluation for the purpose of determining current skill levels in reading, writing and mathematics. For those who have not taken ASSET or COMPASS, the college will administer one of these tests and a $20 fee will be charged. Students who have taken either of these tests within the last three years and wish to use those scores must have their scores on file prior to registration.

Many courses, including English, math and some programs at CCS, have prerequisites. Before enrolling in these courses and programs, students must meet these prerequisite requirements or have instructor permission to enroll in the course.

Some professional/technical programs use test scores as criteria for admission.

GUIDELINES FOR PLACEMENT/ASSESSMENT

Math and/or English assessment (COMPASS or ASSET) is required for:

1. students who have never tested.

2. students who have test scores that are more than three years old.

3. students who have math credits that are more than three years old.

   For more details, call the Testing Center at SCC (509) 533-7074, the New Student Entry Center at SFCC (509) 533-3401, or the IEL at (509) 279-6031.

Math and/or English assessment is not required for:

1. students who have taken the COMPASS or ASSET within the last three years, CCS also accepts Academic Placement Testing Program (APTP) math scores from Washington public universities).

2. students who have received a grade of 2.0 or better in college composition from other institutions; college transcripts must be on file to support this exception.

3. students taking fewer than 10 credits, not enrolling in composition or mathematics classes and not pursuing a degree or certificate.

SPECIAL SITUATIONS

Students with questions regarding credits for Advanced Placement (AP) test scores should refer to the Advanced Placement Program section in this catalog.

GUIDELINES FOR PLACEMENT OF ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)*

1. Students Currently Enrolled in the IEL Program—All English Speakers of Other Languages (ESOL) students currently enrolled in the Institute for Extended Learning (IEL) program must satisfactorily complete a Level 6 English program or have a recommendation from their IEL instructor before being permitted to enroll in courses at SCC or SFCC. A SLEP (Secondary Level English Proficiency) score of at least 50 is required to qualify for admissions. Placement in courses will be based on ASSET or COMPASS scores.

2. Students Not Currently Enrolled in the IEL Program—For ESOL students not currently enrolled in Level 6 English program, the placement guidelines are:

- all students who call to schedule an assessment test will be advised of the placement tests for native and non-native speakers of English and will be scheduled accordingly.

- when English is not their first language (as self-identified), they will be required to take the SLEP test before they are eligible for admissions. Placement in courses will be based on ASSET or COMPASS scores.

- students scoring below 50 on the SLEP may reapply to take the SLEP upon completion of a Level 6 program and with the recommendation of their ESL instructor.

*Exceptions to these guidelines must be approved by the vice president of instruction or designee at SFCC, or the vice president of enrollment services and student development or designee at SCC, whichever is applicable.

GED TESTING

Persons interested in obtaining a General Education Development (GED), may schedule a GED test by calling (509) 533-4670. Proof of age is required. Testing sites, schedules and further information may be obtained by calling (509) 533-4670.

SCC and SFCC provide additional services in vocational achievement, guidance and interest survey testing for those who want or need help, individual information or evaluation. For more information, refer to the Counseling and Special Services section of this catalog.

Students can take preparatory classes to help prepare them for the GED test, which also are offered at the northern county centers.

RUNNING START

The Running Start program offered through CCS enables eligible high school students to seek expanded educational challenges. They may enroll simultaneously in high school and college classes—or solely in college classes—for the purpose of earning credit to be awarded both by the high school and by the college. Classes taken at SCC, SFCC or IEL as part of the Running Start program are limited to "college-level classes" numbered 100 or above, and 18 credits.

The tuition and fees of classes not covered under the Running Start program (over 18 credits or under 100-level classes) will be calculated at "resident" rate and paid by the student. Running Start students, by WAC (Chapter 392-169) definition, are not required to be residents of Washington. Nonresident Running Start students or Running Start students who lack a residency status may be required to complete the Residency Questionnaire Form at the end of their tenure as a Running Start student. Depending on the answers, their post-Running Start residency status would be determined and their tuition would be calculated on that residency status; resident, nonresident or nonresident with waiver.

For more information, the student should contact a high school counselor or the college Counseling Center. Call SCC (509) 533-8062, SFCC (509) 533-3524, or the IEL in Colville (509) 684-3138 or (509) 279-6710.

PHYSICAL EXAMINATIONS

Physical examinations are required of students entering some college programs. Health appraisals generally are valid within a six-month period prior to acceptance and enrollment at the college and for the two years following.

Tuition and Fee Schedule

The State Board for Community and Technical Colleges sets tuition rates for Washington state community colleges. The 2005-2006 tuition rates are listed below. Check our class schedule web page for the official tuition rates. www.ccs.spokane.edu

Failure to make payment for class-related tuition or fee charges may result in disenrollment from classes.

2005 – 2006 TUITION RATES

Washington Residents/Nonresidents*
(*Nonresident students qualified under military or refugee program.)

Quarterly

1-10 credits, per credit $71.60
11-18 credits, per credit $19.34
Each credit above 18, per credit $64.60
Each credit above 18, per credit—for required courses in professional/technical programs $10.70
ABE, GED, ESL and High School Completion
per quarter $25.00

Veterans

Check with your campus veterans coordinator for eligibility criteria.
1-10 credits $57.28
11-18 credits, per credit $15.47
Each credit above 18, per credit $50.28
Each credit above 18, per credit—for required courses in professional/technical programs $10.70

Nonresident with waiver

Individuals who have not established Washington residency are eligible for the nonresident with waiver rate if a U.S. citizen, or if they have been granted "resident status" by the U.S. Immigration and Naturalization Service.
1-10 credits, per credit $133.75
11-18 credits, per credit $10.92
Each credit above 18, per credit $127.05
Each credit above 18, per credit—for required courses
in professional/technical programs $36.50

Nonresidents (International Fees)

1-10 credits, per credit $243.30
11-18 credits, per credit $23.14
Each credit above 18, per credit $236.30
Each credit above 18, per credit—for required courses
in professional/technical programs $36.50

International Students

SFCC Intensive English Language Program (full quarter) $2,220.00
SFCC Intensive English Language Program (per 5-credit course) .. $740.00

2005 – 2006 STUDENT FEES

CCS Application for Admission Fee (one time fee) $15.00
International Student Application for Admission Fee
(one time fee) $40.00
Student Registration Fee (per quarter) $6.00
No refund after 100% refund cutoff date
Technology Fee
SCC (per credit) (all state support classes) $3.00
maximum $30 per quarter
SFCC/IEL (per credit) (all state support classes) $4.00
maximum $40 per quarter
Student Assessment and Testing Fee $20.00
Transcript Fee $3.00
Graduation Petition Fee (SFCC/IEL only) $20.00
Comprehensive Fee (SCC only) (per quarter) $14.00
Replacement of Student I.D. Card $2.00
Special Use ID Fee $5.00
Parking Fee (per quarter) $12.00
Parking Fee (summer quarter) $4.00
Parking Fine $15.00
Parking Research Fee $10.00

For information concerning class and lab fees, please refer to the current quarterly combined class schedule.

All fees are subject to change.

INSURANCE

Optional student accident insurance or combined accident and health insurance coverage for the student or the student and dependents may be purchased from the college cashier. For current coverage and cost, inquire at the SCC, SFCC or IEL Cashier Office.

2005 – 2006 TUITION WAIVERS

State Support Classes Only, Space Available Basis

(register third day of quarter and require application for admission and completion of waiver form)*

*CCS Employee Registration (per course)

(6-cr. maximum per quarter) $25.00

*State/Public Higher Education Employee (per course)

(6-cr. maximum per quarter) $25.00

Senior Citizen Fee (per course, audit only, maximum of

two courses per quarter, see Senior Citizen Waivers section

in this catalog) $2.50

Other tuition waiver programs are available. Please contact the Financial Aid Office at SCC and SFCC for specific information, or the IEL HelpLine at 279-6060.

Tuition waivers are subject to change without notice.

Student Classifications

RESIDENT AND NONRESIDENT STUDENT CLASSIFICATIONS

To be classified as a resident for tuition and fee purposes, a student must be either (1) financially independent and have established a bona fide domicile in the state of Washington for other than primarily educational purposes for one year immediately prior to the first day of the academic quarter, or (2) financially dependent and have one or both parents domiciled in the state of Washington for a period of one year immediately prior to the first day of the academic quarter. All other students are classified as nonresidents and will qualify for the nonresident with waiver tuition if a U.S. citizen or permanent resident alien.

Students are solely responsible for requesting information about documentation required to establish residency. To obtain information or to submit an application for a change of residency, contact the secretary to the registrar at SCC or the assistant to the dean for student services at SFCC. It is the student's responsibility to initiate the paperwork for change of residency request.

A student's domicile is the true, fixed and permanent home and place of habitation where he or she intends to remain, and to which he or she expects to return when leaving without intending to establish a new domicile elsewhere. A student claiming to be domiciled in the state of Washington must prove that fact to the satisfaction of the college. Among the factors evidencing a domicile in this state are registration and payment of taxes and fees on a motor vehicle or other property where registration is required, a valid Washington driver's license, permanent full-time employment in the state, evidence of physical residence in the state, voter registration in Washington and evidence of banking in this state. No one factor is conclusive and other factors may be considered.

Students may apply for a change in classification up to the 30th calendar day of the quarter in which the change is sought. Applications should be made at the Registrar's Office at SCC or SFCC.

This is not an exhaustive discussion of residency, it is provided to inform students of the basic rules. Staff are available to answer questions in the SCC Registrar's Office or in the SFCC Associate Dean of Student Services for Admissions and Registration Office.

Effective July 1, 2003, Washington state has changed the definition of "resident student." The law makes certain students, who are not permanent residents or citizens of the U.S., eligible for resident student status and eligible to pay resident tuition rates when they attend public colleges and universities in this state. The law does not make these students eligible to receive need-based state or federal financial aid. To qualify for resident status, students must complete an affidavit/declaration/certification if they are not permanent residents or citizens of the U.S. but have met one of the following conditions:

Condition One: (a) Resided in Washington state for three years immediately prior to receiving a high school diploma, and (b) Completed the full senior year at a Washington high school, and (c) Continuously resided in the state since earning the high school diploma.

Condition Two: (a) Complete the equivalent of a high school diploma, and (b) Resided in Washington state for the three years immediately before receiving the equivalent of the diploma, and (c) Continuously resided in the state since earning the equivalent of a high school diploma.

If you meet one of the above conditions and would like to pay resident tuition rates, contact the college(s) registrar's office you are applying to attend and request a copy of the HB 1079 Affidavit.

FINANCIAL OBLIGATION

Community Colleges of Spokane is authorized to place an "administrative hold" on the records of any student who fails to return property or promptly pay any financial obligation due the college.

Until a hold is officially cleared, SCC or SFCC:

- will not release the student's records or any information based upon the record.
- will not release transcripts.
- denies registration for a subsequent quarter, as well as graduation from the college.

Failure to make payment for class-related tuition or fee charges may result in disenrollment from classes.

SENIOR CITIZEN WAIVERS

Community Colleges of Spokane may grant tuition waivers for state-support college classes to resident senior citizens who are at least 60 years old. A fee of $2.50 per class (with a maximum of two classes for $5) will be charged. Class fees and parking are additional. This waiver does not apply to noncredit classes. Registration must be made in person and will only be accepted on the third day of the quarter, on a space-available basis. Course may be taken for AUDIT ONLY, not college credit. Senior citizens interested in this waiver will not be allowed to create a space by initially enrolling and paying regular tuition and course fees and then withdrawing in order to participate in the waiver program. For information call 533-8006 at SCC, 533-3512 at SFCC or 279-6001 at the IEL. For information on noncredit senior citizen classes, call 279-6025.

STATE-SUPPORT CREDIT AND NONCREDIT COURSES REFUND POLICY

Students who withdraw in accordance with regulations may apply for refunds according to the following schedule:

■ 100 percent refund for classes canceled.

■ No refund is granted after the 20th calendar day of the quarter.

■ Refer to the quarterly class schedule for the current refund information.

This schedule prevails whether the student attends class or not.

Refunds for classes that do not follow the regular academic calendar are applied on a timetable (as established above) in a proportionate relationship to the standard length of a quarter. Refunds for lab and course fees will be in proportion to the regular tuition refund schedule.

REDUCTION IN CREDIT HOURS

A refund of tuition and fees may be made if a student's credit hour load is reduced.

Lab and course fees will be refunded at either 100 percent or 50 percent if the class is dropped during one of those refund periods; otherwise no refund will be processed.

CANCELLATION OF A PROGRAM OR CLASS

If a program or class is canceled, the student will be granted a 100 percent refund.

PROCESS FOR OBTAINING A REFUND

1. To obtain a refund for a withdrawal or a dropped class, see the quarterly class schedule.
2. The refund check will be mailed to the student or credited to the bankcard used within two weeks from the date the Business Office receives the withdrawal form or the add/drop form. A $7.00 processing fee will be deducted from the refund amount.
3. Debts owed to the college must be paid in full before the refund is issued.
4. Tuition and fees paid by an agency, such as scholarship, financial aid or private grant, are refunded to the appropriate account.
5. Students dismissed for disciplinary reasons are not eligible for a refund.

EXCEPTIONS TO THE REFUND POLICY

Exceptions to the refund policy will be considered only if, in the judgment of the institution, an extreme hardship has been caused by illness, hospitalization or military transfer. A student must submit an appeal for an exception to the refund policy in the form of written documentation to the dean of student services at SCC, the dean of student services at SFCC or the dean of student services at the IEL before a refund may be considered.

All course offerings are subject to change. The college cannot guarantee class offerings, designated times or specific instructors, since funding levels and student interest may affect whether or not an offering is available.

BASIC SKILLS CLASSES

No refund will be granted for basic skills classes (includes ABE, GED, high school completion and ESL) unless classes are canceled.

Financial Aid

Many students who want to attend CCS need financial assistance to meet college costs. Grant assistance, for an eligible student, is available through the federal Pell Grant, Washington State Need Grant and State Institutional Grant programs. A number of tuition waiver programs exist for individuals meeting specific criteria. There also are employment opportunities through federal, state and institutional work study employment programs. Students may apply for Ford Federal Direct Loans (need or non-need based) and the Parent Loan (PLUS) through the Financial Aid Office.

To be considered for federal, state or institutional student financial aid, individuals must complete the Free Application for Federal Student Aid (FAFSA). Students must reapply each year. Applications may be filed after January 1 of each year for the following academic year. Financial aid application forms are available in the Financial Aid Office. Students also can apply through the Internet at www.fafsa.ed.gov.

Applicants seeking further information and deadline dates should contact the Financial Aid Office at one of the colleges or visit the college financial aid web sites: SCC at www.scc.spokane.edu or SFCC at www.spokanefalls.edu.

Many sources of financial aid are available from public and private agencies, including the Veterans Administration, Department of Vocational Rehabilitation, Bureau of Indian Affairs/Tribal Education Offices, and Department of Labor and Industries. Contact these agencies directly for eligibility requirements.

Financial aid recipients must enroll in an eligible program that leads toward a degree or certificate and maintain satisfactory academic progress (SAP) to continue receiving financial assistance. The SAP policy has two parts: Satisfactory Progress and Progress Toward Degree.

Satisfactory Progress is defined as completing a minimum of 12 credit hours in any given quarter in which the student is registered for 12 or more credit hours. A student registered for 9-11 credits (3/4 time) or 6-8 credits (1/2 time) must pass at least 9 and 6 credits respectively to be considered making satisfactory progress. A student receiving a Pell Grant based on less than 6 credits must complete all credits to meet SAP requirements. In addition, a student must maintain a cumulative grade-point average of 2.0 or better at the end of each quarter of enrollment.

Progress Toward Degree limits the number of quarters or credits for which a student will be considered for financial aid. Students must complete their degrees or certificates within 125 percent of the normal number of quarters or credits required to complete the degree or certificate. In addition, students must complete a set minimum percentage of their program coursework each year.

For complete financial aid regulations, please contact the Financial Aid Office at SCC (509) 533-7017 or SFCC (509) 533-3550.

WORK STUDY

Work study employment is offered to those students who have applied for and been awarded financial aid and who are interested in earning a portion of their college-related expenses.

For more information, contact the SCC Work Study Placement Office (509) 533-8007, Building 50; or the SFCC Work Study Placement Office (509) 533-4410, Building 17 (SUB).

WORKER RETRAINING PROGRAM

Information specific to Worker Retraining Program can be found in the Worker Retraining Program under the Continuing Education section.

For more information, contact the Worker Retraining Office at SCC (509) 533-8056, SFCC (509) 533-3521 or the IEL (509) 279-6031.

WORKFIRST FINANCIAL AID PROGRAM

The Workfirst Financial Aid Program pays for tuition, books and fees while eligible parents work and attend job training at CCS. Workfirst work study is also available.

For more information about this program, call IEL student financial services (509) 279-6031 or 1-888-323-2399.

SCHOLARSHIP INFORMATION

CCS Foundation offers a number of scholarships.

Students who are interested should contact the Foundation Office at (509) 434-5123 or check www.ccs.spokane.edu/Foundation/scholarships.aspx. Information regarding other scholarships and scholarship search is available through high schools, college career centers and the public library. Organizations, clubs and/or companies with whom students or their parents have some relationship occasionally offer scholarships. It is extremely important to start early. Scholarships are usually awarded on an annual basis with the year beginning in September.

SCC Community, Career and Employment Services and the SFCC Career and Student Employment Center maintain comprehensive, up-to-date scholarship resources. Both centers offer software programs, web sites, books, pamphlets and data bases containing current local and national scholarship information.

For more scholarship information, contact SCC (509) 533-8009, SFCC (509) 533-3545 or the IEL (509) 279-6031.

Veterans Affairs

Information and assistance are available to all veterans at a designated Veterans Affairs Office located on each campus. SCC's Veterans Affairs Office is located in the Lair—Student Center, Community, Career and Employment Services. SFCC's Veterans Affairs Office is located in the Student Union Building (upper concourse). Students intending to receive Veterans Administration (VA) educational assistance should coordinate with these offices to initiate the necessary applications for benefits.

For information, call SCC (509) 533-7027 or SFCC (509) 533-3504.

VETERANS ACADEMIC LOAD
Currently, a full-time load for veterans is a minimum of 12 credit hours. Compensation is made according to the following schedule:

Credit Hours	Compensation
12	full-time
9–11	three-quarter
6–8	one-half
5 or less	tuition cost

Summer credits are computed in a different manner. Please see a veteran's coordinator for details.

The Veterans Administration will pay solely for classes required for graduation in a selected area of study. Meet with the campus veteran's coordinator to ensure class choices are appropriate for educational benefits.

VETERANS AND RESERVE/NATIONAL GUARD EDUCATIONAL BENEFITS
Application for veterans and guard/reserve VA educational benefits is initiated through the Veterans Affairs Office at SCC (509) 533-7027 or SFCC (509) 533-3504.

A copy of Veterans DD 214 (member-copy 4) is required to initiate benefits.

Educational benefits also are available to eligible members of the Selected Reserves or National Guard who have a current six-year (or more) commitment. A "Notice of Basic Eligibility" form is required from the Guard/Reserve unit and must be presented to the campus veteran's coordinator to initiate benefits.

For more information regarding eligibility, contact a local Reserve or National Guard unit.

VETERANS TUITION WAIVERS
Consult with campus veterans coordinator regarding eligibility for all veterans waivers (provide copy of DD 214). SCC (509) 533-7027, SFCC (509) 533-3504.

VETERANS STANDARD OF PROGRESS
A student receiving veterans educational benefits must maintain a standard of progress required by CCS. A veteran who is academically dismissed by CCS will be decertified with the VA and will not be recertified until the student is counseled and readmitted by the college Academic Standards Committee.

Registering for Class

REGISTRATION
Tentative registration dates are announced in the academic calendar in this catalog. The specific dates are listed in the class schedule, which is available prior to each quarter online at www.ccs.spokane.edu.

Students who plan to register at Spokane Community College, Spokane Falls Community College or the Institute for Extended Learning are given the opportunity to confer with an academic adviser or counselor.

See the quarterly class schedule for the registration process and tuition and fee schedule. CCS uses web and in-person registration processes. For up-to-date information on these processes, refer to the General

Information section of the quarterly class schedule available on the web at www.ccs.spokane.edu.

Books may be purchased at the college's bookstore, at IEL off-campus sites or online at www.bookstore.spokane.cc.wa.us. Students are encouraged to check bookstore hours and to be prepared to pay for their books separately from registration fees. Students need to have a copy of their class schedule for book selection. Student class schedules may be printed at the student kiosks or off the Internet.

Students pursuing a degree or certification are required to have appropriate items as listed in the Admission Procedures section of the catalog on file at the college. Those with incomplete records will not be allowed to register.

SOCIAL SECURITY NUMBER
Community Colleges of Spokane is required to collect the Social Security Number (SSN) or tax identification number from every student who attends SCC, SFCC or the IEL. CCS will only release a student's SSN in accordance with state or federal law and will protect the SSN from unauthorized use and/or disclosure. A student's failure to provide the SSN will result in administrative holds, and the student will be subject to a $50.00 IRS penalty unless refusal to provide the SSN is due to reasonable cause and not due to willful neglect. In order to protect the SSN from unauthorized use and/or disclosure, a unique student identification number (SID) is assigned to each student for internal reporting purposes and registration.

CONCURRENT ENROLLMENT
Students may register for classes at SCC, SFCC and the IEL. This allows the student flexibility in developing a class schedule. Students receiving financial aid have certain limitations and should consult the Financial Aid Office. Veterans should contact their Veterans Affairs coordinator.

CONTINUOUS ENROLLMENT
Some classes are available on an open-entry and exit basis. For further information, contact the Counseling Center or the Admissions/Registration Office.

VERIFICATION OF ENROLLMENT
Enrollment verification is provided to loan guaranty associations through the National Student Clearinghouse based on the information uploaded from the colleges. For enrollment verification of other outside agencies (e.g., Veterans Administration, insurance company, etc.), students must submit their signed verification request to the Transcript Office.

NAME CHANGES
It is the student's responsibility to keep SCC, SFCC and/or the IEL advised of their correct name.

Name changes require court documentation. Students who change their names during the year are required to bring court documentation to the Admissions/Registration Office.

ADDRESS CHANGES
It is the student's responsibility to keep SCC, SFCC and/or the IEL advised of current address(es).

A student's correct home, e-mail and/or local address are important on all of his or her college records. The student will receive material through mail or e-mail.

Address changes may be done through the institutions' web sites.

PICTURE IDENTIFICATION

SCC

A picture ID is required to pick up a copy of any student records, including class schedules, transcripts, work study checks, financial aid checks, library transactions and/or use of the computer/math labs. A student photo ID card is available to all new students once enrollment is complete. A picture ID may be obtained at the Check-out Desk in SCC's Learning Resources Center, Bldg 16, Room 181, (509) 533-8255.

SFCC

A student photo ID card is available to all new students once enrollment is complete and tuition and fees have been paid in full. The photo ID card can be used during the student's tenure at CCS. Quarterly validation is required for all enrolled students. A picture ID is required to pick up a copy of any student records, including class schedules, transcripts, work study checks, financial aid checks, library transactions and/or use of the computer/math labs. You may obtain a picture ID at SFCC in the New Student Entry Center, Bldg 17, Room 140E, (509) 533-3401

IEL

Northern and Whitman County students should check with the center coordinators regarding ID cards.

SCHEDULE CHANGES

It is the sole responsibility of the student to make his or her schedule changes. Adding or dropping classes or changing sections are steps a student should take only after consultation with a faculty adviser or counselor. Deadlines and processes to follow are published in the quarterly class schedule.

During the first 10 days of a quarter, a student may drop/withdraw from a course, and no record of the course will appear on the student's transcript. After the 10th day, dropped course(s) will appear on the transcript with a "W" (withdrawal) notation. Short session classes are prorated accordingly. Summer quarter is prorated to the length of the quarter.

A student cannot officially drop a course simply by informing the instructor he or she is withdrawing or by ceasing to attend class. An official drop or withdrawal requires processing through the Registration Office. Instructors may use their discretion when issuing a grade to students who do not go through the schedule change process.

AUDITING A COURSE

Students should select the audit option at the time of registration. A student auditing a class is not required to take final tests and will not receive a grade or credit, but he or she is expected to attend class regularly. The auditing student may not receive credit later for the course unless he or she repeats the course as a regularly enrolled student. Audit students are required to pay standard tuition and fees.

INDEPENDENT STUDY

Independent study is offered in each academic discipline and designated by the course numbers 291, 292 or 293. A student may register for not more than three independent study courses per quarter, varying from 1 to 5 credits each, not to exceed a total of 10 credits of independent study during the student's tenure at Community Colleges of Spokane. Requirements and limitations concerning courses are available from the instructional departments.

REPEATING A COURSE

If a student repeats a course; the highest grade earned is used for computing the grade-point average.

Veterans should note that the Veterans Administration will not pay for repeating a course in which the student has already received a passing grade.

Repeating a course may affect financial aid funding.

WITHDRAWAL FROM COLLEGE

Students are responsible for withdrawing from college whether they attend class or not. Students who find it necessary to totally withdraw from college should first consult with a faculty adviser or counselor.

Failure to follow the required procedures for withdrawal may result in failing grades being submitted; possible repayment of veteran benefits, financial aid, etc.; and forfeiture of all claims for refund of tuition and fees.

Refund and withdrawal dates for classes that do not follow the regular academic calendar are based on a proportionate relationship to the length of a standard quarter. A list of these classes is available in the registration area.

Credit Information

CREDIT HOUR AND LOAD

The "quarter credit hour" represents one class hour per week for the entire quarter. Laboratory and activity courses usually meet an additional hour each week per credit hour.

Most academic courses carry a credit range of 1-5 credits. Some professional/technical courses exceed 5 credits because of program requirements. Twelve to 18 credit hours per quarter generally are considered a full class load. Students planning to enroll for more than 21 credit hours must obtain permission from a counselor, the associate dean of student services for counseling and special programs, the registrar or a designee. (Whether the overload credit hours are taken at SFCC, SCC, the IEL or a combination, permission from a counselor is required.)

To make normal progress toward graduation in liberal arts, a student must earn a minimum of 45 credits a year in appropriate college-level courses. In professional/technical programs, the student must satisfactorily complete the hourly credit requirements of the program.

For tuition and fee purposes, a full-time student is defined as a student enrolled for 10-18 credits. Part-time students, for tuition and fee purposes, are those enrolled for 1-9 credits. A full-time student receiving financial aid or veterans benefits, for tuition and fee purposes, is defined as a student enrolled for 12-18 credits. (See the Tuition and Fee Schedule.)

TRANSFER CREDIT

Community Colleges of Spokane follows the statewide policy for transfer of credits as endorsed by the State Board for Community and Technical Colleges. Credits from other accredited institutions in degree, diploma and certificate programs may be transferred upon approval. For more information on transfer credit and degrees, refer to the Academic Programs section of this catalog.

WORK EXPERIENCE

Students can earn credit through work experience. For more information, refer to Cooperative Education/Work Experience listed in the Professional/Technical Education section of this catalog.

DISTANCE LEARNING

Distance learning courses (online courses, telecourses and interactive video courses) offer students an alternative to on-campus classes. The content, college credit, and transferability of distance learning courses to other institutions are equivalent to traditional courses on campus.

Distance learning instruction may involve the use of computers, televised lessons, text materials and on-campus sessions. Some courses require on-campus visits for discussion sessions, laboratories or testing. Students may enroll through SCC, SFCC or the IEL. Please see the Online Courses and Telecourses sections of the catalog for more information. Please visit the web sites below for current course listings.

SCC students should contact the SCC Distance Learning Office at (509) 533-8110, e-mail dl@scc.spokane.edu, or www.scc.spokane.edu/dl/.

SFCC and IEL students should contact the SFCC Distance Learning Office at (509) 533-3216, e-mail sfccdistancelearning@spokanefalls.edu, or www.spokanefalls.edu/distancelearning.

ONLINE COURSES

What keeps you from taking classes at your community college? A full-time job? Family responsibilities? A long commute? Online courses provide the flexibility and opportunity for time- and place-bound students to pursue their educational goals. Online courses have scheduled start and stop dates, regular assignments and project due dates, but since the classroom is online, you can work on your class at the time and place most convenient for you.

Although online courses are more convenient, they are not necessarily easier. They have been developed with the same learning outcomes as regular on-campus college classes, but because they are delivered by distance, they are reading, writing and research intensive courses. Even though you do not attend class at a specific time and place each day, you will need to spend several hours working on the class five out of every seven days (for a 5-credit course) and you will need to have access to a computer with a connection to the Internet. Please visit the web sites below for current course listings.

SCC students should contact the SCC Distance Learning Office at (509) 533-8110, e-mail dl@scc.spokane.edu, or www.scc.spokane.edu/dl/.

SFCC and IEL students should contact the SFCC Distance Learning Office at (509) 533-3216, e-mail sfccdistancelearning@spokanefalls.edu, or www.spokanefalls.edu/distancelearning.

TELECOURSES

A telecourse is a regular college credit course incorporating video/television to teach concepts, supplement textbook information and enable a student to communicate with instructors or other telecourse students. Rather than use conventional class settings, telecourses rely on communication media to free students from time and location constraints.

Telecourses work best for individuals who can work independently, effectively budget their time and set priorities. Telecourses are helpful for students whose job or home responsibilities limit the time they can spend traveling to or attending a conventional class. Motivation, study habits, communication with the instructor and organization are the keys to telecourse success.

A quarter-long telecourse includes up to 30 video lessons broadcast over a period of 10-12 weeks. One to four new videos are broadcast each week and repeat throughout a one-week period. Videos are available for viewing at the SCC Media Center, SFCC library and the IEL centers outside of the Spokane area.

On-campus discussion sessions may be scheduled during the quarter. Please refer to the course syllabus for testing and on-campus attendance requirements. Please visit the web sites below for current course listings.

SCC students should contact the SCC Distance Learning Office at (509) 533-8110, e-mail dl@scc.spokane.edu, or www.scc.spokane.edu/dl/.

SFCC and IEL students should contact the SFCC Distance Learning Office at (509) 533-3216, e-mail sfccdistancelearning@spokanefalls.edu, or www.spokanefalls.edu/distancelearning.

COLLEGE CREDIT BY NONTRADITIONAL MEANS

Community Colleges of Spokane is concerned about the educational needs of all people within its six-county district, not only those who attend the formal educational institutions, but also those who are striving to advance educationally outside the formal school environment.

CCS recognizes several methods by which students may receive college credit outside the traditional program of class attendance. These methods for evaluating nontraditional learning include credit by articulation; Certified Professional Secretary (CPS) evaluation; Certified Administrative Professional (CAP) evaluation; departmental challenge examinations; prior learning/life experience evaluation; Advanced Placement Program, sponsored by the College Board; and military education and experience evaluation.

Students who have made application to attend SCC, SFCC or the IEL shall be eligible for nontraditional credit evaluation. Credit awards will not be granted until the student has completed one full quarter of enrollment with at least 10-quarter credits earned. (Exception: Police Academy or Fire Officer or TechPrep students who may have credits transcripted for professional/technical courses while still in high school with a valid articulation agreement.)

The student must initiate a request for nontraditional college credit at SCC (509) 533-7026, SFCC (509) 533-3506, or IEL (509) 279-6001. A student wishing to pursue nontraditional credit must first be interviewed and approved through the Counseling Center or the appropriate instructional department.

Nontraditional credit awards:

- may be used to meet any appropriate graduation requirement.
- do not count toward the residency requirement of 30-quarter credits.
- will not satisfy credit hour requirements in the veterans benefit program or any other financial assistance program.
- may be granted for prior learning/life experience following completion of a portfolio class and evaluation of the learning/life experience portfolio. (Additional costs for portfolio evaluation may be assessed.)
- must be approved by the appropriate department chair or designated department faculty member in the discipline for which credit is sought.

After an interview and approval for nontraditional credit, students complete the application for Nontraditional Credit form (form CCS 4062). There is a nonrefundable $10 nontraditional credit application fee for the Certified Professional Secretary (CPS) evaluation, credit by articulation, departmental challenge examinations, and prior learning/life experience evaluation at the Cashier's Office (Section A of the form). No fee is required for Advanced Placement Program credit or military education and experience evaluation.

Fees are charged at the following rates:

Certified Professional Secretary (CPS) .... $5 per credit
Certified Administrative Professional (CAP) .... $5 per credit
Credit by Articulation .... $5 per credit
Departmental Challenge Examinations .... $5 per credit
Prior Learning/Life Experience .... $5 per credit
Military Education and Experience Evaluation .... No fee
Advanced Placement Program .... No fee

CERTIFIED PROFESSIONAL SECRETARY (CPS) OR CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP)

A student who has successfully completed 15 to 30 quarter hours of credit at SCC and/or SFCC may be granted further credit of up to 60-quarter hours upon completing the requirements of the CPS or CAP international examination. Upon completion of 15 credits, at SCC, SFCC and/or the IEL, 30 credits may be granted. Upon completion of the 30 credits at SCC, SFCC and/or the IEL, 60 credits may apply toward the requirements of an associate in applied science or associate of arts degree at SCC or SFCC. The designation as a CPS or CAP may permit specific credit to be given up to 60 credits.

The request for granting these credits by nontraditional means should be directed to the dean of instruction for business at SCC or SFCC. The student applying for CPS or CAP nontraditional credit must pay a nonrefundable $10 nontraditional credit application fee. CPS credit fees are charged at the rate of $5 per credit.

CREDIT BY ARTICULATION

There are two methods that may be used for credit by articulation. They include:

High School/TechPrep — Any student who has completed an articulated high school course where there is a valid articulation agreement with CCS may receive college credit for professional/technical courses taken at the high school. Students wishing to apply for credit by articulation while still in high school must follow the direct transcription guidelines obtained from their high school professional/technical teacher. Credit must be posted within two years following completion of the high school articulated course or transcripted while still in high school.

Agency — Individuals who have completed training through nondegree awarding agencies or institutions may apply for evaluation for credit; for example, recognized nursing and fire service training, law enforcement/corrections or fire science academies, certifications, licensing, etc. Official documentation of training or licensing is required. The training documentation will be evaluated by instructional faculty in the appropriate department.

The following procedures will be used for credit by articulation:

Students wishing to apply for credit by articulation must first be interviewed and approved through the Counseling Center — SCC (509) 533-7026, or SFCC (509) 533-3506. At the interview, students should have justification for their request, a high school or college transcript and/or other information pertinent to the request for credit. The interviewer will refer the student to the instructional department chair or appropriate faculty, whose approval also is necessary.

The student must pay a nonrefundable $10 nontraditional credit application fee.

Fees are charged for credit by articulation at the rate of $5 per credit. Payment of fees certifies that the grade and credit awards have been accepted as recorded on the Application for Nontraditional Credit form (form CCS 4062). Grade and credit awards will be posted to the student's academic transcript.

DEPARTMENTAL CHALLENGE EXAMINATIONS OR PRIOR LEARNING/LIFE EXPERIENCE EVALUATION

Students who wish to apply for a course challenge or prior learning/life experience evaluation must be interviewed and approved through the instructional department. At the interview, students should have justification for their request, a high school or college transcript and/or other information pertinent to the request for credit. A course may not be challenged if the student is currently enrolled in, has previously earned credit in or has previously audited the course. A student may challenge a course he/she has previously enrolled in and received a grade only with the permission of the appropriate dean and department chair and/or designated department faculty member in the discipline for which credit is sought. (For transfer courses, please check with the receiving institution for policies concerning challenge credits.)

Nontraditional credits for prior learning/life experience may be granted following completion of a portfolio class and evaluation of the learning/life experience portfolio. (Additional costs for portfolio evaluation may be assessed.)

The student must pay a nonrefundable $10 nontraditional credit application fee before taking an examination or having prior learning/life experience evaluated. Fees are charged at the rate of $5 per credit for the departmental challenge examinations. Fees charged for prior experience evaluation credit are at the rate of $5 per credit.

ADVANCED PLACEMENT PROGRAM

Students who do college-level study in high school can receive appropriate credit or placement or both on the basis of performance in the Advanced Placement program (AP). The AP program is sponsored by the College Board.

Students wishing to apply for high school Advanced Placement credit must first be interviewed and approved through the Counseling Center at SCC or SFCC. At the interview, students should present a copy of the AP College Grade Report and/or other information pertinent to the request for credit.

AP credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course.

There are no fees for the AP credit awards.

Subject	AP Score	Advanced Placement Action
Art		
Studio Art Drawing	5	Art 101 — *4 credits*
Studio Art 2D Design	5	Art 105 — *5 credits*
Studio Art 3D Design	4	Art 106 — *4 credits*
Art History	4,5	Art 107 — *5 credits*
Biology	3,4,5	Biology 101 — *5 credits granted after completion of another life science laboratory course with a grade of 3.0 or better*
Chemistry	3	Chemistry 141 — *5 credits*
	4	Chemistry 141, 142 — *10 credits granted after completion of* Chemistry 143 with a 3.0 or better
	5	Chemistry 141, 142, 143 — *15 credits*
Computer Science A	3,4,5	Computer Science 201 — *5 credits granted after completion of Computer Science 203 with a grade of 3.0 or better*
Economics		
Macroeconomics	4,5	Economics 201 — *5 credits*
Microeconomics	4,5	Economics 202 — *5 credits*
English	3, 4	English 101 — *5 credits*
Language/Comp	5	English 101, 201 — *10 credits*
English Lit/Comp	3,4,5	English 101, 131 — *10 credits*
French	3	French 101, 102, 103 — *15 credits*
	4,5	French 201, 202, 203 — *15 credits*
German	3	German 101, 102, 103 — *15 credits*
	4, 5	German 201, 202, 203 — *15 credits*
Government & Politics	3,4,5	Political Science 111 — *5 credits*
History – European	3	History 101 — *5 credits*
	4	History 101, 102 — *10 credits*
	5	History 101, 102, 103 — *15 credits*
History – U. S.	3	History 121 — *5 credits*
	4, 5	History 121, 122 — *10 credits*
Mathematics – AB	3, 4	Mathematics 124 — *5 credits granted after completion of Mathematics 125 with a grade of 2.0 or better*
Calculus AB	5	Mathematics 124, 125 — *10 credits*
Calculus BC	3	Mathematics 124 — *5 credits granted after completion of Mathematics 125 with a grade of 2.0 or better*
Calculus BC	4, 5	Mathematics 124, 125 — *10 credits*
Music		
Music Theory	4	Music 101, 102, 103 — *15 credits*
	5	Music 101, 102, 103, 201, 202 — *25 credits*
Physics—B or C	3	Physics 101 — *5 credits*
	4	Physics 101, 102 — *10 credits*
	5	Physics 101, 102, 103 — *15 credits*
Psychology	4, 5	Psychology 101 — *5 credits*
Spanish	3	Spanish 101, 102, 103 — *15 credits*
	4, 5	Spanish 201, 202, 203 — *15 credits*
Statistics	3,4,5	Mathematics 221 — *5 credits*

Other subject area scores may be considered with instructional department approval.

EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Since before World War II, the American Council of Education, in cooperation with other national educational organizations, has been interested in the development and evaluation of off-duty educational programs as well as the evaluation of the formal service training courses. In response to a need expressed by civilian educational institutions throughout the country, the council, in 1945, established its Commission on Accreditation of Service Experiences as an agency to assist institutions by providing continuing evaluations of military educational programs in terms of academic credit.

For CCS to establish a means of management, evaluation, and award of credit for educational experiences in the Armed Services, the following procedures will be adhered to:

1. The student will request the vice president of student services or his/her designee to evaluate the student's experiences in the Armed Services.

2. All students who have made application to attend CCS shall be eligible for credit evaluation. Credit awards will not be granted until the student has completed one full quarter of attendance at CCS with at least 10-quarter credits earned. (Students do not need to be enrolled during the quarter the credits are awarded.)

3. The following list will be considered educational experiences in the Armed Services:
   - Credit for military service including basic training.
   - Defense Activity Nontraditional Educational Services (DANTES) and College Level Examination Program (CLEP) courses and/or subject exams, ACT Proficiency Examination Program (ACT PEP) and the Regents College Examination Program (RCEP).
   - Training and service school training with the following departments:

Air Force	Department of Defense
National	Guard Army
Marine Corps	Coast Guard
Navy	

4. The appropriate edition of A Guide to the Evaluation of Educational Experiences in the Armed Services (ACE Guide), published by the American Council on Education, and/or the Community College of the Air Force (CCAF) transcript and catalog, and/or Army/ACE Registry Transcript System (AARTS) shall be accepted by CCS as the basis on which it evaluates and awards college-level credit for military training.

5. The student will verify his or her educational experiences by official records that must provide:
   - Full and correct title of course completed
   - Course numbers

6. Military experiences that cannot be equated to the current college catalog but evaluated as college credit shall be recorded as military credit without grade points awarded and counted towards degree and certificate programs as elective credit as indicated in the guide.

7. The college official evaluating the service training shall be responsible for documenting the awarding of credit by submitting an Application for Nontraditional Credit form with attached copies of documents verifying training. Copies of originals, dated and initialed by the college official, will be sent to the Registrar's Office to be filed in the student's permanent folder. A copy will be sent to the student.

8. Credit recommendations will not be provided by correspondence to individual veterans or service personnel on active duty, unless he/she has made application with CCS.

9. There will be no fees for the evaluation of educational experiences in the Armed Services.

EVALUATION GUIDELINE FOR ARMED SERVICES

Community Colleges of Spokane does not award credit for CLEP tests. However, students who complete acceptable CLEP scores while eligible for a Servicemember's Opportunity College (SOC) Program will be evaluated and awarded credit under a special contract. Official DANTES test scores or transcripts reporting DANTES and/or CLEP scores must be submitted to verify scores and military status at the time of the test. Scores not reported on DANTES forms will not be accepted unless documentation is provided, which verifies military status at the time of the test.

Pass/fail grades will be used for DANTES, CLEP Exams, ACT PEP and RCEP.

Guidelines from the Intercollege Relations Commission (ICRC) for the state of Washington for the associate of arts (A.A.) degree limit the use of credits granted for vocational training, military training (including test), life and work experience, etc., to 15 credits—all to be counted as electives for the A.A. degree, with the exception of up to 5 credits of the 15 which may be used to meet section VI. HEALTH-RELATED/PE/RECREATIONAL/LEISURE ACTIVITIES, group A and group B. The A.A. degree for Spokane Community College (SCC) and Spokane Falls Community College (SFCC) will comply with these state guidelines for all military-related credit posted to a SCC or SFCC transcript starting summer quarter 1999. A.A. degrees with more that 15 "restricted" credits within the 90 credits required may have the degree refused by four-year institutions in Washington.

Academic Information

QUARTER SYSTEM

CCS operates on a quarter calendar: summer (8 weeks), fall (12 weeks), winter (11 weeks) and spring (11 weeks).

COURSE NUMBERS

Courses numbered below 100 are not considered college level and are not designed for transfer.

Academic courses numbered 100-199 inclusive normally are taken by first-year students.

Courses numbered 200-299 inclusive normally are taken by second-year students.

GRADING POLICY

Community Colleges of Spokane grading system provides a permanent record of grade evaluations that reflect, in various ways, successful course and program completion. The colleges operate on a quarter system. The quarter hour of credit is the unit of instruction.

GRADE LEGEND

Grades at CCS are reported in numerical fractions to the nearest tenth. The numerical grades are based on the letter grade system used prior to the 1986-87 academic year, and general equivalents are as follows:

Numeric Grade	Letter Grade Equivalent
3.8-4.0	A (superior achievement)
3.5-3.7	A-
3.2-3.4	B+
2.9-3.1	B (above average achievement)
2.6-2.8	B-
2.3-2.5	C+
2.0-2.2	C (average achievement)
1.6-1.9	C-
1.3-1.5	D+
1.0-1.2	D (minimum achievement)
0.7-0.9	D-
0.0-0.6	F (failure)

GRADE SYMBOLS
Explanation follows symbol.

I   Incomplete
N   Audit
P   Pass
F   Fail
W   Official Withdrawal
Z   Special Withdrawal
*   Missing Grade

Conditions for which they are assigned

I   Incomplete — 0.0 grade points; no credit. Incomplete grades (I) may be issued only to those students whose work to date is passing but not completed at the end of the quarter. All "I" grades issued by an instructor should be accompanied by an "Incomplete Contract."

All incompletes must be made up prior to the official end of the next quarter. Exceptions: (1) "I" grades earned spring quarter must be made up prior to the official end of fall quarter, and (2) "I" grades issued to students in the professional/technical division of the college are to be made up according to a special schedule developed by the department chair and the vice president of instruction.

An incomplete that is not made up will default to the decimal grade listed on the Incomplete Contract.

N   Audit — Special registration. 0.0 grade points; no credit.

P   Pass — 0.0 grade points; credit not calculated in GPA. A passing grade may be issued in certain predesignated courses or experience-related evaluations for credit rather than the regular grading system. Courses designated with a pass/fail option must be approved by the College Curriculum Committee prior to the beginning of a course.

F   Fail — 0.0 grade points; credit calculated in GPA. Courses designated with a pass/fail option must be approved by the College Curriculum Committee prior to the beginning of a course.

W   Official Withdrawal — 0.0 grade points; no credit. All official withdrawals ("W") prior to the seventh week of the quarter are the sole responsibility and prerogative of the student and must be initiated and completed by the student. The official withdrawal date for summer quarter will be prorated accordingly. To prevent a "W" grade (withdraw) showing on the student transcript, the student must drop the class or withdraw completely by the tenth day of the normal quarter, eighth day for summer quarter. Short courses will be prorated accordingly.

Z   Special Withdrawal — 0.0 grade points; no credit. All withdrawals of this type must be designated by the instructor on the regular grade sheet at the end of the quarter.

1. After consultation with the student prior to the end of the quarter, the faculty member may agree to grant a special withdrawal on the last day of the quarter. The decision to grant the special withdrawal is to be based on what is best for the student in light of his or her educational objectives.
2. In the event that a student enrolls for a class and never attends or stops attending, a special withdrawal may be granted only by the instructor on the last day of the quarter.
3. Students meeting attendance requirements of the instructor but doing failing work may be given a special withdrawal by the instructor. This must be changed by the instructor to a regular academic grade reflecting proper achievement level if requested by the student prior to the official end of the next quarter.

The faculty member is under no obligation to agree to grant a special "Z" withdrawal.

Only faculty may change a "Z" grade to a decimal grade by delivering a signed grade change form to the transcript area at SCC and the Admissions Office at SFCC.

*Missing Grade — No grade received from faculty.

Academic Standards Requirements for "W" and "Z" Withdrawals:
The schedule below applies to any combination of two or more "W's" or "Z's" and will have a bearing upon academic standard requirements:

- First quarter—two or more—academic warning
- Second quarter—two or more—academic probation
- Third quarter—two or more—approval required prior to registration

GRADE-POINT AVERAGE (GPA)
Grade point averages are calculated by dividing grade points earned by the credit hours attempted. The following is an example of a grade-point average computation:

Credit Hours Attempted		Grade		Grade Points Earned
5	x	3.0	=	15.0
3	x	4.0	=	12.0
4	x	2.0	=	8.0
5	x	1.0	=	5.0
1	x	0.0	=	0.0
18				40.0

Dividing 40.0 by 18 computes to a grade-point average of 2.22.

STUDENT GRADE APPEAL
The appeal order for a student who feels that he or she has received an unfair grade is as follows:

- Instructor of the course
- Department chair
- Division dean
- Vice president of instruction

GRADE CHANGE
Students should request grade changes from the instructor within one academic year (summer, fall, winter and spring quarters) from the time in which the grade was issued. Example: If the grade was received at the end of spring quarter, students are allowed to complete a grade change until the end of spring quarter during the following school year.

GRADE REPORT
Grade/transcript information will be released to students seven (7) days after the end of each quarter via the Internet at SCC, www.scc.spokane.edu or SFCC/IEL, www.spokanefalls.edu or by accessing a campus kiosk. Grades/transcripts may be withheld if the student has a financial obligation to the college, which may include loans, library fines or delinquent fees.

HONOR ROLL
Students eligible for the President's Honor Roll or the Vice President's Honor Roll must meet the following minimum criteria.

1. Be a full-time student who has earned 12 or more quarter decimal grade credits as computed by the end of the quarter grading cycle.
2. Achieve a 3.50 or above for the President's Honor Roll.
3. Achieve a 3.0 - 3.49 for the Vice President's Honor Roll.

Pass credits are not computed in the quarterly or cumulative grade point average; therefore, do not count as completed credits toward the honor roll.

The honor roll program that automatically enters the honor roll status on the transcript will be run only once, immediately after the quarterly grading cycle.

Exception: If the instructor has made an error in grading and the student should be on the honor roll, staff will manually enter the appropriate honor roll status onto the transcript.

GRADUATION
Students must petition for graduation to have their credits evaluated for the requirements of their respective degrees. Graduation ceremonies are held in June only. Students completing their degree requirements at other times during the year are encouraged to return to participate in these activities. Students who finish their degree requirements during the summer quarter may participate in the June commencement. (Refer to the Degree and Certificate Requirements) Participation in the commencement ceremony does not ensure completion of a degree and/or certificate.

HONOR CORDS

Spokane Community College students who have earned a cumulative GPA of 3.5 and above in the completion of their professional/technical degrees/certificates, and students who have earned a college-level GPA of 3.5 and above in the completion of an associate of arts degree will be designated by wearing honor cords if they participate in commencement.

Spokane Falls Community College and Institute for Extended Learning students who have earned a GPA of 3.5 and above in the completion of their degree requirements will be designated by wearing honor cords during commencement.

CLASS ATTENDANCE

Students are expected to attend all classes and laboratories. If absent due to illness or other unavoidable reasons, the student should contact instructors and make arrangements for completing missed assignments. (See Academic Standards below.)

ACADEMIC STANDARDS POLICY

Community Colleges of Spokane's Academic Standards Policy is intended to support a successful learning experience for all students. Students enrolled in degree or certificate programs are expected to demonstrate satisfactory academic progress as defined by the following three general policy requirements:

- Minimum Grade Point Average: Students must achieve and maintain the required grade point average.
- Credits Earned/Credits Attempted: Students must complete a minimum percentage of attempted credits per quarter.
- Degree/Certificate Completion: Students must complete the degree or certificate within the maximum credit limit.

CCS recognizes the unique and diverse backgrounds and needs of students, and while all students are held to the same level of academic excellence, students with special circumstances may petition for special consideration. Students enrolled in special programs also are required to follow requirements specified by their funding agency. In addition, students receiving federal and/or state financial aid must follow the Financial Aid Satisfactory Progress Policies.

PROCEDURES

Minimum Grade Pont Average

A degree-seeking student or student enrolled in a certificate program must maintain a grade point average of 2.0 or better in all coursework. Students are encouraged to consult with instructors, counselors or faculty advisers, and student services support staff for assistance in achieving their academic goals and objectives. Students whose grade point average falls below a 2.0 are notified of progressive action, to include warning, probation and suspension.

Credits Earned/Credits Attempted

A student in a degree or certificate program who has attempted 30 or more credits must successfully complete at least 75 percent of attempted credits. Repeated courses and courses in which the student receives a Special Withdrawal (Z), a Withdrawal (W) or an Incomplete (I) are included in the total of attempted credits. A student receiving these alternative grades may not meet credit completion requirements. A student who fails to complete 75 percent of attempted coursework is notified of progressive action to include warning, probation and suspension.

Degree/Certificate Completion

A student who is enrolled in a degree or certificate program must complete the program in at least 125 percent of the program's credit requirements. A student in a degree or certificate program may not take college-level courses in excess of 150 percent of the credits needed to complete the degree or certificate. For the purposes of this policy, 90 credits will be assumed to be the program length unless otherwise indicated.

To assist the student in meeting this standard the college will monitor local, college-level credits leading to degree/certificate completion. A student who does not meet this standard will be subject to corrective actions.

Learning Resources

ADMINISTRATIVE OFFICE SYSTEMS CENTER (SCC)

The SCC Administrative Office Systems (AOS) department offer individualized instruction in a broad selection of computer-based courses in its AOS Center in Building 1, Room 1210.

2.5-credit courses in Excel, PowerPoint, Access and Word are designed specifically for those who have an interest in learning more about these software programs. Keyboarding 100 and Skillbuilding 196 are 1-credit classes designed for those who wish to learn to key by touch or to improve their keying skills. All of these courses meet for approximately five weeks. Five-credit courses for students majoring in an office career include Keyboarding 101, Document Processing 102, Word Processing 165, Information Processing 201 (Excel and PowerPoint), Advanced Information Processing 202 (PowerPoint and Access) and Machine Transcription 235.

Nearly all of these courses are offered during the day and the evening, on Saturdays, and online via the Internet.

For more information, call SCC at (509) 533-7368.

LEARNING RESOURCES CENTER (SCC)

Spokane Community College Learning Resources Center (LRC) houses the Instructional Services division (the library, instructional media center, testing, graphics and web development), distance learning, continuing education and computer services.

The Instructional Services division offers leadership and support for outcomes-based teaching and learning by providing diverse materials and technologies to encourage information literacy and lifelong learning.

The library provides access to extensive information resources. The collection includes over 38,000 volumes, complemented by approximately 250 periodical titles. In addition, a variety of databases are available that index thousands of periodical titles and include many full text articles. Many of these databases, as well as the library catalog, can be accessed through the library's web pages at www.scc.spokane.edu. Computer stations are available for student research on the Internet. SCC library faculty and staff provide friendly service and expert assistance to the college community.

The SCC library is home to the Footprint Coffee Stand, allowing students to enjoy a beverage and/or snack while they research, study or enjoy a good book. The Center for the Humanities is located on the second floor of the library. It is dedicated to the study and celebration of the humanities and affords the college a place to hold readings, workshops, presentations, dialog and classes, in an intimate, cheerful, flexible space.

The Media Lab houses more than 2,000 video tapes, video players, video projection systems and other equipment required to meet the college's media needs. It also contains an open computer lab. The open computer lab has 30-networked computers that students and others can use to do research, access work assignments and take online classes. These computers also provide students with access to programs from many departments across campus including business, health sciences and liberal arts.

The lab also is home to the LRC's Testing Center where staff proctors telecourse tests, other distant learning testing and numerous certification exams offered through ACT and LaserGrade.

The graphics and video production facilities are located in the LRC, in support of SCC's curriculum. The staff, using an array of computer systems, color scanners and color printers, produces outstanding print and multimedia educational and training materials. The video production facility houses a television studio, two electronic classrooms, an Instructional Television Fixed Service (ITFS) system, video graphics and video post-production facilities including two digital editing systems for student use. In addition, there are connections to the statewide K-20 interactive video network and video downlink capabilities. SCC's instructional technology staff helps faculty and staff make the most of technology in support of their instructional and informational efforts. The staff works closely with individual faculty members who are updating and changing their curricula to meet the needs of tomorrow's students and the world in which they will be living and working.

Our web development staff works to build, update and improve SCC's

Internet and Intranet sites. Faculty and staff are encouraged to work with Web Services to create everything from simple informational web sites to sophisticated online applications that enhance students' classroom and laboratory experiences and open the door to new types of interactivity and collaboration for the college as a whole.

For more information, call the Instructional Services administrative office, (509) 533-7045.

TUTORING CENTER (SCC)

SCC's Tutoring Center includes a Mathematics Lab, English Writing Center, Language Lab, tutoring in up to 20 academic/professional-technical disciplines, and 74 computers for students to use. Developmental lab-based classes (Math 20 and English 98) are held in the Tutoring Center.

Tutoring in mathematics, English and computing is available all hours the center is open; tutoring in other areas is available on an as-needed basis and as tutors are available. Tutoring closely supports classroom instruction at SCC.

Four computer classrooms are housed in the Tutoring Center. The main area has 16 computers dedicated to walk-in use. Two computer classrooms house 24 computers each and are sometimes scheduled for classes and are available the balance of the time for walk-in use. The Language Lab has nine computers with Rosetta Stone interactive software supporting Spanish, French and Chinese curriculum. All computers have the Microsoft Office Professional Suite, Internet access, printing capabilities including color, and a wide variety of academic software supporting SCC's programs and courses.

Instructors for the developmental courses in math and English are supported by instruction techs and tutoring staff. Currently, the center employs approximately 45 tutors, who are SCC students, students from local universities and paid or volunteer professional staff.

Its mission is to provide a supportive learning environment where every student is valued and encouraged to excel academically while successfully pursuing professional and personal goals. Every student is welcome in the Tutoring Center whether they are working toward an A.A. transfer degree or a professional-technical A.A.S. degree or certificate. It particularly welcomes and supports English second language speakers, and students with physical or learning disabilities.

The SCC Tutoring Center is located in Building 1, Old Main, Room 1220.

For additional information, call the center at (509) 533-7322.

COMMUNICATIONS LEARNING CENTER (SFCC)

The SFCC Communications Learning Center (CLC) is designed to help students improve their reading, writing and study skills. Faculty identify each student's strengths and weaknesses and tailor programs to meet individual needs. Students may enroll in these self-paced, variable-credit courses throughout the quarter on a space available basis until the last two weeks.

The Communications Learning Center is located in the communications department, Building 5, Room 113.

For more information, call SFCC (509) 533-3604.

MATHEMATICS LEARNING CENTER (SFCC)

Basic courses in algebra and pre-calculus can be taken in the SFCC Mathematics Learning Center by independent, disciplined, self-motivated, goal-oriented individuals. These courses are offered at a variety of times (including evenings and weekends) with an individualized, self-paced learning format. It offers video and/or computer-based tutorials for these courses. Geometry also is offered as independent study.

The SFCC Mathematics Learning Center personnel are prepared to offer assistance in the areas of math review, metric system, plane geometry, pre-algebra, elementary and intermediate algebra, and pre-calculus.

The Mathematics Learning Center is located in Building 18, Room 213.

For more information, call SFCC (509) 533-3671.

BUSINESS MATH CENTER (SFCC)

The SFCC Business Math Center is located in Building 4, Room 118. Students can enroll almost any time during the quarter for self-paced, competency-based instruction. They learn practical number skills with and without the aid of calculators and computers in courses ranging from 1 to 5 credits.

For more information, call SFCC (509) 533-3703.

ADMINISTRATIVE OFFICE SYSTEMS (AOS) CENTER (SFCC)

The SFCC Administrative Office System (AOS) Center is located in Building 18, Room 219. Classroom instruction is individualized, allowing the student to work at his or her own ability level. Courses offered include various levels of keyboarding, formatting, word processing and machine transcription. Students work in a networked laboratory with state-of-the-art software. Credit and noncredit courses are offered.

For more information, call SFCC (509) 533-3686.

COMPUTER APPLICATIONS (CAPPS) CENTER (SFCC)

Computer applications courses are offered in the CAPPS Center located in Building 18, Room 219. Each quarter, a broad selection of courses is offered in an individual instructional setting. Students can choose a variable number of credits (1-5 credits) and work at their own pace to determine the length of their course. Courses offered in this setting include Windows, Introduction to Office, Word, Excel, Access and PowerPoint. Students are encouraged to enroll at the beginning of each quarter but may enroll at any time up to the last three weeks of a quarter.

Microsoft Office Specialist Certification — SFCC is an Authorized Testing Center for the exams.

For more information, call (509) 533-3486.

COMPETENCY-BASED EDUCATION LAB (SFCC)

The Competency-Based Education (CBE) Lab, which is primarily a MacIntosh computer lab, is located in Building 19, Room 216. It focuses on the needs of the learner through individualized, self-paced instruction activities and consists of the interpreter training lab, graphic design lab, open lab and applied visual arts PC CAD lab. The lab serves instructional programs within the professional/technical education division, as well as other academic courses that use computer-assisted instruction. The CBE lab also offers access to a range of software and the Internet for all SFCC students.

For more information, call SFCC (509) 533-3418.

LIBRARY (SFCC)

The Spokane Falls Community College Library is in the center of the campus and at the heart of the college's educational mission. It has traditionally been a busy and popular destination for students needing to study, read, check e-mail or just relax. During the library's enlargement and remodel (2004), particular care was taken to provide well-lit, comfortable reading and study spaces to maintain the library's central place in student life.

The library offers a 50,000 title book collection rich in the areas of Native American and African art, photography and film studies, as well as several hundred print periodicals. Online data bases offer the full content of several thousand more magazines and journals. These data bases can be used in the library, at all CCS centers, and are available 24 hours a day to students with home Internet access.

The library houses the principal campus computer center. Internet access and current productivity software are available at more than 60 computer stations. SFCC students have been notably generous with their technology use fees to ensure the library has up-to-date equipment. Students can access the Internet with their own computers via wireless network or through conveniently located ports.

Media collections include educational, feature and foreign films. All are available for viewing and classroom use, and some may be checked out. A growing collection of audio books supports ESL and developmental reading classes. In addition, the library is the center for telecourse programming, distance education and continuing education courses.

Library faculty and staff are highly regarded for friendly service and expert assistance in person, via telephone, e-mail and online chat. Library faculty teach classes and provide individualized instruction at the campus and at CCS centers around eastern Washington. The library maintains an extensive web site of guides and tutorials to assist students and the public with research.

For information, call (509) 533-3834 or access the library at library.spokanefalls.edu.

Counseling and Special Services

COUNSELING AND ADVISING

Educational, professional/technical, career and personal counseling services are available to all students through the counseling centers at Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning. Students may obtain professional counseling services prior to registration to plan their complete program of study. In addition, faculty advisers may be assigned to each student to provide further assistance during the year at SFCC.

For more information, call the Counseling Centers at SCC (509) 533-7026; SFCC (509) 533-3525; or the IEL at the following numbers.

Fairchild Air Force Base .... (509) 533-8937
Hillyard Center .... (509) 533-4600
Northern Counties .... (509) 279-6709
Whitman County .... (509) 533-4002
Lodge:
   Academic .... (509) 279-6080
   Women's Programs .... (509) 279-6060
   Adult Education Center .... (509) 533-4600

SINGLE PARENTS

The Single Parent program at Spokane Community College provides academic support for single parent students, sponsors on-campus family activities and advocates for single parent students on campus and in the community. Program staff are eager to assist in completing the admissions process, foster the creation of support networks, give appropriate referrals to on- and off-campus resources, and ensure a safe environment for academic, career and personal counseling.

SCC students call (509) 533-8235.

SFCC students may contact any counselor at (509) 533-3525.

IEL students call the HelpLine at (509) 279-6060.

DISABILITY SUPPORT SERVICES (DSS)

Community Colleges of Spokane has support service programs and centers for students who have documented disability and who are "otherwise qualified" for community college programs (as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act).

Services may include academic, vocational and rehabilitation counseling and assistance with admission and registration.

Academic accommodations and adjustments are available based upon individually determined needs and may include interpreters, assistive learning devices, note takers, readers, scribes, materials and textbooks in alternate format, assistive technology, large print or Braille materials, priority registration, alternate testing, information and referral services. Other specialized services may be arranged on an individual basis.

To receive services, students are required to contact and provide documentation of their disability to the Disability Support Services (DSS) office at SCC, SFCC or the IEL. All inquiries and requests for services are considered private.

For more information call or log on to:
SCC
(509) 533-7169, TTY (509) 533-8610, www.scc.spokane.edu/stsrv/csd/
SFCC
(509) 533-4166, TTY (509) 533-3838, www.spokanefalls.edu/Resources/DSS/
IEL
(509) 279-6037, TTY (509) 279-6092

MULTICULTURAL STUDENT SERVICES

Each college has a Multicultural Student Services Office to assist multicultural community members with financial, academic and personal counseling. At SCC, this office is located in the Multicultural Center, Building 15, Room 114-A.

The SFCC Multicultural Student Services Office is located in Building 17, Room 130. The program provides a variety of services to multicultural students. Primary assistance is for academic and financial aid needs.

The program also provides tutorial and career counseling to students. SFCC organizes and offers a variety of diversity programs each year through the student organizations advised through this office. The clubs are the Red Nations Student Association, the African American Association and the MEChA Club.

The IEL has a Diversity Office, which assists students from diverse backgrounds with financial, academic and career counseling. The office also sponsors a variety of programs focusing on issues of diversity. The office is located in the IEL Lodge.

For more information, call SCC (509) 533-8875, SFCC (509) 533-3546, or the IEL (509) 279-6081.

STUDENT EMPLOYMENT SERVICES

SCC and SFCC offer part-time, full-time, seasonal and graduate job referral assistance online. Materials regarding job search and resume writing also are available. All services are free and accessible on a drop-in basis. For more information, contact SCC Community, Career and Employment Services office (509) 533-7249 Building 6 (Lair) or SCC Work Source (509) 533-8070, the SFCC Career and Student Employment Center (509) 533-3545 or SFCC Work Source (509) 533-3307, Building 17 (SUB), or the IEL, Building 9 (Lodge-across from the SFCC campus) or call 279-6060.

Work study employment is offered to students who have applied for financial aid, expressed an interest in student employment on their FAFSA, and are eligible for the program. Institutional noneligible work study employment also is available on campus.

For more information contact the SCC Work Study Placement Office (509) 533-8007, Building 50, Room 118C; or the SFCC Career and Student Employment Center (509) 533-4411, Building 17, Room 226.

CAREER INFORMATION

Career planning services at SCC include a number of computerized resources: career interest inventories, a scholarship database, WinWay Resume software and Internet access for students or community members to utilize for job search or career planning activities. Reference materials include career information files (over 600), vocational biographies, career planning guides, periodicals, college catalogs, books, Graduate Placement reports, and materials regarding job search and resume writing. Labor market trends, forecasts and projections also are available, on the computer and in written form.

For more information, call (509) 533-8009, Building 6 (Lair). The SCC Community, Career and Employment Services office is a Work Source Spokane affiliate site.

The SFCC Career Center, located in Building 17, Room 226, has a variety of resources available for obtaining occupational and educational information. Numerous software programs provide opportunities for self-assessment, as well as educational, occupational and scholarship information. Students have Internet access in the center for online registration and research pertinent to their education.

College, university and professional/technical school catalogs and transfer guides are available in the center. Transfer advisers from area four-year colleges are available by appointment on a regularly scheduled basis. Printed resources in the center include vocational biographies, brochures, career planning guides and books. Labor market trends, forecasts and projections also are available, as well as videotapes describing careers, colleges and education programs. Scholarship information, in both printed and computerized format, is available for local, state and national scholarships. The SFCC Career Center is a Work Source Spokane affiliate site.

For more information, call SFCC (509) 533-3545.

CAMPUS TOURS

Community Colleges of Spokane welcomes individuals, groups and classes to visit its colleges, tour its facilities and talk with its faculty.

For information regarding tours, call SCC Campus Tours (509) 533-8676 and SFCC Campus Tours (509) 533-3542.

SERVICEMEMBERS' OPPORTUNITY COLLEGE

Spokane Community College and Spokane Falls Community College are Servicemembers' Opportunity Colleges (SOC). Each college, through its actions, assumes its responsibilities of meeting the needs of an individual and immediate family members (wife, husband, children in domicile) serving in the Armed Forces in their quest for an educational experience. In order to meet this need, CCS has:

- admission policies that relate to the life conditions of the servicemember and eligible family members.
- adjusted residency requirements for the servicemember and eligible family members that hinder educational progress.
- provided special services to meet the special needs of service-members and eligible family members.

Since mobility makes it unlikely that a servicemember can complete all degree program requirements at one institution, a SOC institution designs its transfer practices for servicemembers to minimize loss of credit and avoid duplication of coursework, while simultaneously maintaining the integrity of its programs. Consistent with requirements of a servicemember's degree program, a SOC institution follows the general principles of good practice outlined in the Joint Statement on the Transfer and Award of Credit. Each institution may be required to submit documentary evidence that it generally accepts credits in transfer from other accredited institutions, and that its credits in turn are generally accepted by other accredited institutions.

Contact the IEL-Fairchild Center at (509) 533-8937, SCC (509) 533-7026, SFCC (509) 533-3525, or Veterans Affairs Office at SCC (509) 533-7027 or SFCC (509) 533-3504 for details regarding the services available while attending a SOC institution. (General guidelines are listed in the SOC Guide Handbook.)

TESTING

Assessment and placement is described in the Admissions section.

VETERANS

Information specific to veterans can be found in the Veterans Affairs section.

International Students

OPPORTUNITIES FOR INTERNATIONAL STUDENTS

Spokane Community College and Spokane Falls Community College welcome the applications of students from other countries. Both colleges offer international students an opportunity to pursue a quality professional/technical or liberal arts education and to live in an American city of more than 175,000 people. For students who wish to stay in the U.S. for study beyond a two-year degree, the community colleges prepare students for easy transition to four-year colleges and universities.

An important objective for CCS is to maintain a strong multicultural student population. International students from all countries are encouraged to participate in the Intensive English Language Program (IELP) as well as the regular academic program.

With strong academic programs, international students can complete the first two years of study at CCS then transfer to the four-year institution of their choice to complete a Bachelor Degree or international students may choose to enroll in one of nearly 100 specialized technical and professional programs offered at the community colleges.

International students have a very high rate of academic success at CCS, and find that living and studying in Spokane is both rewarding and satisfying.

INTERNATIONAL STUDENT ADMISSION POLICY

International students are admitted by the International Programs Office upon receipt of the following information:

1. A completed application form and $40.00 application fee,
2. Evidence of high school graduation or equivalent,
3. English translation of high school and college-level transcripts (also include any U.S. transcripts),
4. Documented evidence of financial support for $14,000 (U.S. Immigration and Naturalization Service requirement),
5. Evidence of adequate health insurance (if you have your own); insurance is available through the institution,
7. Evidence of English proficiency.

ENGLISH PROFICIENCY

To be admitted to SCC or SFCC, you must demonstrate your proficiency in English. There are different ways to do this:

- A TOEFL score of 500 written or 173 computer-based TOEFL. (Other English proficiency tests will be evaluated on a case-by-case basis.)
- Students who complete the intensive ESL program at SCC or SFCC may be unconditionally admitted to Community College of Spokane institutions. In addition program completion and a letter of recommendation from U.S. language institutes including, but not limited to, Eastern Washington University, Gonzaga University, University of Washington, Washington State University, ESL language schools, and the American Cultural Exchange.
- Graduation from a U.S. high school.
- U.S. college transfer (a minimum of one complete quarter that includes one course equivalent to English 101 with a minimum grade of 2.0.)

If your English ability does not meet any of the above criteria, but all other admission requirements have been met, you can be granted conditional acceptance with the understanding that you will meet the English language requirements prior to official admission.

INTENSIVE ENGLISH PROGRAM

The purpose of the Intensive English Language Program (IELP) is to raise the student's English proficiency quickly, so the student can enroll in regular credit-earning courses. The program is designed to improve the full range of English language skills: reading, writing, speaking and listening.

By completing the IELP program, the student receives unconditional acceptance to CCS without having to submit a TOEFL score.

Call (509) 533-8160 or (509) 533-8699 for more information.

The SCC/SFCC ESL Program offers you:

- four levels of study.
- a state-of-the-art computer language center.
- classes held on-campus, with instruction by SFCC faculty.
- ESL students are included in the student population and can participate in student activities including the International Club, Peer Mentor Program and any of the 30 additional student clubs.
- an opportunity to earn credit for up to five hours of volunteer work in Service Learning in the Spokane community, while practicing English on a regular basis.
- upon completion of the ESL program, students receive an unconditional acceptance to SCC or SFCC without having to submit a TOEFL score.
- a dynamic learning experience in a pleasant and secure environment.

The IELP courses are offered at SFCC and support both SCC and SFCC academic programs.

ACADEMIC REQUIREMENTS

International students must successfully complete 12 credits each quarter, maintain a minimum grade point average of 2.0 (C grade) and progress through an academic program at a reasonable rate. Students who do not meet the above requirements are placed on academic probation. Students who remain on academic probation for two consecutive quarters may be dismissed from the college.

EXPENSES

Because individual tastes and habits vary greatly, it is impossible to predict exact expenses for attending SCC or SFCC. However, the minimum cost for a nine-month academic year at the community college is approximately $14,000. This includes tuition, fees, books, supplies, health insurance, housing, meals, local transportation and personal expenses. (Please remember that costs are subject to change.)

Average education and housing costs for three quarters for international students are tuition $7,500; housing and meals $4,500; miscellaneous* $2,500.

includes books, fees, transportation and insurance.

FINANCIAL AID

U.S. financial aid is NOT available to international students and on-campus employment is limited. Therefore, students must provide their own financial resources for tuition, fees and living expenses.

International students are encouraged to participate in college work study programs. Work study prepares students for future employment by providing experience with hiring, training, supervision and relations with the public and other staff members. It is a unique opportunity to earn while learning.

IMMIGRATION

International students admitted to SCC or SFCC are issued an I-20 form, which must be presented at the U.S. Consular Office during the visa application process. In addition, the student should present documentary evidence of financial support and a passport, which must be valid for at least six months. Other visa regulations apply. It is recommended that international students visit the U.S. State Department web site for further details, www.unitedstatesvisas.gov/

LIVING ACCOMMODATIONS

Several types of housing are available for international students attending SCC or SFCC. You may apply to live with an American family through the Homestay Program or locate your own apartment.

For those interested in apartment living, CCS provides a housing list that includes commercial and home-sharing apartments, available in locations convenient to the campuses. The web site, www.LivingChoices.com also is helpful in locating an apartment. Additional information is contained in the International Programs web site, www.spokanefalls.edu/International.

The Homestay Program offers international students the opportunity to improve communication skills, experience American culture on a personal and daily basis and build a long-term relationship with an American family. Learn more about the American Homestay Program by visiting www.spokanefalls.edu/International or e-mail teresag@spokanefalls.edu.

Campus Services

BOOKSTORES

Community Colleges of Spokane owns and operates three bookstores: one in the Lair—Student Center at Spokane Community College, one in the Student Union Building at Spokane Falls Community College and one at the IEL Colville Center. You also can shop online at www.bookstore.spokane.cc.wa.us

These well-stocked stores carry new and used textbooks, general interest books, school supplies, software, art supplies, clothing, gift ideas and many items of convenience for the students.

At the end of each quarter, a textbook buy-back service is offered, usually the last five days of the quarter. Students should check the bookstore for exact dates.

Students are urged to purchase their books prior to the beginning of each quarter to avoid the rush. Students must have their class schedules if they need assistance from bookstore staff in selecting the proper texts. A refund period is established in case of error or a change of class.

The bookstores are open daily (Monday-Friday) with extended hours at the beginning of each quarter. Limited textbook services are available at the off-campus offices.

For more information call the SCC bookstore (509) 533-7087, the SFCC bookstore (509) 533-3565 or the Colville Center bookstore (509) 684-3138, ext. 6714.

CAMPUS PARKING/DRIVING

On-campus parking is available to students by permit only. For specific and detailed parking information, consult WAC 132Q, Student Rights and Responsibilities Handbook and the Student and Staff Traffic and Safety Handbook. Copies of these manuals are available at no cost to students through Student Services or at www.ccs.spokane.edu/students. Parking permits are available at the Cashier's Office of each campus. The cost of a parking permit, which may be adjusted periodically, is currently $12 per quarter, $4 per summer quarter. CCS encourages carpooling and bus transportation whenever possible.

CHILDCARE

Childcare services are available at CCS for the children of students. The programs charge childcare fees and accept children through self-pay, state and federal aid programs with year-around registration. Programs are state licensed and are Head Start and Early Head Start sites with infant, toddler and preschool classrooms. Head Start and Early Head Start are federally-funded programs for families meeting enrollment guidelines. Full-time students receive priority for enrollment.

BIGFOOT CHILDCARE CENTER AT SCC is located north of the Health Science Building. Day and evening hours are available. For information, call 533-7170.

EARLY LEARNING CENTER AT SFCC, in the Human Services/Early Learning Center Building, also is a lab school for the Early Childhood Education program. For information, call 533-3624.

ADULT EDUCATION HEAD START CENTER, at 2310 N Monroe Street, offers limited full-day infant, toddler and preschool-aged childcare for students. For information, call 533-4650.

HILLYARD HEAD START CENTER, at 4410 N Market Street, offers limited full-day infant, toddler and preschool aged childcare for students. For information, call 533-8519.

EVENING CHILDCARE: Childcare services are located at Bigfoot Childcare Center at SCC. Operates Mondays-Thursdays and hours may vary. Serves infant through 12 years. Priority for enrollment is given to any student attending SCC, SFCC or the IEL. For information, call 533-8268.

TRANSPORTATION

Bus transportation is provided by the Spokane Transit Authority (STA) through a variety of routes. STA buses arrive and depart on a half-hour basis during the day and every hour during the evening. At SCC, bus schedules are available in the Student Activities Office in the Lair—Student Center and in the Student Services Building. At SFCC, bus schedules are available in the Student Union Building at the Student-funded Programs Office. At the IEL, bus schedules are available at the Lodge, Adult Education Center, Hillyard Center and Esmeralda Center.

STUDENT ACCIDENT AND SICKNESS INSURANCE

Optional student accident insurance or combined accident and sickness insurance coverage for the student or the student and dependents may be purchased at the time of registration. The insurance remains in force as long as the student remains enrolled in school and pays the premium each quarter. The student must be registered for 6 or more credits per quarter to be eligible.

Brochures describing the coverage are available at the SCC, SFCC or IEL Cashier's Office.

HEALTH CARE

SCC does not offer health services to students and staff. SFCC has partnered with the WSU Intercollegiate College of Nursing (ICN) to provide a student health clinic that is open three (3) days a week during the academic school year to SFCC students. Both campuses offer first-aid assistance from college personnel holding current first-aid cards. First-aid kits are strategically placed in college facilities.

SAFETY

The well-being and safety of students, faculty, staff and visitors are of primary importance to CCS. Individuals are responsible for cooperating with one another to achieve a safe and healthful learning and working environment. For further details, refer to WAC 132Q in the Student Rights and Responsibilities Handbook and the Student and Staff Traffic and Safety Handbook. Copies of these manuals are available at no cost to students through the Student Services offices or at www.ccs.spokane.edu/students

All accidents are to be reported on the Medical Emergency Report Form (CCS 1220), available from department secretaries in campus buildings.

SECURITY

SCC—Campus security offers several services to students and staff of Spokane Community College. The Security Office is located on campus in Building 1, Room 155. Thefts, accidents, lost and found, vehicle jumpstarts, key lockouts or any other inquiries related to security should be directed to this office. The Security Office also coordinates escort services for students and/or staff to their automobiles or across campus.

For more information, call (509) 475-7035.

SFCC—Campus security offers several services to students and staff of Spokane Falls Community College. The Security Office is located in Room 128 in the Student Union Building. Thefts, accidents, lost and found, vehicle jumpstarts and key lockouts, or any other inquiries/ incidents related to security should be directed to this office. Security also coordinates escort services for students and staff to their automobiles or across campus.

For additional information, call (509) 475-7040.

HOUSING ASSISTANCE

Community Colleges of Spokane does not provide living accommodations for students. Students who need living accommodations may contact the Student Activities Office at SCC (509) 533-7081, at www.scc.spokane.edu/ stact/_docs/HousingList.pdf, or the Student-funded Programs Office at SFCC (509) 533-3553 for information. Students may consult the housing bulletin board, local newspapers or rental agencies for listings. Parents are encouraged to help the prospective student find acceptable housing within the Spokane area.

The following housing policy has been adopted by the CCS Board of Trustees:

"Persons interested in listing rental property with CCS are required to sign the Equal Availability of Housing card, which in turn will be posted on the college housing bulletin board.

If a complaint is made to the Washington State Board Against Discrimination and said board finds that discriminatory practices have been in effect, the services of the college will be denied the property owner and the listing of the property withdrawn until there is a proper showing that such practices have ended."

CCS does not assume responsibility for independent housing facilities used by students.

Student Life

STUDENT CENTERS

Spokane Community College's Lair-Student Center is the center of student activities and campus life. Areas available for student use include a cafeteria and deli, game room, TV lounge, bookstore, lobby lounge, auditorium, several meeting rooms and a five-lane bowling alley. The Community, Career and Employment Services office is located off the main lobby of the Lair. Orlando's, a student-operated restaurant located in Building 1, offers excellent food at very reasonable prices. The restaurant is a training area for culinary arts students. Counseling and financial aid services are located in Building 50 and 15, respectively.

The hub of Spokane Falls Community College's student activities is the Student Union Building centrally located on the SFCC campus. The SUB features a main lounge area with a fireplace, dining area with Cyber Cafe, recreation center with computer stations, six-lane bowling alley, several conference rooms, college bookstore and student services area. Student Services include the admissions and Registrar's office (student records); advising, assessment and testing center; career center; cashier's office; counseling center; disability support services; financial aid; veterans affairs office; international student services; multicultural student services; parking permits; Running Start office; student-funded programs and activities office; work study/placement; and the offices of the vice president and associate dean of student services.

The Institute for Extended Learning's Colville Center houses a student center that includes an activity room, two study rooms, ASB and journalism offices, a kitchen and cafeteria. The student services area includes the admissions/registration office, counseling center, testing, financial aid information, cashier's office, bookstore and disability support services. At the Whitman County Gladish Center, student services include counseling, admissions and registration, financial aid information and a student lounge. The Newport Center houses a student activity room, counseling, admissions/registration, financial aid information and ASB offices.

STUDENT GOVERNMENT

All enrolled students of SCC, SFCC or the IEL are members of the associated students. The SCC Associated Student Council, which is composed of two elected officers, four appointed executive officers, and five appointed senators, determines student government decisions at SCC. A seven person Student Activities Council is responsible for bringing co-curricular programs to the SCC campus.

Government action for SFCC Associated Students is determined by the College Student Senate, consisting of two elected officers, six appointed officers, four appointed senators (representing geographical districts), one appointed administrator and one elected faculty representative. The Student Council includes representatives from all campus clubs and is responsible for planning student programs and activities.

The Student Council forum at the IEL is comprised of a student representative from each IEL center. In addition, each center has its own student governance structure.

For additional information, call SCC (509) 533-7081, SFCC (509) 533-3553, IEL Colville Center (509) 279-6700, IEL Fairchild Center (509) 533-8937, IEL Republic Center (509) 775-3675, IEL Newport Center (509) 447-3835, IEL Inchelium Center (509) 722-3702, IEL Hillyard Center (509) 533-8580, IEL Adult Education Center (509) 533-4600, IEL Whitman County Center (509) 533-4002, and the IEL North Pend Oreille Center (509) 533-4290.

STUDENT ACTIVITIES

Each student pays a student activities fee at registration. These fees, collected quarterly, provide funding for athletics, clubs, organizations and student government on each college campus.

Student activities within CCS are conducted to promote educational, cultural, social and recreational programs. These programs are planned, coordinated and conducted by students to supplement classroom-learning experiences throughout the college year.

There are a wide variety of clubs and organizations that relate to many different special interests (i.e., drama, multicultural, service learning, single parents, etc.) as well as organizations relating to instructional areas (i.e., hearing impaired, journalism, music, photo, etc.) Membership in these student clubs and organizations is open to all students. Detailed information for clubs and organizations is available in the Student Activities Office in the student center throughout CCS.

For more information, call SCC (509) 533-7081, at SFCC call (509) 533-4197, IEL Colville Center (509) 279-6700 or (509) 684-3138, IEL Fairchild Center (509) 533-8937, IEL Newport Center (509) 533-8301 or (509) 447-3835, IEL North Pend Oreille Center (509) 533-4290 or (509) 442-4290, IEL Republic Center (509) 533-8728 or (509) 775-3675, or IEL Whitman County Center (509) 533-4002 or (509) 332-2706.

STUDENT PUBLICATIONS

Students at the two colleges are offered a rare opportunity. They can do the writing, editing, photography and layout involved in publishing a student newspaper. The two separate staffs see the production process through from beginning to end with the results being The Reporter at SCC and The Communicator at SFCC. Staff members gain valuable skills in writing and editing with deadline expectations, in darkroom and graphics procedures, and in desktop publishing experiences that can open a variety of professional opportunities in many communications fields. Both colleges offer variable-credit courses. (Students may sign up for 1 to 5 credits.)

Legends, SCC's literary magazine, is published every spring by the students in the literary production class. Featuring prose, poetry and art, the magazine accepts submissions from students, faculty and alumni. Each year's Legends presents a collection of works appropriate to that year's vision and theme. Legends has received local, state, and regional awards since its creation in 1987.

The Wire Harp, SFCC's literary magazine is published each spring. The magazine's editorial staff is composed of SFCC students. Submissions of poetry, prose, photography and graphic art are accepted in January each year.

INTRAMURAL SPORTS

Intramural sports are a valuable, added component to student life and play an important role in the total student experience at CCS. Participation in intramural sports will make for a more rewarding and enjoyable collegiate experience. It adds another dimension to student life away from the rigors of the classroom and allows for extracurricular social interaction. Intramural activities help promote and improve physical fitness, self-esteem and are a great way of just having fun while attending college. CCS offers a variety of intramural sports to both men and women students during the fall, winter and spring quarters. In addition, open recreation time is provided daily in the swimming pool at SCC and the gymnasiums at SFCC and SCC for students and staff.

INTERCOLLEGIATE ATHLETICS

The athletic program gives full-time students at both colleges an opportunity to participate in competitive intercollegiate sports. A wide range of intercollegiate activity is offered for both men and women while pursuing their personal academic goals. Men's teams participate in cross-country, basketball, track, golf, tennis, soccer and baseball. Women's teams participate in volleyball, cross-country, basketball, track, softball, soccer, golf and tennis. Men and women's teams participate in the Northwest Athletic Association of Community Colleges.

FITNESS CENTER

Students, faculty and staff have access to fitness centers at SCC and SFCC. These state-of-the-art facilities offer cardiovascular conditioning, strength training and flexibility programming. Students may register for either a 1-credit fast fitness class or cross training, a 2-credit class. Grading is based on the total hours of exercise time accumulated during the quarter.

Both fitness centers have a dress policy that is designed to help keep equipment clean and foster a nonintimidating environment. The aim of fitness center staff is to provide an educational and motivating environment in which to achieve individual exercise goals. Instructors are on hand to help develop personal exercise programs and conduct individual fitness assessments. These assessments include testing body composition, blood pressure, flexibility, aerobic fitness and muscular strength. There also is an opportunity for physically challenged individuals to exercise on a variety of specialized machines.

All fitness center users pay a small quarterly lab fee that helps provide a means to maintain equipment and for the purchase of new machines.

For more information call SCC (509) 533-7280, or SFCC (509) 533-3488.

WELLNESS PROGRAM

The CCS physical education, athletics and recreation department conducts a Wellness Program geared to meet the needs of CCS students. The Wellness Program focuses on educating, motivating and directing students toward positive, fitness-oriented, healthful lifestyles. Information is available on diet, nutrition and exercise. Fitness and wellness testing is available by appointment for body composition measurement, blood pressure, flexibility and nutrition analysis. Program goals are to reduce the risk of disease and injury and enhance the quality of life for students.

A variety of activities are offered and geared to meet individual needs. Activities offered include both organized classes (credit and noncredit) and open facility usage. Classes range from basic fitness to aerobic fitness, body conditioning, jogging, cross training, karate, weight training and fast fitness. Facilities are available for student use during open scheduling hours. This includes locker/shower rooms, swimming pool (SCC), indoor/outdoor tracks, gymnasiums, trails, tennis courts and athletic fields.

The Wellness Challenge incentive program offered each year is designed to encourage student participation in health, fitness and wellness-related activities and runs from Sept. 1 to Aug. 31. Both colleges have information, specific details and forms needed for participation.

For more information call SCC (509) 533-7211 or SFCC (509) 533-4105.

Student Rights and Responsibilities

STUDENT CONDUCT CODE

Community Colleges of Spokane has adopted a student conduct code and rules for enforcement. All students should familiarize themselves with the Student Rights and Responsibilities Handbook and the Student and Staff Traffic and Safety Handbook. Copies of these manuals are available at www.ccs.spokane.edu/students or through Student Services. Conduct codes are available in the offices of the vice president of student and instructional services at SCC, the associate dean of student-funded programs at SFCC and the enrollment services office at the IEL.

In addition, CCS follows all applicable federal and state laws regarding the prohibition of the use and possession of controlled substances and alcohol by any student on district-owned or used facilities, grounds or motor vehicles and in any college participant activity on or off campus.

STUDENT RIGHT TO KNOW

Community Colleges of Spokane complies with a variety of state and federal requirements concerning providing information to students and prospective students regarding campus crime statistics and security, undergraduate completion and graduation rates, athletic information including expenditures and revenue, and participation by team and gender.

Brochures detailing this information are available from the institutions' Student Services offices or at www.ccs.spokane.edu/students/rightoknow.htm

STUDENT RECORDS (CONFIDENTIALITY)

Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA), requires that CCS adopt guidelines concerning the right of a student to inspect his or her educational record.

RELEASE OF PERSONALLY IDENTIFIABLE RECORDS

The college shall not permit access to or the release of educational records, or personally identifiable information contained therein, other than published "directory information" without the written consent of the student, to any party other than the following:

- Administrative/support staff, and college faculty when information is required for a legitimate educational interest within the performance of their responsibilities to the college, with the understanding that its use will be strictly limited to those responsibilities.
- Federal and state officials requiring access to educational records in connection with the audit and evaluation of a federally or state-supported educational program or in connection with the enforcement of the federal or state legal requirements which will not permit the personal identification of students and their parents to other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation or enforcement of legal requirements.
- Agencies, such as the National Student Clearinghouse or individuals requesting information in connection with a student's application for, or receipt of, financial aid.
- Organizations conducting studies for, or on behalf of, the college for purposes of developing, validating or administering predictive tests; administering student aid programs; and improving instruction. Such studies shall be conducted in such a manner that will not permit the personal identification of students by persons other than representatives of such organizations and such information shall be destroyed when no longer needed for the purposes for which it was provided.
- Accrediting organizations in order to carry out their accrediting functions.
- Any person or entity designated by judicial order, or lawfully issued subpoena, upon condition that the college makes a reasonable effort to notify the student of all such orders or subpoenas in advance of the compliance therewith (unless the order or subpoena specifically orders the student not be notified). The Patriot Act legislation requires that students will not be notified of such orders or subpoenas.

■ Information from educational records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

■ Spokane Community College, Spokane Falls Community College and the Institute for Extended Learning are part of District 17, CCS. For that reason educational records may be shared among the three entities for the purposes of admission, registration, library access, financial aid and billing.

The term "directory information" used in WAC 132Q-06030(1) is defined as: student's name, address, telephone listing, date and place of birth, major field of studies, participation in officially recognized activities, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Verification of enrollment is given.

Students may request that the college not release directory information except through written notice to the Admissions/Registration Office.

CCS registrars' offices will assist students who want to inspect their records. Records covered by Public Records Act will be made available within 45 days and the college may charge reasonable fees for preparing copies for students. This includes records that are kept in the following offices: admissions, registration, financial aid, cooperative work experience, placement, veterans' services, cashiering, sponsored programs, student activities and intercollegiate athletics. The college reserves the right to have a college representative present during the review of a student's record; the representative may offer interpretation of the data within the record.

Some records may be withheld by the college. For example, academic transcripts are routinely withheld if the student has a financial obligation to the college. Medical records may be released to the student's physician rather than to the student. Students may not inspect financial information submitted by their parents, confidential letters associated with admissions, and records to which they have waived their inspection rights. In the event a record contains information about other persons, the college will release only the portion of the record that pertains to the student.

Finally, the college will not release records that are not owned by the college.

In addition, the U.S. Department of Defense has authorized branches of the U.S. military to access directory information from U.S. colleges for recruitment purposes. Directory information under this provision, called the "Solomon Act," includes name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and the educational institution in which the student most recently was enrolled. Students who object to the release of the above information to military recruiters may request that this information not be released by written notification to the appropriate CCS registrar's office.

REQUESTS AND APPEAL PROCEDURES WAC 132Q

Refer to the Student Rights and Responsibilities Handbook and the Student and Staff Traffic and Safety Handbook, located in the Admissions/Registration Office at SCC, SFCC, IEL or at www. ccs.spokane.edu/students to obtain information on the process to contest the contents of your education records.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA) HEARING PROCESS

Upon examination of records, a student who believes that his/her record is inaccurate or misleading can request a formal hearing. Requests for a hearing should be directed in writing to the Registrar's Office at each college. When a date, time and place for the hearing have been established, a student may present evidence at the hearing and be represented by an attorney, at the student's expense. The hearing panel will include the vice president of enrollment services and student development or other appointed designee and the student's adviser/instructor. The hearing process does not replace other processes for student grievances. For example, a grade appeal will be addressed through the Student Grade Appeal procedure of this catalog.

The decision of the hearing panel will be based solely on the evidence presented at the hearing. A written summary of the hearing will be prepared and distributed to all parties. The summary will include the reasons behind any decisions made by the hearing panel. The student's records may be amended in accordance with the ruling of the hearing panel.

A student may add comments to his/her record if he or she is not satisfied with the ruling of the hearing panel. Such comments will be released whenever the records in question are disclosed. For example, an explanatory letter from the student may accompany a transcript.

Students who believe the hearing panel results are in error may contact the United States Department of Education, Room 4074 Switzer Building, Washington D.C. 20202.

ACCESS TO STUDENT RECORDS

TRANSCRIPTS

Transcripts are a cumulative record of a student's grade. Transcripts are a legal document of enrollment at CCS and are maintained forever.

TRANSCRIPTS OF CREDITS

In compliance with the Family Educational Rights and Privacy Act of 1974, a student's grade transcript will be released only upon written request to the Cashier's Office. The request must include the student's full name, maiden name if applicable, approximate last date of attendance, student identification number, student's signature and address(es) where the transcript(s) should be sent.

There is a $3 fee per each official transcript requested. Students enrolled at the IEL, SCC or SFCC who are requesting an official transcript be sent from one District 17 unit to another District 17 unit will not be charged the transcript fee.

Official, sealed transcripts are required by other institutions when a student transfers. Official transcripts will not be released if the student has not fulfilled all financial obligations to the college.

TRANSCRIPTS FROM OTHER SCHOOLS

SCC and SFCC do not issue or certify copies of transcripts from other institutions. Transcripts reflecting a student's previous college education that have been submitted to the college as a requirement for admission become part of the official file and cannot be returned to the student. Any student desiring transfer of credits earned elsewhere must order official transcripts from the institution where the credits were taken.

COMPLAINT PROCEDURE

Community Colleges Of Spokane has established procedures to assist students who feel they have a complaint relating to an action by a member of the CCS community. Students are encouraged to contact the vice president of student services regarding complaint procedures.